

POLICY ON USE

Rand Cottage, Ridgecrest, NC

Adopted March 1987
Revised 1995 and 1998
Reviewed 2001
Revised 2013, 2017, and 2018

The Rand Cottage is to be used by members of the First Baptist Church and First Baptist Church groups and organizations recognized by the church.

There will be a minimum charge of \$60.00 per group of each use of the cottage. This covers up to two nights. Each additional night costs \$20.00 per night. This fee is to be paid to the church office, or online at <https://onrealm.org/fbcdurham/Give/OFMDNGYRYH>, before or directly after the stay. Additionally, there will be a charge of \$10.00 per night, per person for anyone using the cottage who is not a member of First Baptist Church. A member of First Baptist Church must be present at the Rand Cottage during use of the facility and must place a reservation through the church office.

Staff ministers have the freedom to reserve dates for ministry retreats or personal vacations after August 15 for the coming year. The fees for Rand Cottage will be waived for approved church retreats, ministry trips, and staff vacations.

Reservations will be taken on a first-come-first-serve basis in the church office. The reservation calendar will be open beginning October 1 for the next year for church members and groups to reserve the cottage for **two** trips only during the year. Reservations may be made for stays up to 10 days at a time. If there are still times available on the calendar after June 30, an individual may then make a reservation for **one** more trip during the season. All cancellations of reservations should be done well in advance in order to make the cottage available for others.

Each group should take certain necessities such as kitchen towels, bath towels and washcloths, bed linens, and personal care items. Paper products and cleaning supplies are available in the closet under the staircase and in the back porch cabinets. If there are no paper products or cleaning supplies at the cottage, please replenish the needed items and turn-in your receipt to the church office for reimbursement. No pets are allowed to stay in the cottage.

Opening and closing procedures must be followed according to the printed "*Rand Cottage Checklist*." This will be received when obtaining the cottage key from the church office prior to using the cottage. Failure to follow these instructions may result in the loss of your privileges to use this cottage.

Exceptions to this policy must be made by the Facilities Ministry Team. Thank you for using the cottage and preparing it for the next guests. We hope you enjoy your stay!