

**BEEBE MEMORIAL CATHEDRAL**  
**3900 TELEGRAPH AVENUE**  
**OAKLAND, CA 94605**  
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**REV. DR. CHARLEY HAMES, JR. PASTOR**

## **POLICIES AND REGULATIONS REGARDING USE OF CHURCH FACILITIES BY NONCHURCH GROUPS**

Beebe Memorial Cathedral (The Church) recognizes that its outreach and ministry can be increased by making its physical facilities available to other organizations and programs designed to serve the community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interests of The Church and preservation of its facilities.

All non-Church groups (any group not sponsored by or related to Beebe Memorial Cathedral) desiring to use church facilities must confirm acceptance of the terms herein specified.

All required application forms must be completed and approved by The Church. A non-refundable deposit of one-half of the total amount must be thirty days prior to the date of the event in order to reserve the date. The remainder of the fees must be remitted 14 days prior to the event. Donations may be made, or fees paid in cash or money-order made out to Beebe Memorial Cathedral C.M.E. Renewal of permission to use stated church facilities will depend, in part, on satisfactory compliance with requirements during the previous period of use. Groups which use the facilities on a year-round basis must renew their application each January 1.

The governing body of Beebe Memorial Cathedral reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in The Church's best interest regarding property management, requirements for use of the facilities for church activities (which shall always have priority), and church relationships with governmental regulations.

### **REGULATIONS**

1. The using group must be a nonprofit organization whose purposes and activities contribute to the welfare of the community.
2. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of Beebe Memorial
3. Sponsors or leaders of a group may not charge a fee or receive monetary remuneration for services rendered to the group on church property unless specific exceptions to this rule has been granted in writing by the governing body of the church. This, however, does not mean that using groups may not have organizational dues or assessments to meet operating expenses.
4. Alcoholic beverages, liquors, or other non-physician- prescribed drugs will not be permitted on church property at any time.

5. Smoking will not be permitted inside any church building, or on church property
6. Social dancing is permitted only in the social hall
7. Decorations used must be flameproof, and shall not be attached to fixed portions of the facilities without specific approval in writing
8. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion, with specific written approval.
9. The using group will be responsible for leaving the facilities used in such condition that another group may comfortably use them; i.e., furniture and equipment will be replaced in customary position, kitchen or kitchenette equipment left in clean condition, dishes washed and put away, floors swept, filled waste baskets emptied into the trash bin, etc.
10. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.
11. No equipment or facilities shall be added, modified, moved, or removed without prior written approval.
12. At no time shall equipment or facilities other than those covered by prior approval be used.
13. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from use-group activities. The using understands that BMC is not held responsible for injuries or property damage. The group must provide Beebe Memorial Cathedral with a certificate of insurance covering the event for which The Church facilities are used and naming Beebe Memorial Cathedral as additionally insured.
14. The donation schedule below outlines fees that are charged for the recovery of actual costs incurred by The Church.

Sanctuary – up to 6 Hours:	\$1,000.00
(Includes use of facilities, *instruments may be used if sound technician is requested and present)	
Social/ Fellowship Hall / Kitchen – up to 6 Hours:	\$ 750.00
(Includes self-service use of facilities, tables and chairs)	
Social / Fellowship Hall only – up to 6 Hours	\$ 650.00
(Includes self-service use of facilities, tables and chairs)	
Chapel – up to 6 Hours	\$ 400.00
Multi Purpose Room – up to 6 Hours	\$ 250.00
Classroom – up to 6 Hours	\$ 50.00

Additional Services:

AV Equipment

AV OR Sound Technician

Custodial Services

Security Services

After Hours Unlock and Lock up Services

I have read, understand, and agree to the above

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FACILITIES BY NONCHURCH GROUPS**

User Group Name: \_\_\_\_\_

Contact Person Name:

\_\_\_\_\_

Phone: \_\_\_\_\_ Email:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

DON'T FORGET TO SUBMIT FACILITIES USE REQUEST FORM