

Church Facilities Management



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Leader's Guide

How to use "Church Facilities Management" by BUILDING CHURCH LEADERS

Welcome to BUILDING CHURCH LEADERS: your complete guide to leadership training. You've purchased an innovative resource that will help you assemble clear policy guidelines on use of church facilities. Selected by the editors of Leadership Resources at Christianity Today International, these are the best components of church facilities management policies, which come from a variety of churches and denominations.

We have assembled 12 forms to help you review your current church facilities policies—or to create new and needed ones. Although this is not exhaustive, these forms can be adapted for almost any part of your church's physical plant. You may use any component in a policy handbook or church use manual, or you may customize any form for your particular use.

These 12 forms range from general use of facilities to specific issues such as a kitchen checklist, a room reservation form, an insurance agreement, or wedding setup guidelines. These forms will help your Trustee Board, maintenance person or pastor plan and prepare for facilities use—and to set limits on what can or cannot be done on the premises. These policies also provide a clear line of accountability in case something should go wrong in the use of facilities.

We hope these forms will assist your church in making your church available to members and to people in the community—and also to ensure that the facility use demonstrates careful stewardship of the physical resources of the ministry.

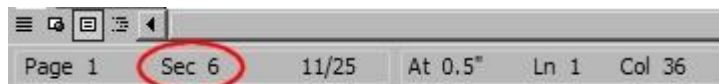
Need more material, or something on a specific topic? See our website at www.BuildingChurchLeaders.com.

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Printing Note: To print out the forms you would like to use, put your cursor on the page to print and notice the section number located on the left side of the status bar at the bottom of the page.



Click "File" + "Print," select "Pages," and type "s" and the section number in the corresponding box. For example, if you would like to print the third form, "Facility Use Policy," type "s6."

** We've worked hard to make sure this information is accurate and legally sound. However, we remind you that this is not a substitute for legal counsel. If your church has a legal question, be sure to talk with an attorney.*



How to Manage Church Facility Use

Use these principles to guide your facility use policy.

by John Throop

Many communities struggle with a shortage of public space in which to hold meetings, events, and offer education. These communities often view local churches and their facilities as accessible and welcoming places that meet their needs. When it comes to such use, however, church leaders often are challenged to develop consistent facility policies and practices. Yet careful building use can be an excellent form of congregational stewardship, providing hospitality and, in some cases, evangelistic opportunities.

Why Church Facilities Policies Are Essential

Five factors demonstrate why churches need up-to-date policies and practices on facility use.

- 1. Coordination.** There is a limited amount of space in a church. Some rooms are more appealing than others for different groups. Does the church want its ministries to have priority over outside organizations in facility use?
- 2. Responsibility.** Churches need to define the who, what, when, and how of facilities use. How much space preparation must be done by church staff? How much by users? How will the space be protected from damage? Who does what in cleaning up and returning the space to the best condition? What happens when space is misused or damaged?
- 3. Cost.** Who pays for facility use? How much for which space—and for how long? Are there different rates for members (if any cost) than for non-members? Between individuals and organizations?
- 4. Liability.** What happens when there is physical damage? Personal injury? How are repairs made? How and when are damages assessed? How does the church protect itself against liability claims? When must users provide proof of insurance?
- 5. Security.** Who oversees the safety of the building, its contents, and the people on the property at any given time?

Well-developed policies regarding the use of church facilities create a clear understanding between church leaders and users of the facilities—critical to good relationships with members and non-members alike. They also help to limit the church's exposure to property damage and injury claims should something go wrong in the use of the facilities.

Steps in Facility Policy Development

- **Think through the practical side of the church's mission.** While mission statements can have lofty language about reaching into the community and making facilities available for the needs of individuals and groups, church-related groups and



programs have basic needs for property use. Some church members become agitated if “outsiders” are using rooms for which they believe they have priority. A policy statement from the Trustee Board or executive team can help set priorities and resolve conflicts.

