

Facilities Use Policy

Purpose

This document serves to establish official policy governing the use of Aversboro Road Baptist Church (ARBC) property and facilities. Policies, procedures and guidelines for church groups, church-sponsored groups, church members and non-church related groups are set forth in this document.

Church property and facilities are intended for use primarily for functions, organizations and the membership of ARBC, which have priority over non-church related use. The church recognizes that its ministry to its members and to the community-at-large is enhanced through the use of its facilities. Accordingly, the use of ARBC facilities by charitable, cultural, educational, character-building organizations, selected governmental agencies and other religious organizations is permitted, provided use by church-sponsored, church member and non-church related groups is in keeping with the church's mission, vision, purposes and beliefs, does not threaten its tax exempt status, does not create excessive maintenance problems or pose serious liability risks.

Priority of Use

Priority One (1): Aversboro Road Baptist Church services, programs, ARBC groups and organizations and regularly scheduled church activities.

Priority Two (2): Church-sponsored groups: Endorsed programs of outside groups whose purpose and actions reinforce some aspect of ARBC's ministry.

Priority Three (3): ARBC member groups.

Priority Four (4): Non-church related non-profit groups.

ARBC property and facilities are not available to outside groups for fund raising, commercial enterprises, profit making activities, private enterprise or partisan political purposes. See **Political Activities Policy, #069**.

Official Calendar and Reservations

All users of church space shall schedule events through the church office. No activity or event is scheduled for use of ARBC facilities until it is posted to the official master calendar and necessary fees have been paid where required. The church Receptionist/Music Ministry Assistant shall act on facilities use requests and maintain the official master calendar of scheduled services, events and activities at ARBC. In the absence of the Receptionist, the Senior Pastor Administrative Assistant is the only other person authorized to act on facilities requests and to calendar events.

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Priority One: Regularly scheduled worship services and church meetings regularly held throughout the year shall be posted to the church calendar as a space priority. Calendar postings for priority one events may be made twelve months or more in advance of an event.

The person-in-charge of ARBC organizational groups is understood to be the organization’s minister, leader, director or chair. The person-in-charge is responsible for seeing that the policies, procedures and guidelines pertinent to ARBC facilities use are adhered to and complied with.

Application Procedures

Requests for use of church facilities for priority groups two, three and four shall be by application of the forms "Request for Use of Church Facilities" and "Waiver of Liability" to the church office. Priority two, three and four requests should be submitted not less than forty-five (45) days but not more than twelve (12) months prior to the anticipated usage.

Priority Two: ARBC-sponsored groups, in coordination with the church member sponsor, should advise the church office of meeting dates and/or other requirements for church space or facilities use as soon as needs are known. Church-sponsored groups are allowed to use space and facilities free of charge except for a required refundable security deposit. Such groups are expected to abide by all policies, procedures and guidelines regarding the use of church facilities. A form “Special Events Check List” is available from the church when assistance and church resources are desired.

The church member person-in-charge of church-sponsored groups will be determined and will vouch for the sponsored group at the time of booking. This person-in-charge, or designee, shall represent the church and is expected to be in attendance throughout the duration of the event and until all parties have departed. However, selected events of long duration may require the services of a paid church representative. If so, the user group shall pay in advance for estimated hours for this paid service.

Priority Three: Church Member Groups desiring use of church facilities for non-church events shall make requests to the church office by submission of the two forms shown above. Requests will be processed on a “first come, first served” basis. The requesting church member is expected to attend the event and serve as the person in charge during the entire duration of the event. Church member groups are allowed to use space and facilities free of charge except for a required refundable security deposit and are expected to abide by all policies, procedures and guidelines regarding the use of church facilities. Members shall be especially diligent about cleanliness of facilities used on Fridays and Saturdays in order for church services to be held on Sunday.

