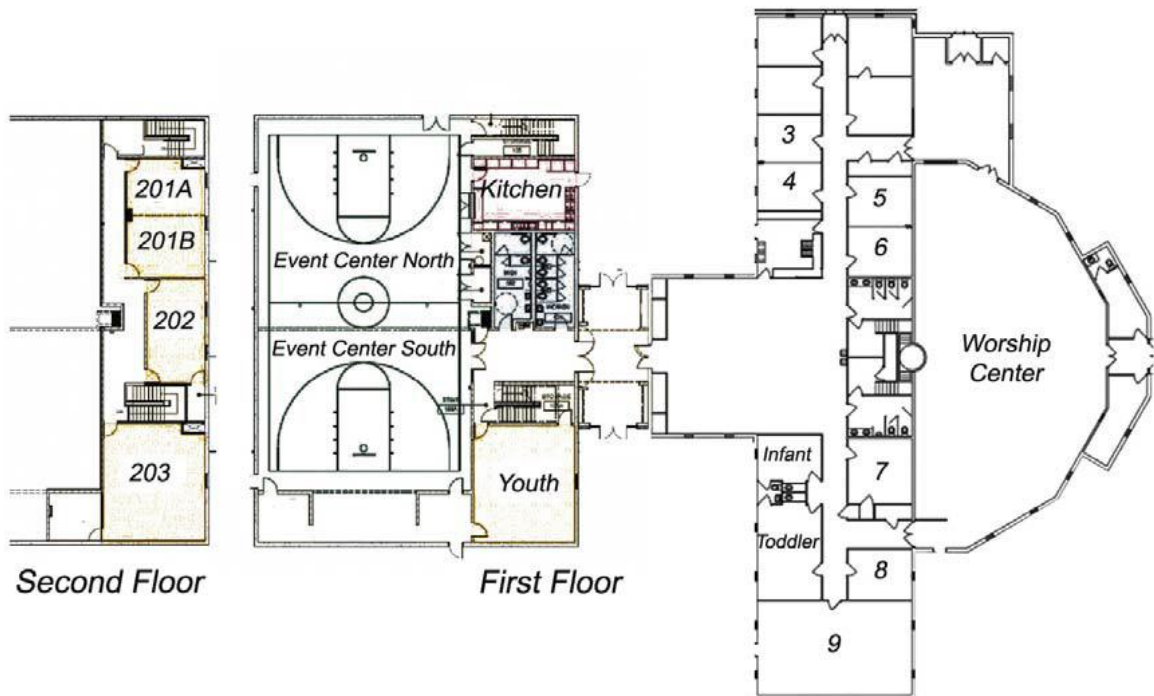


Bethel Baptist

FACILITY USE POLICY

Adopted October 25th, 2009

Edited July 29th, 2014



BETHEL BAPTIST FACILITY USE POLICY

God has richly blessed Bethel Baptist Church with facilities for its mission and ministry. These facilities are used to provide a place to worship God, enjoy Christian fellowship, and provide opportunities for the congregation to witness to and serve the community.

This Facility Use Policy directs the use of the church facilities in a manner that directly supports Bethel's Mission: "Our purpose is to glorify God - as we worship, introduce people to Jesus Christ, and help them grow in this relationship with the Lord". Stewardship of the facilities and safety of the users are emphasized in implementing this policy. The terms "facility" or "facilities" include all buildings, parking lot areas, and grounds of Bethel.

Oversight for the use of the facilities will be provided by Director/Co-director of Facilities, pastoral staff and the Elder Board.

User Definitions and Priorities

Recognizing that conflicts in scheduling may arise when multiple requests for events for the facilities are received simultaneously, user groups have been defined in order to establish scheduling priority. The highest priority user group will be given preference in scheduling events in the church facilities. User groups and their priority are as follows

1. Recognized Ministries the Church: church services, regularly scheduled church activities, church ministry - related activities and events of ministries directly supported by the church.
2. Church Members/Regular Attenders: individual celebrations and special events, weddings, funerals, receptions, and other informal member requests.
3. Outside Groups: church recognized, yet non-sponsored, events that are in keeping with the building use philosophy embraced by Bethel.
4. Community Service – Voting

Scheduling Facility Use

Scheduling ensures that facilities will be available for events and activities. Individuals who are registered members of the Bethel Baptist Church website will be able to view the calendar (Bethel Ministries Calendar) once they log into the site. Requests for scheduling of church facilities must be submitted to the church office using the "Event Request" form at least 2 weeks prior to the event. All facilities, set-ups and other service needs (equipment, sound, etc.) must be indicated on the form. If the needs change, additional equipment must be requested, but its availability for use is not guaranteed.

