



TRIAD BAPTIST CHURCH

FACILITY SPACE USAGE POLICY

Eligibility

Facility reservations are available to:

- Active members of Triad Baptist Church
- Regular attendees of Triad Baptist Church

Members and regular attendees may reserve facilities up to four (4) months in advance.

Church leadership reserves the right to approve or deny requests based upon availability, ministry priorities, and facility considerations.

Scheduling

- Requests must be submitted at least two (2) weeks prior to the event.
- Church ministry events take priority over personal events.
- Submission of a request does not guarantee approval.
- Facility requests are reviewed by church staff and leadership.

Event Host Responsibilities

The individual submitting the request is considered the Event Host and is responsible for:

- The conduct of all guests.
- Compliance with church policies.
- Setup and teardown unless otherwise arranged.
- Returning the room to its original condition.
- Informing vendors, decorators, caterers, and guests of church policies.

The Event Host must remain present throughout the event.

Facility Care & Cleanup

All facilities must be left in the same condition in which they were found.

Event hosts are responsible for:

- Removing decorations.
- Returning tables and chairs to their original locations.
- Wiping tables and counters.
- Removing personal belongings.
- Disposing of excess trash in the church dumpster.

Church furniture and decorative items located in hallways, lobbies, entrance areas, and common spaces—including bistro tables, stools, end tables, framed artwork, décor items, and similar furnishings—**may not** be moved, relocated, or removed without prior approval from church staff.

Damage to church property, furniture, walls, flooring, fixtures, or equipment may result in forfeiture of the \$100 security deposit and additional charges if repair or replacement costs exceed the deposit amount.

Decorations

Decorations are permitted provided they do not damage church property.

The following are prohibited:

- Nails
- Screws
- Staples
- Tacks
- Command strips
- Permanent adhesives
- Any mounting material that may damage surfaces

Painter's tape is the only adhesive permitted on walls, doors, furniture, or church property.

The following are also prohibited:

- Open flames
- Fireworks
- Sparklers
- Confetti
- Glitter
- Rice

- Birdseed
- Flower petals
- Bubbles
- Silly string
- Smoke effects
- Fog machines

Any damage resulting from decorations may result in forfeiture of the security deposit and additional repair costs.

Food & Kitchen Usage

Food may be served during approved events.

The Peak Kitchen may be available upon request and approval for warming, serving, and event support.

The church's commercial kitchen is not available for private events unless specifically approved by church leadership.

Kitchen facilities must be cleaned and restored following use.

Safety & Conduct

- Children must be supervised at all times.
- Running, roughhousing, and unsafe behavior are prohibited.
- Guests must remain in approved event areas.
- Church property should be treated respectfully.

Prohibited Activities

The following are prohibited on church property:

- Alcohol
- Tobacco products
- Vaping products
- Illegal drugs
- Gambling
- Dancing
- Activities inconsistent with the mission and values of Triad Baptist Church

FACILITY SPACE FEES

Security Deposit

A refundable security deposit of \$100 may be required for certain events.

Reservations requiring a deposit are not considered confirmed until the deposit has been received.

Deposits are typically returned within two weeks following the event if no damage or excessive cleanup is required.

Optional Service Fees

Setup/Cleanup Assistance (*tables and chairs only*)

- The Peak: \$75
- Activity Center: \$75
- Other Areas: Approximately \$75

Audio/Visual Support (*may not use TBC sound equipment without a technician*)

- The Peak AV Setup: \$25
- Technician During Event: \$50–\$75

Wedding-Related Events (*Please request the Wedding Policy and Request Form*)

- Wedding Ceremony: \$100
- Wedding Reception: \$100
- Rehearsal Dinner: \$100

FACILITY SPACE USAGE POLICY ACKNOWLEDGMENT

I acknowledge that I have received, read, and understand the Triad Baptist Church Facility Space Usage Policy.

I agree to comply with all policies and accept responsibility for the conduct of my guests, the condition of the facility, and any fees or damages associated with my event.

Event Information

Event Name: _____

Event Date: _____

Event Host Information

Name (Printed): _____

Email: _____

Signature

Event Host Signature: _____

Date: _____

Office Use Only

Request Approved: ☐ Yes ☐ No

Deposit Required: ☐ Yes ☐ No

Deposit Received: _____

Approved By: _____

Date Approved: _____