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Priority Four: Non-Church Related Groups may be allowed to use ARBC facilities provided their use does not interfere with the church’s primary functions or higher priority use. The church reserves the right to approve or reject requests for facilities use by non-church related groups. Any such action will be non-discriminatory. Non-ARBC groups must complete the forms “Request for Use of Church Facilities” and “Waiver of Liability” and submit them to the church office. Requests should be submitted as soon as practical but not less than forty-five (45) days or more than twelve (12) months prior to the event date. Facilities use fees and security deposits are applicable to non-ARBC related groups.

ARBC requires that a church representative be present during facilities use by non-church related groups. The selection of the church representative shall be made by members of the church staff from a list of church members who have agreed to work in this capacity. The user group shall pay in advance for the services of a church representative as a part of the fees schedule. The selected church representative will be paid the total church representative fee received by the church.

The church representative shall:

- a. Remain in attendance throughout the duration of the event and until all parties have departed.
- b. Assure that facilities use policies, procedures and guidelines are observed.
- c. Assure that church property is secured.
- d. Assure that church facilities used are clean and left in an acceptable condition.
- e. Serve as keeper of the door keys/codes.
- f. When requested, provide reasonable assistance to the user group.
- g. Represent the church.
- h. Report policy violations, damages, etc. to the church office as soon as possible.

Support Services

In the event sound, internal media or lighting assistance is desired by any group, a form “Technical Support Request for Special Events” is available from the church and must be completed for this type of support.

Approval Authority

Request for use of ARBC property and facilities shall be acted on by the church Receptionist/Music Ministry Assistant (primary) or Senior Pastor Administrative Assistant (secondary). These two staff members, individually or collectively, are authorized to approve or reject requests for facility use. When required and requested the ministerial staff shall advise their associates above on facilities use approval and scheduling. In the event of conflicting requests, an effort to resolve such conflict shall be made by leaders of the groups involved in conjunction with the church staff. In the event of request rejection and the requestor appeals, the Senior Pastor will present a final ruling.

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Space Available for Use

The sanctuary, selected adult classrooms, fellowship hall and kitchen are available for scheduling meetings and assemblies of priority two, three and four groups. Staff offices, preschool and children's classrooms, student classrooms on the lower level and the nursery are restricted to the priority one church activities for which designed and are not available for other use except upon approval of the appropriate staff minister.

Recurrent Use

This policy does not include "grandfathering" for those priority two - four groups currently using ARBC facilities for meetings. These groups shall be required to submit a "Request for Use of Church Facilities" and a "Waiver of Liability" within sixty days following adoption of this policy if continued use of church facilities is desired. Agreements for recurrent use shall be limited to twelve months duration. These priority two - four groups desiring to continue recurrent meetings at the church must annually submit "Request for Use of Church Facilities". Each booking of the Sanctuary by church sponsored or non-ARBC related groups requires a new "Request for Use of Church Facilities" and "Waiver of Liability"

Cancellations

In an emergency, the church may cancel the use of the facility without prior notice. ARBC also reserves the right to cancel or change meeting dates, times or locations up until forty five (45) days prior to the meeting date, after which time the reservation may be considered firm provided all fees have been paid and an emergency has not been declared. All users shall notify the church office whenever scheduled meetings are cancelled. The church reserves the right to withhold a \$50.00 cancellation penalty from the group's security deposit due to failure to notify.

Liability and Indemnification

ARBC does not assume responsibility for personal injury, property damage or loss of any kind suffered by anyone associated with ARBC-sponsored groups, ARBC member groups using the church for non-church events and non-ARBC related groups using its facilities. ARBC-sponsored groups, ARBC member groups using the church for non-church events and non-ARBC related groups and individuals using ARBC property or facilities agree to indemnify ARBC for any and all liabilities and legal actions taken against ARBC, its ministers, its officers, members or employees on account of the activities of that group or individual.

