

Brentwood Christian School

Facility Use Policy

Brentwood Christian School (BCS) in conjunction with the Brentwood Oaks Church of Christ (BOCC) owns certain real estate, including educational and worship facilities all of which is used to promote its educational and religious purposes. BCS seeks to exercise wise stewardship over all aspects of the property. Such stewardship may include occasional guest use from time to time for purposes consistent with BCS's educational and religious purposes and doctrinal beliefs. Based on these considerations, BCS shall allow use of its facilities by others in accordance with the requirements and guidelines herein.

Decision-making authority. BCS's President, or Chief Financial Officer as designee, shall make decisions as needed regarding the use of BCS's facilities, all in the best interests of BCS.

Doctrinal Restrictions. BCS facilities may be used only for purposes and in ways consistent with BCS's doctrinal beliefs as reflected in the Bible, the Statement of Core Beliefs as stated in BCS Policy, and otherwise, particularly with respect to sexual activity standards and other conduct such as alcohol and drug use. Such use of BCS's facilities shall not be permitted when it interferes with the educational program of any BCS or BOCC scheduled activities, including facility maintenance and/or repair projects. The primary function of BCS facilities is to help provide a quality academic program to the students of BCS.

Any use of BCS facilities must be consistent with the missions of BOCC and BCS. Non-Christian images, statues, idols, or depictions will not be allowed either inside or outside any facilities and non-Christian religious or traditional ceremonies cannot be performed. Content of any performances must not include or promote behavior that is inconsistent with the Judeo-Christian faith.

Certain forms of behavior are contrary to the mission statement BOCC and BCS and are therefore not allowed in or around any BOCC or BCS facility by any groups or individuals using the facilities. Such behaviors include, but are not limited to, vulgar language or gestures, use of alcohol or tobacco, illegal drugs, fighting, immodest clothing or behavior, or any illegal activity. This also applies to the content of performances presented.

The president shall be responsible for memorializing guest facility use. Such written agreements shall include identification of the religious/educational purposes served by a guest's facility usage.

Any organization or group outside of BCS must abide by the following guidelines:

1. The purposes for which any non-BCS or non-BOCC organization or individual rents the BOCC/BCS facilities must not be contrary to the missions of BOCC and BCS.
2. The facility must be reserved in advance through the school administration.
3. Any non-BCS or non-BOCC organizations or individuals renting the facilities will be charged a facility use fee before use. The fee may be on a per-hour or per-day or per-room basis, depending on the nature of use. Charges will be billed as agreed upon before use.
4. A usage form must be completed and submitted with a check as a reservation deposit. A damage deposit may also be required, depending on the planned usage.

5. All payment is due by the day of the event.
6. The group's designated representative will be held responsible for the behavior of the rest of the group, including performers and the audience.
7. Renting organizations are responsible for adhering to safe occupancy limits. The number of participants/patrons may not exceed the authorized capacity of the facility.
8. Groups using the facility must take appropriate safety precautions. Groups using the facility assume all risk and liability for any accidents that may occur during their usage of the facility and must show documentation of coverage for any and all liability purposes.
9. All damage to furniture, equipment, or facilities will be the responsibility of the group using the facility. The group must repair the damage or replace the equipment to the satisfaction of BCS administration. When a group is given permission to use the facility, a designated individual from that group must take full responsibility for overseeing proper use.
10. No food or drinks are allowed in the theater at any time.
11. No smoking or alcohol is allowed on campus.
12. Renting organizations are required, at their sole cost and expense, to procure and maintain a policy of commercial general liability insurance (including contractual liability) in an amount not less than \$1,000,000, per occurrence, \$1,000,000 in the annual aggregate. Such insurance policy shall be carried with a company licensed to do business in the State of Texas, and shall be non-cancelable and not subject to material change except after thirty (30) days written notice to BCS. BCS must be listed as an additional insured.
13. All equipment needs must be made known at the time of the reservation.
14. No glitter or objects containing glitter are to be used without prior approval in writing.
15. Renters will be assessed overage fees for time in the facility beyond what is contracted.
16. The facilities shall be left in a neat and orderly condition. All user groups shall be held responsible for reimbursing the cost of damage, loss, or excessive cleaning charges incurred through their use of the facility.

Center for Science & the Arts

1. No food or drink allowed without prior written approval. No food or drink allowed in the theater at any time.
2. The renting organization must have a qualified technical director and/or sound & lighting technician in order to operate the CSA lighting board or mixing board (some basic equipment may be used without a technician).
3. Renters may not remove, relocate, or in any other way tamper with technical equipment. This equipment includes but is not limited to all lighting/sound devices and curtains. Permission to make any such adjustments must be pre-approved.
4. No additional lighting or sound equipment or additional structural units may be attached or wired into the existing sound or lighting systems without the approval of the facility manager.
5. No drilling/attaching scenery into the stage floor is allowed.
6. Any equipment, instruments, scenery, props, costumes, concessions, or other event related items must be removed from the premises by the final stated facility lock down time or additional fees will be assessed.

Athletic Center

1. Bleachers will not be used without prior arrangements.
2. **All damage, such as scrapes or gouges in the wood floor, will be the responsibility of the group using the facility.** This also includes damage or loss of balls, etc. The group must repair the damage or replace the equipment to the satisfaction of BCS administration. When a group is given permission to use the facility, a designated individual from that group must take full responsibility.
3. Groups using the facility must take appropriate safety precautions. These include, but are not limited to: not climbing on the stairway or handrails, staying away from the elevator, and not climbing on the outside of or under the bleachers. **Groups using the facility assume all risk and liability for any accidents that may occur during their usage of the facility.**
4. No food or drink without prior written approval.
5. No group is allowed on the second floor for any reason, without prior written approval.
6. All equipment needs must be made known at the time of the reservation.
7. The group's designated individual must be responsible for the behavior of the rest of the group.
8. An athletic center usage form must be filled out with a check for \$100 as a deposit. All other charges will be billed.