- **Identify different facilities and sections of property.** Often, requests for space seem reasonable and limited. “We’d like the church meeting room for our small group,” someone will say—but they forget that they also need the adjacent kitchen for preparing refreshments, and the restrooms for participant needs, and the children’s play room for childcare, and, and, and..... the list goes on. Do an audit of *every* interior facility and *any* usable outdoor space to define what is available and what is off limits to public use.
- **Consult with insurance providers for practical tips regarding liability.** The church’s insurer often has a guide with tips on the use of church facilities—or, even better, generic language for assignment of liability and the church’s waivers of responsibility. Depending on the level of physical or human risk, the insurer may strongly urge the church to get a copy of an outside group’s certificate of insurance coverage.
- **Review security and safety issues.** Just like community facilities, churches need to include security and safety policies in any room use agreement, even for member-directed ministries. These policies can include limitations on the use of the security system, access to rooms other than those being contracted, and even access to office and computer equipment, play equipment, and other property that, if used wrongly, can create major problems. Also, it is important to stress fire risk, whether from smoking on the property, use of matches, or use of kitchen range burners.
- **Develop policy statements and/or a guide to facility use.** Even small churches will find it useful to create a facility use handbook that will spell out basic policies for *all* users and specific policies for those who are not church members. Standard forms can be developed and made available online for completion and submission. Further, a facilities calendar can be made available for review prior to planning use of space.
- **Establish a cost structure for different parts of the property.** Churches should not use facility rental costs as an income stream, but rather as a cost-recovery means. Do not set fees arbitrarily. Determine overhead expenses (utilities, security, insurance, maintenance, and administrative costs) and factor them into fees based on “impact” of use. What does it cost to provide the church sanctuary and rooms for a wedding? What is the expense of the church hall and kitchen? Is there a cost difference between “normal use” (meetings and social gatherings) and “special use” (weddings, regional gatherings)?
- **Determine who on staff is responsible for tracking use.** Some churches assign this oversight to a maintenance manager. Others split the responsibility between the executive assistant and custodian. In another case, a pastor may have to do this work. Tracking building use ensures accountability and good working relationships.



Systems to Implement

Developing and administering facilities use policies can test a church's management capabilities. Thinking through responsibilities and priorities can make this process run much more smoothly—and help recover costs.

- **Develop a facilities calendar.** This internal calendar will list room users and dates. It also will function as a flow chart for room preparation and breakdown, as well as for periodic facilities cleaning and repairs, which will put certain rooms out of use.
- **Develop a document tracking system.** A filing system should be in place for room use forms. A checklist of required support materials (i.e., insurance certificates) can help document the completion of the contract arrangements.
- **Meet with users.** For first-time users of the facilities, or after any changes have taken place, a designated staff person should meet with users to go over all policies and to double-check on particular needs.
- **Have a post-use review.** Especially after large gatherings, or when there has been a facility problem, it is important to have a post-use review to determine whether an insurance claim needs to be filed, a policy needs to be changed, or even if a long-range plan should be developed for renovation.



A GUIDE TO BETHEL MISSIONARY BAPTIST CHURCH BUILDING USE

INTRODUCTION

Bethel Missionary Baptist Church is a busy place. Its primary purpose is to carry on the ministry of the local church. Bethel Missionary Baptist Church has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community through the local Family Shelter and other social services. The music program of the church is one of the finest in the city. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the Board of Trustees. The Trustee Board manages building use. No commitment for building use is finalized until the **Room Use Agreement** has been completed and executed by the Trustee Board.

Bethel Missionary Baptist Church has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups. Our first priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

Included in this guide are the following:

- Church Facility Rooms Description
- Steps to Facility Use Scheduling
- Fees for Facility Usage
- Rules and Regulations of the Board of Trustees
- **Room Use Agreement** Form
- **Release and Indemnity Agreement** Form



CHURCH FACILITY ROOMS DESCRIPTION

2607 SANCTUARY primary use for worship, weddings, funerals and such occasions as are appropriate to worship space. It is ideal for weddings and concerts, our ***Glory To God Sanctuary*** seats over 400 people in a traditional church setting and makes a lovely setting for individual and group photos. It offers spectacular acoustics, state-of-the-art audio-visual equipment, raised stage with pulpit, choir area and a private staging room on each side. The space also features a foyer, restrooms, and (just in case) our cry room for fussy babies is equipped with speakers so their mommies and daddies won't miss a thing!

2607 Multi-Purpose An unfurnished room that is ideal for a choir room, small meeting, class, or workshop. It can accommodate 6-10 at 6' rectangular tables or it can be set up for 60-75 with chairs arranged in rows or a large circle.

2607 Conference Rooms This large room features a conference table, 12 chairs, easels and a white board, making it perfect for a meeting with up to 15 attendees.

2607 Nursery A very large and carpeted room that is great for children's activities. With infants' room, a lowered sink, and a kid-sized bathroom stall, this room is a child's delight! It can easily accommodate 20 children.

2611 SANCTUARY located in the ***Founders Building***; primary use for worship, weddings, concerts and such occasions as are appropriate to worship space. It is ideal for small weddings, civil unions and small concerts, our ***Founders Building Sanctuary*** seats over 200 people in a traditional church setting.

2611 Fellowship Hall located in the ***Founders Building***; seats @75 people. Includes use of 8' and 6' banquet Tables as needed; folding Chairs; Piano; easels.

