

FACILITIES USE MANUAL

The Church's Mission and Facilities Use

Decisions concerning the use of church facilities, i.e., buildings and properties, will be guided by the fact that they have been dedicated to worship, Christian education, community service, and related activities. In addition to providing space for its own activities and members, Burgin Baptist Church offers meeting and activity space to organizations and groups which serve the needs and interests of the community and whose purposes and goals are consistent with the doctrines, beliefs, and social principles of Burgin Baptist Church.

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Facilities Use Committee shall decide the matter. All individuals and groups shall abide by the directions of the Facilities Use Committee or forfeit immediately the use of any part of the facility.

Permission to use the facilities of BBC may be granted to the following organizations, groups, and individuals:

- Weddings, wedding receptions, funerals, and special family occasions (e.g. 50th wedding anniversary receptions) of BBC members
- Burgin School System
- Other church groups and church organizations
- Weddings and funerals of non-members
- Community service organizations which are non-profit and non-political in nature
- Events to support the community of Burgin
- Support or self-help groups which are non-profit and non-political in nature
- Profit-making organizations and individuals whose purpose for the facility usage is non-profit and non-political in nature and whose actions are not in conflict with the purpose and objectives of Burgin Baptist Church

Space will be reserved on a "first come, first served" basis. In all events, attempts will be made to accommodate all requests.

Regularly-scheduled services and meetings of official groups and organizations that are either a part of, or sponsored by Burgin Baptist Church, have priority over ALL other scheduling.

The church reserves the right to adjust room arrangements in cases of emergencies such as funerals. Notice will be provided as early as possible.

General Rules and Regulations

CALENDAR OF SCHEDULED EVENTS

The church secretary will maintain a facility use calendar in the church office and will provide file space for the Facilities Use Committee to maintain all requests and supporting documentation.

RESERVATIONS

Any group or individual may reserve church facilities by contacting the church secretary and filling out a form to reserve space. The form will be given to the Facilities Use Committee for approval.

When cancelling a scheduled event, at least two weeks' notice shall be given by the person in charge. Any fees collected by BBC will be refunded.

PERSON-IN-CHARGE

Every organization or group using BBC facilities shall designate an adult member as the "person in charge" and shall inform the church secretary as to the identity of such individual and how he/she may be contacted. The person in charge is responsible for seeing that a sufficient number of supervising persons are available to maintain good order and discipline during the group's use of church facilities, and that members of the group remain in the approved area of the church only. In addition, he/she should be at the place of the scheduled meeting or activity at least 15 minutes in advance of such meeting or activity and should remain at the church following such meeting or activity to see that everyone has left the church activities and that everything is in order before leaving.

The Person-in-Charge should see that:

- All equipment and furniture are returned to their proper places
- All trash and garbage is picked up and placed in appropriate containers
- All equipment or property belonging to the church is stored in its assigned place
- Only appropriate lights are left on
- All vehicles are parked in designated areas only
- All doors and windows are closed
- Arrangements are made for entry and for securing the building when leaving

AREA OF USE

Groups and organizations are to confine their activities to the room, area, or land that has been assigned to them. Hallways are to be used only for access and are not meeting or program areas. Adequate supervision to insure participants do not interfere with other activities and groups using church facilities simultaneously is required.

ROOM SET-UPS

All rooms have been designated with a standard room setup by the Trustees. The

Facilities Use Committee will provide each group with a diagram of this standard for the room they are interested in using. Any setup changes requested by the group are subject to approval by the Facilities Use Committee.

No permanent or temporary structure will be built anywhere on church premises without the prior written consent and supervision of the Trustees and/or the church body. This includes, without limitation, such structures as platforms or devices that attach to the floor, wall or ceiling, or those that may damage coverings.

Publicity material and public service announcements in which BBC's name is used must have prior approval of the Deacons.

Dining or the serving of food in the building is restricted to the Kitchen/Fellowship Hall area and designated areas with the exception of snacks for preschoolers. All kitchen equipment, including dishes and silverware are to be washed, dried, and returned to the storage areas immediately after use.

Please understand that the PERSON IN CHARGE is responsible for setting up, cleaning up, and leaving the facilities as he/she finds them.

BREAKAGE

All persons and/or groups using BBC facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment. The Facilities Use committee will determine if the building or materials have been subjected to more than normal wear and tear by the persons or group involved.

ORGAN AND PIANO USE

Permission to use the organ and/or piano must be granted by the Music Minister. Performing musicians must also be approved by the Minister of Music. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Trustees and Minister of Music.

AUDIO/VISUAL SYSTEM(S)

The sound, video presentation or recording systems are available upon request. The systems should be operated by a member of the Church Sound Committee or by technicians pre-approved by the Sound Committee Chairperson. Group-provided sound, recording, or video equipment may not be attached to the sound system through cables or connectors without prior approval. In any event, all equipment must be returned to its original configuration and settings at the close of the event.

