

## Southside Baptist Network Selfie Station Usage Policy

**HALO Selfie Station** intersects cutting-edge app technology with a fun and easy user experience! Simply walk up to the glowing HALO and press start to capture a picture. Then post it to social media with the automatically inserted church event logo and hashtag to share with friends.

This Selfie Station is provided by the Southside Baptist Network to be used by our churches to further enhance each church's in-reach for members and outreach to our communities on the Southside of Atlanta.

- The Selfie Station is available to all Southside Baptist Network churches, missions and church plants (under the auspices of a sponsoring church) on a first come, first served basis. Churches may not reserve the Selfie Station more than twelve months out from the date the request is made. There will be a limit to three usages per calendar year. If the Selfie Station is available, an exception may be made by SBN designated staff. Rental is limited to a maximum of one day during peak seasons. Dates for peak seasons will be established by the SBN and are subject to change year to year.
- The reservation form must be completed and rental fee paid online or turned into the SBN office to secure the reservation.
- Churches are encouraged to use the Selfie Station for evangelistic events, not just church fellowships. It is not for use of individual church members, only for congregational sponsored events/activities. The Selfie Station may not be taken outside of the SBN geographical area.
- Churches agree to have policies regarding child protection and social media practices. A sample Photography/Video Release Form is available upon request.
- In order for a church to use the Selfie Station, a church designated representative (USER) that accepts full responsibility for set-up and usage must be trained in person by designated SBN staff. Please allow at least 30 minutes for training.

- Before the pickup of the Selfie Station, the Usage and Release Forms must be reviewed with the SBN staff and signed by the church designated representative (USER).
- Selfie Station is stored in a rolling hard-shell case. This case and content weighs approximately 52 pounds. Care should be used while lifting.
- Storage case with Selfie Station must be stored in an environment of 32 to 90 degrees. Do not leave stored Selfie Station in a parked car.
- Selfie Station must remain indoors while in operation. Selfie Station must be supervised at all times while not inside storage case.
- Use of Selfie Station requires a WIFI connection.
- Base of Selfie Station must be on a level floor.
- Selfie Station must be returned the next business day after use during office hours.
- Churches claim full responsibility for theft and all accidental damages of Selfie Station while in the church's possession and/or away from inside the SBN Ministry Center. Upon return of the Selfie Station, any damage should be reported immediately. An SBN representative will then notify the church of cost to repair.
- A church will not be able to reserve the Selfie Station until any past fees for usage or damage by that particular church are paid.

**I have read and agree to the above policies:**

**Church Designated Representative (USER)**

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**Signature**

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**Printed Name**