2611 Kitchen located in the ***Founders Building***; we have a full Kitchen, equipped with Refrigerator, 1 gas Stove/Oven, 1 Microwave, Sink, 1 urn (Coffee); 1 coffeemaker (by the 4-cup pot). 6' island. The kitchen must be left **CLEAN!** We encourage you to recycle.



STEPS TO FACILITY USE SCHEDULING

- Fill out a **Room Use Agreement**. One is included in this guide or you may obtain one from the church office or at our website: www.bethelwappingersfalls.org under the Contact Us at 845-296-0102.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the **Room Use Agreement** to the Trustee Board who will evaluate your request and notify you if it is approved or not approved.

FEES FOR FACILITY USAGE

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

Type A Receptions and Special Events

Type B Educational and other activities that are considered an extension of our ministry as evidenced either by our financial support or application through our Joint Board

Type C Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

ROOM	Type A	Type B	Type C
2607 Sanctuary	\$400 for 3 hours	\$400 for 3 hours	\$400 for 3 hours
2611 Sanctuary	\$200 for 3 hours	\$200 for 3 hours	\$200 for 3 hours
2611 Fellowship Hall	\$75 for up to 3 hours; \$150 per day (8-5)	\$75 for up to 3 hours; \$150 per day (8-5)	\$75 for up to 3 hours; \$150 per day (8-5)
2611 Kitchen	\$75	\$75	\$75
2607 Multi-purpose/Choir room	\$100 for up to 3 hours; \$200 per day (8-5)	\$100 for up to 3 hours; \$200 per day (8-5)	\$100 for up to 3 hours; \$200 per day (8-5)
2607 Pantry Room	\$25	\$25	\$25
2607 Conference room A/B	\$50	\$50	\$50
2607 Nursery's room	\$75	\$75	\$75

Fees are based on one segment of time (Morning, Afternoon, and Evening)

Groups in the categories of Type B or Type C are not eligible to use the Sanctuary, Fellowship Hall or the Fellowship Hall kitchen on Saturdays or Sundays.



IMPACT FEES

	0-20 people	21-99 people	100+ people
Minimal Set Up	\$25	\$35	\$50
Substantial Set Up	\$50	\$75	\$100
Custodial fee	\$25	\$50	\$75

Impact fees are charged at the discretion of the Trustee Board taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.

RULES AND REGULATIONS OF THE BOARD OF TRUSTEES

BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons 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 which in the judgment of the Trustee Board has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

ROOM SETUPS

All rooms have been designated with a standard room setup. The Trustee Board 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 Trustee Board and are considered in the calculation of Impact Fees noted above.

ORGAN AND PIANO USE

Permission to use the organ, harpsichord, or piano must be granted by the Executive Director 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 Executive Director of Music or Organist. Pianos cannot be moved except by permission from the Executive Director of Music or the Trustee Board, and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.



SANCTUARY SOUND SYSTEM

The Sanctuary sound reinforcement or recording systems are available upon request. The systems may be operated by the church sanctuary sound technicians (at a cost of \$75 per event) or by technicians pre-approved by the Trustee Board. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

SMOKING POLICY

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Violation of this rule will deny use in the future to applicable group.

ALCOHOL 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. **<Need to check insurance policy statement on Alcohol>**

NO GAMES OF CHANCE

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

FINAL DECISIONS

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 Trustee Board or their delegated representative shall decide the matter and all individuals and groups shall abide by the Trustee Board's directions or forfeit immediately the use of any part of the facility.

SUPERVISION OF CHILDREN AND YOUTH

This church has adopted the policy of Safe Sanctuaries for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults 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.
- At least one of the adults present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.

Any questions regarding this policy should be directed to the Children and Family Ministry Coordinator.

NURSERY USE

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the Children Ministry Coordinator. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a Bethel Missionary Baptist Church qualified caregiver; both must be adults over the age of 18.



FOOD AND DRINK

There is no food or drink allowed in the Sanctuary or Chapel/Choir except water bottles. All other food and drink requires approval in advance as noted in the ***Room Use Agreement***.

DECORATIONS

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

STARTING AND ENDING TIMES

- Monday through Friday from 8:30 a.m. through 9:00 p.m.
- Weekends from 9:00 a.m. through 6:00 p.m.

The building must be completely cleared not later than 9:30 p.m. (or 6:30 p.m. on Saturdays) to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

RECYCLING < Is this a policy we want to eventually adopt >

Recycling is a policy of our church. As a part of that policy, no Styrofoam cups, bowls, plates or other articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum and paper are available for your use. Every organization is responsible for complying with this policy.

STORAGE

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

BICYCLES AND SKATEBOARDS

No bicycles or skateboards are allowed inside the church facility. Bicycle racks are provided at the front entrance and outside the Fellowship Hall.

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 and excludes certain spots specifically reserved at all times for handicap and staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

SECURITY

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.



