

BUILDING USE POLICY
Building Use Policy and Procedures

BETHESDA BAPTIST CHURCH
Carrollton, Georgia

BUILDING USE POLICY

Church Vision That Guides Our Building Use

In line with our church vision of “Making Disciples for the Glory of God,” we want to use our facilities in a way that brings honor and glory to God. For this to happen we have set goals of not just using our space in a God honoring way but also in treating our visitors as honored guests.

Criteria to Determine Building Use

The following criteria are the guidelines on which we base the approval of building reservations

- Does the activity fit who we are, what we believe, and is the space available?
- Does the activity impact our other programs currently in place?
- Does the activity put the church into any safety or legal danger?

Statement of Policy

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

Building Eligibility Guidelines

The facilities and equipment of Bethesda Baptist Church exist for the primary purpose of being used by its members through its organizations and ministries to bring honor and glory to God.

- A Building Reservation form (See page 6) must be completed for all groups requesting facility use.
- Use of the facilities by an outside group may be approved on a case by case basis.
- Facilities are not available to outside groups for fund raising or for profit making activities.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- The facility may be used as a polling place for elections.

Priorities of Building Use

To help resolve any issues with conflicting schedules and dates, the following hierarchy is adopted in this order to prioritize building reservations and use:

- Church events open to the entire church membership, i.e. worship services, special worship events, Sunday school, etc.
- Recognized groups within the church: i.e. committees, classes, small groups, etc.
- Church member related activities: i.e. weddings, funerals, receptions, etc.
- Outside Groups: events that are in keeping with the building use philosophy embraced by Bethesda Baptist Church.

Reservations:

A Building Reservation Form (See page 6) must be completed and submitted to the Administrative Assistant at least 1 week prior to the date being requested. The Building Reservation will specify what facilities are needed.

The Administrative Assistant will meet with the reserving party when the reservation is made to review policies regarding church usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the reserving party at the time of reservation. All church activities are scheduled on the master church calendar.

Facility Use Guidelines

Bethesda Baptist Church has a wide range of ministries utilizing the facilities. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- Activities and programs are limited to the space that is assigned.
- Smoking is not allowed in the church facilities.
- Dining or the serving of food is limited to pre-approved designated areas – check with the Administrative Assistant.
- Use of candles is allowed only in designated areas and must be approved by the Administrative Assistant.
- The reserving party is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
- If furniture or equipment is to be moved, it must be done with the permission of the Administrative Assistant to maintain the quality of the building's furniture and

equipment, and prevent damage.

- The reserving party will be held responsible for any damage done to church property associated.
- The reserving party assumes liability for injuries to persons attending the event and for damages or loss of property.
- Programs in the sanctuary that require the use of the sound system must have one of the church's sound technicians on duty. This service will incur a usage fee.
- When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children's or youth activities shall be supervised at all times by a minimum of two (2) adults over the age of 21.
- The following items are not allowed in or on church property:
 - Alcoholic beverages
 - Controlled substances/drugs
 - Anything that would distract from a Christian atmosphere.
- Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of Bethesda Baptist Church, and may not be removed from the premises.
- Willful violation of these guidelines or regulations could lead to the loss of eligibility to use the facility.

Safety Rules for the Use of the Inflatables:

- No shoes, sandals, or any kind of footwear on the inflatables at any time.
- No running up or down, bouncing up then running down, sliding head first, or tumbling down the slide areas.
- Only go up the middle of the large slide where the steps are, do not climb up the slide areas.
- Stay off the side walls of both inflatables. No lying on, jumping over, off of, onto, sitting on, running into, or bouncing over the side walls of either inflatable.
- When there is both older and younger children on the large slide at the same time, the older children need to go down the right side of the slide and the younger children need to go down the left side of the slide as seen from the floor.
- No jumping from one inflatable to the other.
- No jumping from the balcony or stage area onto either inflatable.
- Notify an adult immediately if anyone is injured on the inflatables.

Violators will face disciplinary action which may include, but is not limited to, the loss of future use of the inflatables upon the discretion of church leadership. For the safety of our

children, any adult in the gym area with the inflatables during their use is encouraged to stop any child/person in violation of any of these rules or any other act they feel is unsafe.

Building Reservation Form

This form is not to be used for weddings. Please refer to the wedding handbook.

Contact Information

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Preferred method of contact (You will be contacted to verify the building is available): _____

Reservation Information

Type of activity: _____

Building Needed (Check all that apply): FLC Upstairs: _____ Chapel: _____ Gym: _____

Other: _____

Will you be using the inflatables? Yes: _____ No: _____ If Yes, see below:

Have you read the inflatable safety section of the building reservation policy? Yes: _____ No: _____

Do you agree to take all responsibility for use of the inflatables? Yes: _____ No: _____

Date Needed: _____ Time Needed: _____

Will you need someone to run media/sound equipment? Yes: _____ No: _____ If Yes, see below:

Please return this form to the Church Office. You will be contacted on the next business day after this form is received to go over any questions and to confirm that the requested date is available.

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