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Waiver of Liability

A Waiver of Liability shall be required for all ARBC-sponsored groups, for church member groups using the facilities for non-church events and for non-church related groups using its facilities. Form, "Waiver of Liability", will be completed and signed prior to the event. The church office shall ensure that a Waiver of Liability is procured and on file. Signed Waivers of Liability shall be retained in the church files for a period of three years.

Insurance

Non-ARBC groups using the church's facilities shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. In addition, non-ARBC groups requesting use of church facilities may be required to furnish evidence of liability insurance at the discretion of the church staff. If insurance is required, ARBC shall be named as an additional insured under such policy and a Certificate of Insurance evidencing such insurance shall be furnished to the church office upon approval of the group's request.

Guidelines for Personal Conduct and Stewardship of Church Property

ARBC facilities are to be treated by everyone at all times with respect, dignity and a high level of personal responsibility. All persons using the facilities of ARBC are expected to conduct themselves in a civil manner that is supportive of and in keeping with the mission and purpose of the church. The following guidelines are provided for all users:

- All groups of users are responsible for their own setup, takedown and cleanup activities. See **Wedding Guidelines, #080**, for exceptions.
- Users are responsible for the safety and actions of all persons the users bring onto ARBC property.
- Offensive, loud and boisterous behavior is not allowed on church property.
- Users shall leave all utilized space in a clean condition ready for subsequent use.
- Users shall be responsible for restoring furnishings to an as-found condition unless directed otherwise by proper authority.
- Extraneous materials brought in by the user group will be removed by the user group. Church storage space is available only for church materials and supplies.
- In order to prevent property damage and to reduce the risk of personal injury which may be caused by slips and falls, church furniture shall be used only for intended purposes.
- Heat and air conditioning controls shall be adjusted only by a church representative possessing the knowledge to do so.
- Church finishes such as carpet, paint, tile and walls shall be protected to the degree necessary to prevent soiling, drips, staining and damage.

Facilities Use Policy

Guidelines (Continued)

- Pets are not permitted in the church at any time except as part of an approved educational or other program activity of the church. Sight-assisting service animals are allowed to accompany visually impaired persons.
- Bulletin boards, easels, tack boards, tack strips or removable wall tape are to be used for displays, posters, instructions, announcements, etc. in order for walls, doors, windows and trim to remain unscarred/unmarred.
- When children will be in attendance the user group shall provide adequate supervision, maintain discipline and keep the children within the space boundaries agreed to. The user group shall be responsible for providing a safe, secure and protective environment for children in attendance. All children's activities shall be supervised at all times by a minimum of two (2) adults over the age of 21. Additional requirements for child care may be found in ARBC document **Child and Student Protection Policy, #073**.
- Fellowship Hall sound system users shall have received operating instructions for start and stop playback devices and volume adjustment prior to use.
- ARBC will provide a Sound and Lights Technician during an event if requested by and paid for in advance by the user group. The Technician will be paid the total amount received by the church.
- Users are responsible for providing adequate security to ensure that unauthorized persons do not gain access to church buildings.
- Use of church facilities shall be in conformity with Town of Garner and Wake County fire, safety and environmental ordinances.
- Freestanding temporary structures may be installed on the premises only with the consent and under the supervision of a ministerial staff member.
- Attachment of temporary structures to a floor, wall or ceiling is prohibited.
- Church decorations, including seasonal displays, shall not be moved except under direct supervision of a staff minister.
- Switchable lights are to be turned off and all outside doors secured by the last persons to leave the building.
- Smoking and the use of other tobacco products are prohibited in the church buildings.
- Neither alcoholic beverages nor illegal substances are allowed on church property.
- No weapons are allowed on the premises except those in possession of law enforcement officers.
- Damage and maintenance requirements are to be reported to the church office as soon as possible.