Events will be placed on the church calendar only after form has been submitted and the event has been approved. Events can be approved by the pastoral staff, ministry assistants, and the director/co-director of facilities. The pastoral staff/worship ministry staff must approve all worship-related activities. The pastoral staff must approve all weddings.

Facility Use Guidelines

Bethel has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after each event. Users of Bethel facilities will observe the following guidelines.

General

1. Users will restrict their activity to room(s) that have been scheduled for their event or meeting. The conduct of all persons attending the event is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. All persons and/or groups are expected to exercise reasonable care and judgment in order to prevent defacement, damage, or breakage.
3. Room temperatures must be at the same levels when you leave as they were when you arrived.
4. Tobacco products, alcoholic beverages, illegal substances, or weapons are not permitted in the building or on the grounds of the church.
5. The use of nails, screws, or tacks on walls is prohibited. Use bulletin boards, tack strips and easels for displays.
6. The use of candles is allowed only in the worship center or event center, or as directed by the Director of Facilities – use appropriate safeguards to prevent wax spills. It is requested that you use ONLY floating candles and are aware of the location of fire extinguishers.
7. No sparklers are allowed inside the building, or anywhere else on the property.
8. The user will perform their own general clean up and return furnishings to their original positions. All program materials brought by the group will be removed from the space when the event is over.
9. To protect safety of children at meetings and events, children must be under the control of their parents or responsible adults at all times and are not permitted to roam freely on church property. All children's and youth activities shall be supervised by a minimum of 2 adults over the age of 21.
10. No furniture or equipment will be removed from the church, except for church related functions.
11. You may bring in your own furniture, equipment, decorations, etc. Please specify what items you intend to bring in on the event form.

Event Center

1. Appropriate non-marking athletic shoes must be worn while playing sports or engaging in other athletic activities in the multi-purpose room.
2. Do not drag tables, chairs, items with sharp corners or edges or other equipment across the multi-purpose room floor. The floor can be damaged by sharp objects.
3. Multi-purpose room equipment (sound, video, basketball hoops, volleyball system, and room divider) will only be operated by trained, authorized personnel.
4. Sports equipment (basketballs, volleyballs, etc.) are provided for scheduled activities. This equipment must be properly stored after use. Personal equipment must be approved prior to use.
5. Clean up food and drink spills with soap and water. Do not use beverages with red coloring

Kitchen

1. Kitchen users, except for church-wide events, are expected to provide consumable items such as linens, plates, napkins, cups, etc.
2. Leave the kitchen completely clean. Do not leave leftover food in the refrigerators. Trash and garbage is not to be left in the kitchen.
3. Make sure all appliances (stoves, ovens, coffee makers) are wiped clean and turned off.
4. Towels, dishcloths, and potholders must be laundered and returned to the kitchen before the next scheduled event.

Requirements for Outside Groups

1. The user will be held liable for any damage done to church property associated with the event. The user assumes liability for injuries to persons attending the event and for damages to or loss of property. The user will provide proof of liability insurance coverage.
2. A building check list will be completed by the user after the event and returned along with any issued keys to the church office by noon on the next business day after the event.

Suggested Donations

Recognizing that use of Bethel's facilities by Members and Outside Groups for special occasions is not supported in the regular church budget; **a donation is requested** to support the facility operations during these occasions. The **suggested donation** is based on the type of room that is used for a typical event. We understand the suggested donation may be too high for some groups, but ask you give as close to the suggest amount as you can, as our utilities bill increases with the increased facility use. Thank you.

Table of Suggested Donations

Room Used	Member/Regular Attender/Ministry	Outside Groups
Worship Center	\$50	\$100
Event Center	\$100	\$200
Classrooms	\$10	\$25
Kitchen/ Café	\$25	\$50

Staff services must be requested by the user at the time of scheduling the event. Staff services honoraria are paid directly to the staff member.

Staff Services Fees Per Event (for weddings, funerals, etc.)

Staff	Service Fee
Musicians	\$75
Sound Technicians	\$50
Custodians	\$50

Other things to note:

- Presently we have:
 - 10 - 8ft rectangular tables
 - 1 – 6ft rectangular tables
 - 280 total folding chairs (some with foam seat, some older and just metal)
 - 34 rounds tables (diameter is 5ft-5 ½ ft, some are wooden, some are plastic; 8 chairs usually fit around each table)
- The Sanctuary's capacity is 340 people based on 20 inch spacing.