

**RALEIGH BAPTIST ASSOCIATION RESOURCE CENTER**

**REQUEST FOR USE OF FACILITIES**

**RBA Affiliated Churches**

The following facilities are requested to be reserved.

Event date \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_

(Note: "Time" includes set-up and clean-up time)

- Kitchen**
- Multi Purpose Room** ( 50 persons at tables  
70 persons in chairs)
- Cashwell Conference Room** (25 persons)

**The following 2 (two) conference rooms are  
only available during regular office hours**

- Conference Room 112** (16 persons)
- Conference Room 134** (10 persons)

Number to be provided for \_\_\_\_\_

If you are using the Multi-Purpose Room, please indicate how you plan to arrange it. You are responsible for arranging for your conference/meeting and returning the room to its original setting.

Church \_\_\_\_\_

Group/person making request \_\_\_\_\_

We agree to abide by the facilities policies and understand fully the facilities use fees. Furthermore, we agree to all stipulations for use of the Resource Center and also agree to hold Raleigh Baptist Association faultless and without liability for any injury to persons within our group or serving our group.

Our insurance policy is with \_\_\_\_\_ Policy number \_\_\_\_\_

Signed \_\_\_\_\_  
(Group representative)

Address \_\_\_\_\_

Phone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

Deposit paid: Amount \_\_\_\_\_ Date \_\_\_\_\_

Please sign the completed form and return it along with the deposit as soon as possible--this will serve as your confirmation of the reservation. Mail to: Raleigh Baptist Association, P.O. Box 46659, Raleigh, NC 27620-6659 or fax to 919-231-4819.

## FACILITIES USE POLICIES

### For RBA Affiliated Churches

**Please note:** The association reserves the right to refuse future use of the facilities if these policies are not followed.

#### I. Reservations

- A. Include the time needed for set-up and clean-up.
- B. The associational staff will provide instructions concerning key pick up/return and how to open and close the building.
- C. Eating is not allowed except in the kitchen and Multi-Purpose Room.

#### II. Set-Up and use of equipment

- A. You may use the Resource Center's coffee pots and standard kitchen utensils, **but not the disposable kitchen resources. Bring all paper products, coffee, creamer, sugar, and plastic utensils you will need.**
- B. You may set up tables and chairs as you like in the Multi- Purpose Room. Conference Rooms are to be left as they are. Return all equipment to the original set up.
- C. Rooms may be decorated for your event. Please do not use tape or sticky tac on walls, ceilings, table, or chairs. Tac strips are provided in all rooms.
- D. Audio-Visual Equipment....A variety of A-V equipment is available. Use of A-V equipment will require a training session for one person by the RBA staff. This must be a person who is familiar with such equipment. The Resource Center has ***Wireless Connections.***

#### III. Clean-Up

- A. Clean all tables and serving areas, vacuum carpet in Multi-Purpose Room and **sweep the kitchen floor.** There is cleaner in the kitchen. The **vacuum cleaner** is in the storage room off the Multi-Purpose Room.
- B. Check bathrooms. Leave them clean.
- C. All garbage bags should be tied up and placed in the dumpster. Replacement trash bags are located under the work table in the kitchen.
- D. All lights should be turned off and thermostats set at **heat 66** and **cool 78.**
- E. **Take all leftover food with you.**
- F. Be sure both doors are locked.

#### IV. **No smoking or alcoholic beverages are allowed on the premises.**

**Parking** - Participants should park in the rear of the Resource Center.

#### V. Allowed Areas

No one is allowed beyond the locked double doors in offices and conference rooms. The use of computers is prohibited.

#### VI. Fees

A. The event fee for RBA churches is \$50.00 per day to cover utilities and custodial services. Facilities are to be left as they were found. If additional custodial services are needed as a result of event use, the church or group responsible will be expected to pay the costs.

B. Checks may be made payable to:  
Raleigh Baptist Association  
PO Box 46659  
Raleigh, NC 27620-6659