Facilities Use Policy

Sanctuary

The church sanctuary is a most holy place of worship. As such, use of the sanctuary requires a higher level of user conduct and care. The following additional guidelines are relevant to the sanctuary:

- Food and drinks are not allowed in the Sanctuary except for sacraments or artistic presentations.
- No pets are allowed in the Sanctuary. Sight-assisting service animals are allowed to accompany visually impaired persons.
- For personal safety and care of church furnishings, standing on sanctuary pews is strongly discouraged.
- Church owned musical instruments in the sanctuary shall be used only by those persons familiar with them and then only upon approval of the Minister of Music or designee.
- Sound, light and projection systems in the sanctuary shall be used only with the approval of the Sound and Light Committee and/or the church staff. Non-church programs or events in the sanctuary that require a Sound and Lights Technician shall have usage fees applied for this support service. The Technician will be paid the total amount received by the church.
- Furniture, furnishings, instruments and equipment assigned to the sanctuary shall remain there, in place, unless movement is authorized by a staff minister and/or other church official or representative.
- In order to effect emergency evacuation, wheelchairs and walkers shall be parked in areas designated for such and will not be parked in the sanctuary aisles.
- Attachment of items to sanctuary walls is prohibited.

Kitchen and Food Service

ARBC has provided the Kitchen for food preparation and cooking and the Fellowship Hall for multiple uses including food service. The Fellowship Hall is available for permitted use other than food service and may be used for meetings without scheduling the Kitchen. The Kitchen should not be scheduled for use when the adjoining Fellowship Hall is scheduled by a different group. Additional policies, procedures and guidelines pertinent to food service are provided in the **Kitchen and Food Service Policy, #083**, which has been revised to comply with this **Facilities Use Policy** upon its adoption.

Church Parking Lots

Church parking lots are provided for church-related uses and for use by persons attending activities being held in the church building. Parking and recreation activities by others should be by permission of the church.

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Weddings

Wedding Guidelines, #080, are pertinent and unique to weddings, wedding rehearsal dinners and wedding receptions and are separate from but are generally in agreement with this **Facilities Use Policy**. Fees for weddings are different from and are not expected to be in agreement with other space fees shown in the **Facilities Use Policy**. Weddings scheduled on the church calendar for more than sixty days will not be cancelled except for extreme emergencies.

Funeral Services

Funeral services held in the church for church members and their immediate families shall be given highest priority for facilities use. Other scheduled activities may be rearranged to accommodate these funeral services. See **Funeral Policy, #067**.

Custodial and Clean-up

ARBC does not have a fulltime custodian but relies on a contract service two days each week. Users shall provide their own clean up and custodial service as a condition of use. In the event users fail to leave the premises in an acceptable condition the church reserves the right to provide off-schedule contract services or other hired clean-up services. If clean-up services are rendered the user may, at the discretion of the church staff, be charged for the clean-up costs incurred by the church

Security Deposits

A refundable security deposit shall be required for priority two, three and four users to cover any cost incurred by the church for damages, clean-up, repair, restoration, security alarm responses, etc., caused by the users. Recurrent users may be allowed to leave their security deposit intact for the duration of their annual facilities use agreement. Security deposit balances shall be released by the church staff and returned to the appropriate user within two weeks following the event. Key deposits will be returned subsequent to return of the key to the church office.

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Fees Structure, Per Event/Day

<u>Description</u>	<u>Church Member, Church Sponsored</u>	<u>Non-Church Related</u>
Sanctuary		\$350
Fellowship Hall		\$100
Kitchen, Non-Cooking		\$ 30
Cooking		\$ 50
Classrooms		\$ 20
Sound & Lights Technician, (2 hr minimum)	\$20 per hour	\$20 per hour
Church Representative (2 hr minimum)	\$20 per hour	\$20 per hour
Custodial Service, (if required, post-event)	\$100	\$100
Security Deposit	\$100	\$100
Key Deposit	\$ 25	\$ 25

Fees, Personal Services and Security Deposits

Fees, charges and security deposits agreed to on the “Request for Use of Church Facilities” are due not later than two weeks prior to the date of the requested event. Reservations may be entered on the church calendar but are confirmed only after all payments are made to the church. Funds received for personal services rendered by technicians and church representatives will be passed on to them. Funds received for space usage and retained security deposits shall be credited to the church **07** Plant Operations & Maintenance Accounts. Transactions for refundable security deposits and fees held in escrow shall be debited and credited via a Designated Fund Account.