Bethel Missionary Baptist Church
2607 South Avenue
Wappingers Falls, New York 12590
Phone: 845-297-6188 Fax:
E-Mail: bethelbaptist1@verizon.net

ROOM USE AGREEMENT
PLEASE COMPLETE ENTIRE FORM

Name of Organization _____

Responsible Person _____

Non-Profit Status: _____ Federal ID No. _____
(attach IRS determination letter)

Address _____

Organization Day Phone _____ Fax _____

E-mail _____

Organization's Purpose _____

Event Name and Description _____

Date of Request _____

Contact Person's Name _____

Date(s) Requested _____ Start Time _____ End Time _____

(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be recurring:

- One time only Monthly
- Weekly Multiple days

Which day of the week: *(circle one)*

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Room(s) Requested:

- 2607 Sanctuary (Glory To God) 2611 Sanctuary (Founders Building)
- 2607 Conference Room A 2611 Fellowship Hall
- 2607 Conference Room B 2611 Fellowship Hall Kitchen
- 2607 Multi-purpose/Choir Room 2607 Pantry Room
- 2607 Nursery *(available only by special arrangement with the Children Ministry and Trustee Board)*

Anticipated Number of Participants: _____



Will a participant fee be charged? ___Yes ___No

Will food or drink be consumed? ___Yes ___No

Special Needs or Requests _____

Set Up Instructions _____



Release and Indemnity <need to review with lawyer>

This ***Release and Indemnity Agreement*** is between the above-named organization (“Organization”) and our church.

RECITALS

- The church is the owner of the real property and improvements located at (specific address) (“Property”).
- Organization desires to use the property described above for meetings and other activities.

AGREEMENT

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.



ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Title: _____

VISA/MasterCard Number (REQUIRED) _____

Expiration Date: _____ **<when do we anticipate accepting credit cards?>**

Date _____

Billing Address _____

FOR OFFICE USE ONLY

ROOM USE CATEGORY: _____

Request Approved _____

Request Denied _____

Agreed Upon Fees _____



Bethel Missionary Baptist Church Policies and Guidelines Governing the Use of Facilities

Mission Statement

The Mission Statement of Bethel Missionary Baptist Church will guide the decision-making process for any consideration of special uses of the building and grounds of Bethel Missionary Baptist Church.

The Mission Statement: *Is to serve its membership and community with love through the sharing of God's Word and Christian fellowship.*

Therefore, all functions and usage of the facilities will be compatible with the Christian ethos as espoused by the church. If in doubt, please contact the Pastor, who will determine the appropriateness of the request.

Priorities for Use of Space, Facilities, and Equipment

- Regularly scheduled services and meetings of the Bethel Missionary Baptist Church congregation
- Bethel Missionary Baptist Church-sponsored groups and ministries
- Activities and meetings of members of the Bethel Missionary Baptist Church congregation
- Community non-profit organizations and service groups
- Other groups and organizations

General Policies

Alcoholic beverages maybe permitted for certain functions with the approval of the Bethel Missionary Baptist Church Pastor. Per the church's liability insurance policy, "The decision to allow alcoholic drinks on church premises is a matter for the local church council/Trustee Board to determine; however, it is recommended that there should be no bulk supplies."

Smoking and the use of tobacco products are prohibited inside buildings—including outside within 10 feet of doorways.

Children or youth may not use the building and grounds unless they have adequate adult supervision.

Meetings, parties, and activities that result in private financial gain will only be allowed where deemed appropriate by the Pastor and will be charged at a rate to be determined by the church depending on the type of activity.

Political parties may not attach or display political advertising on any part of the church property.



Administrative Guidelines

Before scheduling an activity requiring a meeting room, the Sanctuary, or other space, a request for such space shall be made to the Bethel Missionary Baptist Church Trustee Board. All assignments can then be coordinated and recorded on the Church Calendar.

Organizations, groups, or individuals not a part of the Bethel Missionary Baptist Church congregation shall submit their requests for space in writing to the Bethel Missionary Baptist Church Trustee Board. All payments shall be made out to **Bethel Missionary Baptist Church**.

All fees must be paid through the Church Office at the time the event is booked. If the office is not open they must be paid at least 7 days prior to the event.

If this general policy, as approved by the church, does not provide the specific guidelines needed, and there is no appropriate precedent to cover a specific case, the Pastor shall make a decision in each individual case.

