

GUIDELINES GOVERNING USE OF THE SCOUT HUT FACILITIES AND EQUIPMENT

First Christian Church Scouting Foundation, Inc. Richlands, NC

The Scout Building was constructed to allow the First Christian Church Scouting Foundation to minister to the youth of our community through Scouting. This policy states that Scouting has first priority for the use of the Scout Hut. It is the Scout Leader's responsibility to record future meeting dates with starting and ending times on the calendar posted on the bulletin board in the Scout building. Rental of the building will be allowed only when it is not reserved by a scouting group.

The paragraphs below define the terms for the facilities:

- 1) The facilities included in this policy are the Scout Hut and Picnic Area.
- 2) Uses of the facilities by Scout groups or renters are subject to approval by the Foundation Board.
- 3) The rental of the Scout Hut is coordinated by First Christian Church and must be scheduled by the office secretary and put on the "master calendar". Events may be booked no more than one year in advance.
- 4) A **rental fee of \$100** will be charged for use of the Scout Hut. In addition, a **refundable deposit of \$100** will be held.
- 5) Scheduled dates will be written on the calendar once the rental fee, refundable deposit, and the booking application is received. Following a successful check-out inspection of the rented property, appropriate deposits will be refunded within five (5) business days. If the inspection shows that the facility was not cleaned and returned to its original condition, or damaged property is found, the deposit **will not** be returned.
- 6) The renter and its sponsor will be responsible for any damages incurred over and above the refundable deposit.
- 7) All paper products and cleaning supplies are to be furnished by the renter.
- 8) Any **emergency** situation can be approved by the Chairman of the Foundation Board.

CHECK LIST FOR CARE AND CLEANING OF SCOUT HUT

It is necessary for each person or group who use the facilities to follow certain rules regarding maintenance. All cleaning and restoring of facility to original condition is to be done at completion of the event. The building used will be checked to be sure everything is left in satisfactory condition before deposits are refunded.

- 1) No children are allowed in the facilities without an adult present.
- 2) Each facility should be restored to its original condition and arrangement. Room furnishings must be left in the order in which they were found.
- 3) Chairs and tables are to be stored after each use.
- 4) All facilities will be cleaned according to its appropriate cleaning checklist.
- 5) Floors should be swept and mopped.
- 6) All food and personal items must be removed from the facility.
- 7) Bathrooms should be cleaned.
- 8) ALL trash is to be bagged, tied up and taken to the outside container. Be sure the trash container lid is down.
- 9) When you leave the facility, ALL heat and A/C units must be set to the following settings: During the cold months, heat should be left on 55 degrees, not off. During the warm months, the A/C should be turned off.
- 10) All lights should be turned off to include bathrooms and storage areas; all appliances off; and all doors are to be locked.
- 11) Remember to keep the heat as low as possible to be comfortable and keep the air-conditioning as high as possible to be comfortable. Our electric bill is a concern for everyone.
- 12) Nails or regular tape or two sided sticky foam are not to be used on the walls of the building. Special tape is available which will not damage the surface when removed. Check package label to insure it states it will not damage the surface. This type of tape will be permitted and all tape and decorations must be removed.
- 13) The open field behind the Scout Hut is not the property of First Christian Church Scouting Foundation, Inc. and should not be used without the owners consent.
- 14) Smoking is not permitted inside the building. Receptacles for outdoor smoking are not provided so butts should be properly extinguished and disposed.
- 15) Alcoholic beverages are not permitted on the church property at any time.

Note: A copy of these procedures and policies are to be given to the Requestor/Renter.

Scout Hut Usage Booking Application

Name of Renter: _____

Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____

Describe the type of Event/Intended Activity (Subject to Approval) _____

Date & Time Facility is to be rented: _____

Date and time needed for preparation of Facility: _____

Fees Paid: \$ _____ Deposit Paid: \$ _____

Initial the following:

_____ I have read the First Christian Church Scouting Foundation Facility Policy and agree to its terms.

_____ I understand the rental fees for the use of the Scout Hut.

_____ I understand that I am liable for all damages to the property and agree to follow the checklist for care and cleaning of the Scout Hut.

_____ I agree that I will not receive any refunds of deposit until a satisfactory inspection is made after the event.

Signature of Responsible Renter

Date

Representative of First Christian Church Scouting Foundation

Date