

**Reservation Guidelines  
for Facility Usage**

**General Guidelines**

1. The facilities owned by BBC are dedicated to and provided by the Lord and must always be used to the glory of God.
2. The facilities will not be available for rental on Sunday.
3. The facilities are first and foremost reserved for the ministries of BBC.
4. Funerals will take precedence over ALL other events. We will do our best to provide an alternate location on our campus or reschedule your event. If this is not possible, you will receive a full refund.
5. Facilities will not be rented out for the use of selling outside products or for corporate, business-related meetings.
6. Facility Request Forms must be filled out to reserve the proper accommodations. Forms are available in the church office or as a link on the BBC website, [www.bbcpa.org/rentals](http://www.bbcpa.org/rentals).
7. BBC reserves the right to refuse or cancel any event that is deemed not in keeping with the vision and mission statement of the church.
8. Smoking, alcohol, and abusive language and /or conduct is forbidden on the church and school campus (indoors or outdoors).
9. Dancing is not permitted anywhere on the church campus.
10. All use of the facilities must be fully supervised by an authorized adult.
11. Thermostats are not to be adjusted unless authorized by the church.
12. The renter will be charged for any damages above the normal wear and tear.

**Room Specific Guidelines**

**Santos Center**—Please do not move the furniture on the Fireplace Side of the Santos Center from its present location or use helium balloons on either the west or east sides of the Santos Center.

**Gymnasium**—No tape is to be used on the gymnasium floor.

**Upper Lobby/Café**—Nothing behind the counter in the café may be used except the sink and microwave. Please refrain from moving items behind the counter and furniture in the upper lobby/café areas.



201 W. Vine Street  
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(717) 761-6040  
[www.bbcpa.org/rentals](http://www.bbcpa.org/rentals)



# BBC - Facilities Usage Fee Schedule

## Member Rental Fees

Facility	What You Get	Half Day	Full Day
Classroom	Classroom, desks/tables & chairs in room, whiteboards, AV (if available)	\$125.00	\$150.00
Gym	Gym, bleachers, gym lobby, locker rooms (can be set up with tables/chairs)	\$150.00	\$205.00
Kitchen	Access to counter tops, refrigerator space, use of stove and oven	\$125.00	\$150.00
Auditorium	Auditorium, stage, balcony, upper lobby, lobby restrooms, AV (additional cost)	\$205.00	\$285.00
Upper Lobby	Lobby, cafe (see back), restrooms, (can be set up with tables/chairs)	\$125.00	\$150.00
Half Santos	East or West Santos, kitchen, restrooms, lobby area, AV (additional cost)	\$150.00	\$205.00
Whole Santos	East and West Santos, kitchen, lobby, restrooms, AV (additional cost)	\$285.00	\$360.00

## Non-Member Rental Fees

Facility	What You Get	Half Day	Full Day
Classroom	Classroom, desks/tables & chairs in room, whiteboards, AV (if available)	\$150.00	\$205.00
Gym	Gym, bleachers, gym lobby, locker rooms (can be set up with tables/chairs)	\$180.00	\$230.00
Kitchen	Access to counter tops, refrigerator space, use of stove and oven	\$150.00	\$205.00
Auditorium	Auditorium, stage, balcony, upper lobby, lobby restrooms, AV (additional cost)	\$230.00	\$310.00
Upper Lobby	Lobby, cafe (see back), restrooms, (can be set up with tables/chairs)	\$150.00	\$205.00
Half Santos	East or West Santos, kitchen, restrooms, lobby area, AV (additional cost)	\$180.00	\$230.00
Whole Santos	East and West Santos, kitchen, lobby, restrooms, AV (additional cost)	\$310.00	\$415.00

### Material Usage Fee

(outside facilities' usage at individual approval)

	Member Fee	Non-Member Fee
Tables	\$5.50 each	\$6.50 each
Metal Folding Chairs	\$3 each	\$4.50 each
Molded Chairs	\$3 each	\$4.50 each
Tent—Large	\$120 each	\$140 each

- Materials and items not included in this listing are unavailable for rental.
- A 50% deposit must be received at the time of reservation. The final 50% of the fee is due the business day before the event.
- The total costs listed on the left side cover both the rental of the room and the cleaning cost.
- A 5% fee will be charged for any cancellations with the exception of BBC cancelling your event.
- If you have audio/video needs, you are required to hire one of our audio/video technicians. Their rate is \$25 per hour, with a 3-hour minimum.

*The purpose of the Property Rental Policy is to be responsible stewards of church property by charging a reasonable fee to provide for utility, maintenance, and replacement expenses of property usage above and beyond regular church activity.*