General Guidelines

- The policy shall be to use the total church facilities to the best advantage of the church in carrying out its mission.
- The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Administration and Property Team and/or the Bethel Missionary Baptist Church Trustee Board.
- The musical instruments in the Sanctuary and other locations in the building are under the care and supervision of the Bethel Missionary Baptist Church Music Ministry and may not be used without permission from the Pastor or Bethel Missionary Baptist Church Music Director.
- The sound system in the Sanctuary has been professionally designed and installed. No additions or changes to the sound system shall be made under any circumstances.
- Use of the kitchen and its equipment must be made with prior arrangement of the Bethel Missionary Baptist Church Trustee Board.
- Church equipment is not to be loaned outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the Bethel Missionary Baptist Church Trustee Board.



Bethel Missionary Baptist Church Donations for Facilities Use

Schedule of Donations for Use of the Building and Grounds

Group 1

Church groups and organizations connected directly with the ministries of the Bethel Missionary Baptist Church or very closely associated, such as Church Youth, Children’s Groups, and church sponsored sporting teams

Group 2

Civic organizations, non-profit organizations, and other approved organizations whose purpose is for community and/or personal improvement

Group 3

Business firms, private individuals not connected with the church

Schedule of Donations

For Use of	Group 1	Group 2	Group 3
2607 Sanctuary	No Charge	\$400	\$450
2607 Multi-purpose	No Charge	\$100	\$150
2607 Conference	No Charge	\$50	\$75
2607 Nursery	No Charge	\$75	\$75
2611 Sanctuary	No Charge	\$200	\$250
2611 Fellowship Hall	No Charge	\$75	\$100
2611 Kitchen	No Charge	\$75	\$100



Bethel Missionary Baptist Church Facility Use Policy

MISSION STATEMENT

Bethel Missionary Baptist Church is to be used to bring glory to God and serve the community through Christian worship, education, fellowship, recreation, and outreach ministries. We view the buildings and grounds as an extension of ministry.

It is our belief that, as we serve each other and neighbors, we serve Christ. For this reason, our facilities are open to members of Bethel Missionary Baptist Church and non-members for constructive use. In determining whether use of the facilities by any group is appropriate, the ethics, aims, and policies of the Church are used for guidance.

GENERAL USE

1. The use of the Bethel Missionary Baptist Church facility, as well as all Church property, shall be determined by the Church Trustee Board in keeping with this policy. Final permission to use the facilities, however, rests with the Senior Pastor. All fees, terms, and conditions are subject to adjustment on a case-by-case basis.
2. Ministry oriented groups (AA, Habitat for Humanity, Girl Scouts, Boy Scouts, etc.) may use the facilities upon request without charge for single meetings as they can be scheduled around congregational events. Regular meetings must be approved by the Pastor who may ask for monthly donations of adult dues-collecting groups to cover utility costs and upkeep.
3. The Sanctuary may be used only for worship, weddings, funerals and such occasions as are appropriate to worship space. No food or drinks are permitted in the Sanctuary.
4. Use of the Bethel Missionary Baptist Church shall conform to fire and safety ordinances.
5. The person in charge of an anticipated activity shall read the Bethel Missionary Baptist Church *Facility Use Policy* and complete a *Facility Use Agreement*, both of which are available in the Church Office. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission is given by a Church staff member and the activity is recorded on the Master Calendar. All anticipated functions should be placed on the calendar in the Church Office, preferably three months and, no later than two weeks, in advance of the event.
6. Unauthorized rooms will be locked; all individuals who have access to Sunday school rooms, or other meeting rooms, are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audiovisual equipment, coffee pots, etc.
7. Any damage to the Church facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the *Facility Use Agreement*.
8. The person in charge of an activity must be instructed on building security, the use of the heating and air conditioning, kitchen equipment, garbage disposal(s), showers, telephone, lights, fire alarm system, and know how to operate the fire suppression equipment.