Use of Church Facilities is a Privilege – Not a Right

Abuse of church property and facilities or violation of these policies, procedures and guidelines may result in withdrawal of facilities use privileges as may be determined by the Trustees.

Policy Recommendations

The church staff shall review this policy annually and refer recommendations to the Policy, Procedure and Bylaws Committee for action. The Church in Conference has the final say in any change in policy. See **Policies, #050**.

Facilities Use Policy

Effective Date of This Policy

This policy shall be effective upon adoption by the church in conference.

Attachments: Form 079A - Request for Use of Church Facilities
Form 079B - Waiver of Liability

AVERSBORO ROAD BAPTIST CHURCH

REQUEST FOR USE OF CHURCH FACILITIES

Group Name _____

Date of Use _____ Beginning Time _____ Ending Time _____ Number of Persons _____

Person in Charge (PIC) _____

Address of PIC _____

Telephone of PIC (H) _____ (B) _____ (Cell) _____

Purpose for Use _____

<u>Areas/Rooms/Services Requested</u>				<u>\$ Costs</u>
Sanctuary	_____ Days	@	\$350	_____
Fellowship Hall	_____ Days	@	\$100	_____
Kitchen, Non-Cooking	_____ Days	@	\$ 30	_____
Kitchen, Cooking	_____ Days	@	\$ 50	_____
Classroom Number/s _____	_____ Days	@	\$ 20	_____
Sound & Lights Technician (2 Hr Minimum)	_____ Hours	@	\$ 20	_____
Church Representative (2 Hr Minimum)	_____ Hours	@	\$ 20	_____
Custodial Service (If Required, Post Event)	_____ Callback	@	\$100	_____
Key Deposit			\$ 25	_____
Security Deposit			\$100	_____
TOTAL				\$ _____

Notes: _____

For the Person-In-Charge

I, _____, have been informed regarding the policies, procedures and guidelines pertinent to use of ARBC facilities and agree that I and my group will abide by their provisions. I will be present during the group event and agree to be the person-in-charge.

Signed _____ Date _____

MAKE CHECKS PAYABLE TO: AVERSBORO ROAD BAPTIST CHURCH

The Following For Church Use Only

Date Request Received _____ Date Reviewed and Calendared _____

Approval Action _____ By _____ Date _____

Date Person-in-Charge Notified _____ By _____

Usage Fees Received \$ _____ Deposits Received \$ _____ Date Fees Received _____

Waiver of Liability Received Date _____ Priority # _____

Church Representative _____ Amount \$ _____ Date Paid _____

Sound & Light Technician _____ Amount \$ _____ Date Paid _____

Insurance Action _____ Policies, Procedures, Guidelines to PIC _____

Deposits: Retained \$ _____ Why? _____ Returned \$ _____ Date _____

AVERSBORO ROAD BAPTIST CHURCH

WAIVER OF LIABILITY

I, _____, as the Person in Charge pursuant to the “Request For Use of Church Facilities” for my group known as _____, and acting as the sole contact with Aversboro Road Baptist Church (ARBC) for using ARBC facilities, and having the authority of said group to enter into the Waiver of Liability, do hereby acknowledge and agree that ARBC is not responsible in the case of accident or injury to me or any other group attendees or guests during use of ARBC facilities. I further agree that ARBC will not be responsible for any item of property or valuables brought onto ARBC premises by the group, group attendees or guests for which I act as the Person in Charge.

Printed Name, Person in Charge _____

Signature, Person in Charge _____

Date Signed _____

Date of Event _____

Accepted for ARBC By _____ Date _____