THERMOSTATS

Thermostats are not to be modified except by Trustee designated persons.

SMOKING POLICY

All members of all groups using the church facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors, restrooms, and church vehicles. Violation of this rule is sufficient grounds for the Facilities Use Committee to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

ALCOHOL/SUBSTANCES POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

GAMES OF CHANCE

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would also include raffles or lotteries.

SUPERVISION OF CHILDREN AND YOUTH

Children must be supervised at all times and should not, at any time, be left unsupervised anywhere on the property (including the parking lot and other outdoor areas). All volunteer workers involved with children should be screened and reference checks should be made by the person in charge of the event. All workers should understand the nature of child abuse and be familiar with state laws concerning child abuse reporting obligations. It is recommended that at least one of the adults present, be currently certified in First Aid and CPR.

When minors will be present in the church facility, the group must provide the church with a written plan on how they will be supervised. All supervision must be consistent with BBC’s Policies. Depending on the circumstances, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

All users of the facility are expected to adhere to the following:

- No fewer than two adults per every 20 children must be present at all times during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.

NURSERY USE

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the Preschool Committee Chairperson. The safety standards of BBC require that two nursery care providers be present to operate the nursery, one of which must be a church qualified caregiver. The event leader is responsible for paying the church approved nursery worker for care of children, proper sterilization, and cleaning of the nursery.

FOOD AND DRINK

No food or drink is allowed in the Sanctuary except water bottles.

DECORATIONS

Decorations may be attached to the walls, doors, and windows with material that does not damage the surface or surface covering or paint. No decorating is permitted in the hallways. All decorations must be removed immediately and completely following the event.

STORAGE

There is no excess storage available for organizations other than church groups, and all organizations using the facility will be responsible for storing props and accessories offsite.

BICYCLES AND SKATEBOARDS

No bicycles, skateboards, skate shoes used as skates or motorized boards are allowed inside the church facility.

PARKING

Parking on the church campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is NOT responsible for theft or damage to personal property.

SECURITY

Burgin Baptist Church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. All users need to pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

EVENT SIGNAGE

Any type of poster, signage, or decoration posted during an event needs to be pre-approved by the Facilities Use Committee prior to the event, and all signage must be removed after the event is finished.

NON-DISCRIMINATION

BBC does not permit or condone discrimination on the basis of age, gender, race, color, national origin, ethnicity, or disability. No group shall be permitted to use BBC facilities for discrimination in its membership or for restricted participation in events. Special consideration may be given to bona fide age (youth, senior adults, etc.) groups whose membership is otherwise open, and to bona fide organizations whose goals, methods or objectives are not otherwise in conflict with the policies of BBC. In applying for use of Burgin Baptist Church facilities, a group needs to certify that it is cognizant of, in compliance with, and will observe this policy.

INDEMINIFICATION/LIABILITY

Non-BBC groups or individuals using BBC property or facilities agree to indemnify the BBC of any and all liabilities and legal actions taken against the BBC, its officers, members, or employees on account of the activities of that group or individual.

Groups and organizations that are not a part of nor sponsored by Burgin Baptist Church, are required to provide a Certificate of Insurance naming BBC as an additional insured before requested facilities use can be approved and scheduled. The group or organization must have a minimum of \$1 million general liability coverage, and have coverage in areas appropriate to the requested use, in order for the Certificate of Insurance to independently meet the requirements of this policy. If the coverage is less than this amount or does not include relevant coverages (e.g. If food preparation or serving is involved, then products operations coverage should be included.), then a signed liability waiver which holds BBC harmless for any and all occurrences during the use of the facilities, and which is signed by a duly authorized representative or all members of the group as may be deemed appropriate, may be accepted in lieu of the Certificate of Insurance at the discretion of the Trustees.

BBC REPRESENTATIVE

Burgin Baptist Church reserves the right to have a designated representative onsite whenever a non-BBC group or private individual is using the facilities.

CLEANING DEPOSIT

A cleaning deposit of \$25.00 for each area of the church used will be charged and paid to the church secretary. After the event, The Facilities Use Committee will determine how much of the deposit will be returned according to the cleanliness of the area(s) used. If desired, the person in charge may contact the Facilities Use Committee regarding paying the church custodian for setup and/or cleaning.

USE OF FACILITIES AS AN ONGOING BASIS*

Some non-BBC groups may be approved to use specific facilities as an on-going or recurring use basis. “*Recurring use*” is defined as use of specific rooms/areas more than once a year for regularly scheduled programs or activities. Use of the facilities by these groups is to be reviewed at least yearly by the Facilities Use Committee to insure that usage is still consistent with BBC policies. Supplies and materials as well as any other “evidence of use” are not to be left at the church between ongoing or recurring usages.

**Room Use Agreement Form can be found in Appendix, Form K*