Bethel Missionary Baptist Church Facility Use Rules

1. The Church facilities may only be used between the hours of 8:00 a.m. and 10:00 p.m. unless otherwise approved.
2. Children shall not be allowed to run free throughout the Church buildings and Sanctuary.
3. Use of rollerblades, roller skates, and skateboards inside the Church facilities or outside on Church property is prohibited.
4. In any form, gambling, alcoholic beverages, illegal drugs, tobacco products, and weapons are prohibited on Church property. No foul language will be allowed.
5. Gum chewing is discouraged in carpeted areas. No muddy footwear is allowed on the carpeted areas. Food and beverages may be consumed in all rooms with the exception of the Bethel Missionary Baptist Church Sanctuary. All food items and refuse must be properly disposed of at the end of an activity; any spills are to be wiped up immediately. **A report of spillage or damage shall be made to the Church Secretary as soon as practical.**
6. Christian modesty is required for all forms of dress.
7. The person responsible for a function must be an adult over the age of 21. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies. During meetings or practices (i.e. Choir and Drama), an adult must oversee the use of facilities and buildings.
8. Children and teens shall have adult supervision—one adult for every 10 children or teens. For overnight functions, such as lock-ins, mixed groups (male and female) must be chaperoned by at least one male and one female adult, preferably a married couple.
9. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should only be used for fastening permanent or semi-permanent items such as white erasable boards, chalkboards, and bulletin boards. The attachment of decorations and other materials to walls shall be done only with the consent of the Trustee Board or designee, except when posters, pictures, notices, etc., are placed on bulletin boards.
10. No equipment or furnishings in Bethel Missionary Baptist Church are to be removed from the building for personal use. If equipment or furnishings are needed off-site for Church-related activities, approval must be obtained from the Trustee Board and the items signed out of the Church Office.
11. Church office equipment is restricted and is for Church use only. The equipment is to be used only by staff or with approval.
12. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Church facilities. If items are left in the building, they will be disposed of after two weeks. **Bethel Missionary Baptist Church is not responsible for damaged, lost, or stolen personal items.**
13. The building shall be left in the proper condition for the next group; this includes the Glory To God Sanctuary, Founders Building, Sunday school rooms, kitchen, and bathrooms. All equipment will be returned to designated locations at the end of each activity.
14. Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may be delivered the day before the event and must be removed within two days after the event has ended.



15. Those responsible for an activity in the Founders Building will ensure inside and outside trash is to be bagged, tied, and set outside the rear door in the trash receptacle. Trash from activities in the Sanctuary or Education Building will be bagged, tied, and placed in an outside trash receptacle.
16. All food left over after an activity must either be taken home or put through the garbage disposal unless it will be used within two days. Leftover food must be sealed, clearly marked, and dated.
17. No temporary structure will be built within the facility without the approval of the Church Trustee Board and the supervision of the Trustee Board or designee (e.g., platforms, structures, devices that attach to the floor, wall, or ceiling or structures that might damage the facility).
18. The Music Director must approve guest organists and/or pianists, and an organ orientation session may be required, for which a fee may be charged. Guest musicians should schedule any rehearsal time in the Sanctuary well in advance with the Music Director.
19. Any infraction of state or city ordinances on Church property will be handled in an official manner. The proper authorities will be contacted (Pastor, Trustee Board, police, ambulance, etc.).



Bethel Missionary Baptist Church Facility Reservation Procedure

RESERVATION PROCEDURE

1. The person responsible for an activity will complete a *Facility Use Agreement* and turn it in to the Church Office in sufficient time to have the activity placed on the Master Calendar—preferably three months, and not later than two weeks, in advance of the requested date.
Note: Church office hours are Monday through Friday from 9:00 a.m. to 1:00 p.m.
2. The Church staff will evaluate the request, ask for further information, if necessary, and approve or decline the request. Approval or declination will be confirmed by giving a completed copy of the request to the originator. If time is crucial, the requestor may call the Church Office for initial confirmation, however the event will not be *reserved* until all forms, and fees have been received. If you have to cancel the event, all fees will be refunded.
3. When two or more requests are submitted for the same date and time, Bethel Missionary Baptist Church groups will have priority. When two Bethel Missionary Baptist Church groups request the same date, time, and facility, the first-come, first-served rule will apply. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activities.

KEYS AND CLOSURE

1. To secure the building and prevent misuse, the Key Policy is necessary for controlling the number of keys given out. Everyone receiving a key must sign for it, and the approved key holders list will be reviewed and re-approved every year, or as deemed necessary by the Trustee Board. When a key holder no longer needs access to the building, he/she should return the key promptly. (If a key is lost, a replacement key must be authorized by Trustee Board and will be issued at a cost to the person.) If a key holder moves away, he/she will return the Bethel Missionary Baptist Church key(s) to the Church Office prior to the move.
2. Individuals directly involved with the ministries of the Church who need access to the Bethel Missionary Baptist Church will, upon their request, be issued a key to the outside door and, if appropriate, a key to the inside rooms. Requests for keys to Bethel Missionary Baptist Church by all other individuals must be approved by the Trustee Board.
3. The person responsible for an activity (or a designated key holder) will unlock Bethel Missionary Baptist Church for a scheduled event and immediately following the event complete the security checklist, shut off all lights, and lock and check all outside doors to ensure the buildings are secure. The roadway gate to the property will be locked.
4. If either kitchen is used, the responsible person will complete the Kitchen Checklist.



Bethel Missionary Baptist Church Room Setup Request

Submitted By: _____ Date: _____

Ministry/Department: _____ Function: _____

Date of Event: _____ Time: From: _____ To: _____

Room(s) Needed: _____

Standing Request: _____ Every _____ Until _____

DIAGRAM OF ROOM SETUP

(Please draw diagram showing location and number of chairs, tables, other special equipment needs)

Blank area for drawing the room setup diagram.

