

POLICY ON USE

Rand Cottage, Ridgecrest, NC

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

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 \$75.00 per group of each use of the cottage. An additional charge of \$15.00 per night will be incurred for more than a three night stay by church members and church groups. 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 a charge of \$7.00 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 months of October – December to reserve dates for ministry retreats or personal vacations in 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 each January for church members and groups to reserve the cottage for **two** trips only during the year. 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 calendar available for others.

Under no circumstances will any pets be allowed to stay in the cottage.

Each group should take certain necessities such as paper products, dish cloths, towels and washcloths, and some cleaning materials. Personal care items and bed linens are also the responsibility of each individual.

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!