OTHER SPECIAL EQUIPMENT NEEDS

- | | |
|---|---|
| <input type="checkbox"/> White Board | <input type="checkbox"/> Extension Cord |
| <input type="checkbox"/> Easel | <input type="checkbox"/> AV Equipment |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Other _____ |

FOR OFFICE USE ONLY

- Approved and Scheduled Assigned: _____
- Not Approved Reason(s) _____

Authorized Signature _____ Date: _____



Key Issuance Form Bethel Missionary Baptist Church

Name of Organization/Group: _____

Name of Contact Person: _____

Ph. # _____ Email _____

Reason for key: _____

Date key(s) issued: _____

Date key(s) returned: _____

Which key(s) issued? _____

Person issuing key(s): _____

I understand and agree to the following:

- No copies of this key may be made.
- If it is necessary to transfer the key to another person, another key issuance form must be filled out.
- The key is to be used for the above stated use only.
- Acceptance of the key deems you responsible for making sure the Building Use Policy is followed while you or your organization are using the building.
- Key must be surrendered upon request.

Signature: _____ Date: _____



Bethel Missionary Baptist Church Kitchen Checklist

Purpose: To ensure that all users of the kitchen leave it in a clean, presentable manner following their activity, the persons responsible for the activity are required to fill out the maintenance checklist below, sign it, and leave it at the Church office.

User Checklist for Maintaining the Kitchen

1. All tables and chairs cleaned and returned to designated positions
2. Dishes, pots and pans, and utensils washed, dried, and returned to storage position
3. Countertops and sink washed
4. Stovetops washed clean, including burner trays; oven wiped clean (if used)
5. Microwave washed clean of spills and spatters
6. Kitchen floor swept clean
7. Leftover foods properly stored or disposed of to prevent insects and rodents
8. Inside trash can bags tied and taken to the dumpster to prevent sour odors in the Founders Building (If the dumpster is full, please place tied bags in garbage cans behind the dumpster.)
9. Trash cans relined with proper size bags (which are kept in storage closet)
10. Storage closet left clean and in order
11. All tables washed clean and wiped dry
12. Supplies and equipment returned to their proper place
13. Soiled tablecloths, dishcloths, and dishtowels placed in laundry hamper* in storage closet (Do not put trash in the laundry hamper.)
14. Carpet inspected and any spills wiped up immediately
15. Heating or air conditioning adjusted or turned off at the thermostats on the kitchen and Founders Building walls and lights turned off in all rooms (including bathrooms).

***Please call the church office to arrange the laundering of the items above (*permission must be granted to use these items*).**

NAME OF GROUP USING KITCHEN: _____

AREAS USED: _____

Signature: _____ Date: _____



Bethel Missionary Baptist Church Wedding Reservation Form

Name of Bride: _____

Ph. # _____ Email: _____

Name of Groom: _____

Name of Contact Person responsible for the building, _____
if different than the bride:

Date/Time of Wedding: _____

Date/Time of Rehearsal: _____

Name of Officiant: _____ Ph. # _____

List all dates/times when you will need access to the building: _____

Which room(s) will you be using? _____

Expected Fees:

Description	Amount
Clergy counseling and officiating	_____
Accompanist	_____
Sanctuary	_____
Kitchen/Fellowship Hall	_____
Custodian	_____
Total:	_____

I understand and agree to the following:

- The space must be left as it was found (see Facility Use Rules for details).
- Persons and property will be respected while your group is using the building.
- Your group is responsible for making monetary restitution for all damages to the building.
- All rules defined in the Wedding Policy must be followed.
- All fees must be paid in full seven days before the wedding.

Signature: _____ Date: _____



Bethel Missionary Baptist Church Facility Use Agreement

Name(s) of contracting individual(s): _____

Address: _____ City: _____ Zip: _____

Phone: _____ Organization: _____

Address: _____

Number of persons attending: _____ Number of adult supervisors: _____

What areas of the Church to be used? 2607 Sanctuary 2611 Sanctuary Fellowship Hall

Kitchen Conference rooms Which ones? _____ Other: _____

For what activities? _____

Date(s) of use: _____ From: _____ AM/PM To: _____ AM/PM

Need access to kitchen? Yes No If yes, for what purposes? _____

INDEMNIFICATION/HOLD HARMLESS CLAUSE: The above contracting individual(s) does each personally contract to indemnify and hold Bethel Missionary Baptist Church harmless from and against any damages, claim, or demand arising out of the use of Bethel Missionary Baptist Church premises by any person participating in, or present because of, the scheduled activity and agree to reimburse Bethel Missionary Baptist Church for any expenses incurred defending such claim or demand.

CONTRACTING INDIVIDUALS promise to closely supervise all activities on Church premises, protect the property of Bethel Missionary Baptist Church, and strictly observe the following rules:

1. Using individual or organization is required to obtain any necessary insurance.
2. This facility is smoke-free.
3. No alcoholic beverages will be possessed or consumed on Bethel Missionary Baptist Church property.
5. No commercial activity shall be conducted without prior approval.
6. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
7. There must be a minimum of one responsible adult supervisor present at all times for every ten participants or fraction thereof.
8. All posted rules for the facilities must be observed.
9. This form must be completed, signed by the contracting individual(s) and Bethel Missionary Baptist Church representative, and payment must be made before the event will be scheduled.
10. Inappropriate behavior or use of the facilities will be cause for immediate termination of the Facility Use Agreement.
11. All Multi-Use permits expire automatically on December 31st. Use after expiration requires a new permit.

Agreed fees: \$ _____ Per: _____

Date fee received: _____ By: _____

CONTRACTING INDIVIDUAL(S)

BETHEL MISSIONARY BAPTIST CHURCH

Date Signed:

Date Signed:

THE FACILITY IS EXPECTED TO BE LEFT IN GOOD CONDITION. ALL DOORS MUST BE LOCKED AND LIGHTS TURNED OFF BEFORE LEAVING.



Bethel Missionary Baptist Church Facility Fee Schedule

1. Wedding Fees: See fees for facility use in the Policy Manual
2. If individuals outside of Bethel Missionary Baptist Church congregation desire to use the Church Facilities for an event, see fees for facility use in Policy Manual.
3. Permission for use of Bethel Missionary Baptist Church by community organizations may be granted by the Pastor. The appropriate fees will be decided on a case-by-case basis.
4. Church facilities customarily are not rented to outside groups on the weekend. Exceptions to this rule are subject to permission by the Pastor. No outside activities will be held in the Founders Building during the time of regularly scheduled Church services. Free play will be permitted during Choir and Drama practices based on the availability of adults to be present continuously to oversee the children's activities.
5. A request by the Church staff for a change of dates/times for scheduled activities may sometimes be necessary; if and when this occurs, Christian cooperation and understanding will be sought and expected.



Bethel Missionary Baptist Church Terms of Agreement and Insurance

TERMS OF AGREEMENT AND INSURANCE <need to have reviewed by church lawyer and insurance company>

1. A signed *Facility Use Agreement* is required before any use of the facilities. The activity shall not be considered scheduled until all deposits and fees have been received. The *Facility Use Agreement* must be signed by one or more responsible contracting individuals who will be legally responsible to Bethel Missionary Baptist Church for supervision of use of the facilities, as well as any damage or misuse.
2. The contracting individual(s) will be required to indemnify and to hold Bethel Missionary Baptist Church harmless from and against any damages, claim, or demand arising out of the use of Church premises by any persons participating in, or present at, the event. The contracting individual(s) will be responsible to assure compliance with the rules as contained in the *Agreement* and any rules posted on the premises.
3. All Multi-Use Agreements shall be on an annual basis. "Multi-Use" is defined as situations in which Church facilities will be used on an on-going, regular basis. To facilitate record keeping, all arrangements shall begin on January 1st and end on December 31st.
4. Multi-Use Agreements are subject to change based upon Church needs.
5. An outside entity renting the Church facilities will furnish proof of liability insurance in the amount of \$2,000,000 (two million dollars) naming Bethel Missionary Baptist Church as an additional insured. A copy of the insurance certificate is required by the Church before finalizing the rental agreement.



Additional Resources

Use these resources for church facilities policies.

National Association of Church Business Administrators at www.nacba.net offers a variety of materials on practical administration issues in the local church, including:

Article: “Use of Church Facilities By Outside Groups,” by Frank Sommerville.
Available at: http://www.nacba.net/PDF_FILES/useoffacilities.pdf

Contact:
National Association of Church Business Administrators
100 North Central Expressway
Suite 914
Richardson , TX 75080-5326

National Association of Church Facilities Managers at www.nacfm.org is a specialized professional organization dealing with all aspects of church facilities management. Contact:

Vanoy Hooker, CCFM
Executive Director, NACFM
734 Scenic Ranch Circle
Fairview, TX 75069-1912

Business Management in the Local Church, rev. ed. David R. Pollock (Moody Publishers, 1996; ISBN 0802409342)

Trustee Boards Handbook Bruce P. Powers (Broadman & Holman Publishers, 1997; ISBN 0805410619)

Church Insurance Simplified Peter Petroski (Lulu Press, 2004; ISBN 1411615719)

The Facility Management Handbook: 2nd Edition David G. Cotts (American Management Association, 1997; ISBN 0814403808)

Leadership Handbook of Management and Administration James D. Berkley, editor (Baker Books, 1997; ISBN 0801090407)