

Use of Church Facilities

Midway Baptist Church of Midway, KY

1 Use of Facilities for Church Programs and Events

The facilities of Midway Baptist Church are primarily for worship, Christian education, fellowship, and service to the community

Groups within the church may arrange to use rooms, furniture, and equipment for special events (such as Sunday School class parties, youth meetings, etc.). Such arrangements should be made through the church office to avoid scheduling conflicts. The following guidelines apply:

- The audio/visual equipment in the sanctuary and Ministry Center may only be operated by persons who have been authorized to do so.
- No church furnishings or equipment are to be moved from one location to another on or off church property without approval of the pastor and trustee chairman.
- The group making arrangements is responsible for cleaning facilities it uses and leaving all furniture and equipment exactly as it was found.

2 Use of Facilities for Other Purposes

Who May Use the Facilities

Church facilities may also be used by church members for other purposes, such as weddings and receptions (see separate policy for Weddings), funerals, showers, and socials. The facilities may also be rented by other nonprofit organizations and by persons who are not church members, provided an application is submitted and approved. The church reserves the right to deny use of its facility to any individual or group for any reason. **This particular document and all applications attached to this document are for groups expecting 50 persons or less in attendance. If more than 50 are anticipated, the Wedding and Large Gathering Policy must be filled out and abided by.**

- No commercial or political use – Church property may not be used for commercial or political purposes due to our tax status as a nonprofit corporation, as well as other concerns. This includes “home parties” such as Pampered Chef, Longaberger, etc.
- Non –Profit Organizations may use the facility provided their application is approved.

Scheduling Use of Facilities

To avoid conflicts, arrangements for use of church facilities are to be made through the church office during regular business hours.

Specific Guidelines for Use of Church Facilities

- Music and programs should be in keeping with the sacredness and dignity of the church.
- Audio/Visual equipment is available. This equipment may only be operated by persons who have been authorized to do so.
- Kitchen facilities are available. The church will only provide the room and its regular furnishings. These facilities should be cleaned and left in at least the same condition as they were found. (The custodial fee does not include cleaning or putting away dishes, left over food, etc.)
- Decorations or other material should not be attached to the furniture or walls by pinning, stapling, taping, gluing, or nailing. All decorations must be removed immediately after completions of use of facilities, unless previous arrangements have been made with the pastor or trustee chair.
- Conduct – Users of church facilities will recognize the fact that the church is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of this place of worship.
- No alcoholic beverages or drugs may be served on the church premises at any time.
- No person under the influence of alcoholic beverages or drugs will be permitted to use church facilities.
- Smoking is not permitted anywhere in the church building or near any entrance.
- Liability – Users of church facilities assume all liability. Neither the church, its members, nor its officers may be held liable for any injury, illness, or other damages occurring at non-church activities held on its premises. In addition, any damage caused by users of church facilities must be repaired to the satisfaction of the Trustees.
- Set up, Cleaning, and Rearranging – The custodial fee includes general cleaning-vacuuming and mopping floors, cleaning restrooms, wiping down kitchen countertops, etc. It is the responsibility of Event Coordinator to schedule with the custodians and/or trustees the moving of pulpit furniture, and tables/chairs in and out of storage, etc. The users of church facilities are responsible to arrange tables and chairs where they want them, to clean any dishes, to empty refrigerators, to do any extraordinary cleaning, and to return items other than church furniture and sound equipment to their proper places.

2.4 Fees and Deposits for Use of Church Facilities

The following table, together with the notes on the following page, gives the rent per day, damage deposit, and custodian's fees for our facility:

Members Fees

| Facility | Rent Per Day | Damage Deposit | Custodial Fee |
|--|---------------------|-----------------------|----------------------|
| Sanctuary | \$0 | \$0 | *\$75 (optional) |
| Ministry Center | \$0 | \$0 | *\$75 (optional) |
| Ministry Center Main Hall (meal served) add'l | \$0 | \$0 | *\$25 (optional) |

****Expectation Guidelines for Building Use are attached to this policy.

Non-Members Fees

| Facility | Rent Per Day | Damage Deposit | Custodial Fee |
|--|---------------------|---|----------------------|
| Sanctuary | \$0 | \$500 for entire facility Deposit is returned within one week of event in the form of the now voided check. Provided no damage occurred. | \$75 |
| Ministry Center | \$50 | | \$75 |
| Ministry Center Main Hall (meal served) add'l | \$25 | | \$25 |

- No rent or damage deposit is required when the facilities are used by a church member. However, since utility costs can be expensive, a donation to help offset these costs would be appreciated when used for personal reasons.
- For funerals, there is never any charge (including cleaning fee) for Sanctuary or Ministry Center use, when the deceased or the spouse, child, step-child, parent, or guardian of the deceased is a church member.
- The cleaning fee is optional for members when the event is less than 50 people.
- Rent is charged for each day the facility is actually used, not counting set-up. (For example, when a family sets up the sanctuary on Friday before a 3 p.m. Saturday wedding, only one day of rent is charged.)
- The damage deposit, if required, is due at the time the reservation is made. All other fees are due on the day of the event.
- In exceptional cases, any fee or portion of a fee may be waived with the approval of the trustees or by majority church vote.

3 Use of Church Furnishings and Equipment Off Church Property

When needed for a church event, certain church furnishings and equipment may be brought off of church property. In such cases the consent of the pastor and trustee chairman or a majority vote of the deacons is required.

In general, no furniture or equipment may be taken off of church property for personal use by any member or non-member or for use by any other organization. However, the Trustees may designate certain older tables, chairs, and other items as loaners. Currently, the ONLY tables and chairs that may be loaned or removed from the building are the metal folding chairs and wooden tables currently stored in an external storage building. Arrangements to borrow items are to be made through the church office, as discussed above. The borrower is responsible for returning the items in the same condition as when borrowed.

4 Security of Buildings

In order to minimize damages or loss to church facilities, the church buildings will be kept locked when not in use, and a security system is active in the evenings from 10:00 PM to 7:00 AM. Keys and codes providing access to the main church building will be given to the following:

- Senior Pastor
- Other employees (staff ministers, worship leaders, ministry assistant, custodian, interns, etc.)
- Deacon Chairman
- Trustees
- Sunday School Director
- Any person who is a church member and who have been given a code to use the security system

Others who need access for whatever reason will need to schedule with the church office times access is needed. The Ministry Assistant or a Trustee will open the church for the event and show the event coordinator how to close up.

5 Church Vehicles

The 7-passenger van and any other vehicles owned by the church may only be used for church purposes, and may only be driven by church members or employees specifically authorized to drive such vehicles and covered under the church's insurance policy. Arrangements to use the vehicles are to be made through the church office to avoid scheduling conflicts.

The church maintains a list with our insurer of persons authorized to drive church vehicles. A person's name must be on that list for him or her to drive. The insurer requires drivers to be between 21 and 70 years of age, with good past driving records. New drivers may be added by contacting the church office with the driver's full name, license number, date of birth, and whether the person is to be a "primary" or "occasional" driver.

Church vehicles may not be loaned or rented to any member, nonmember, or employee for personal use, nor may they be loaned or rented to any other organization.

Those using the vehicles are responsible to:

- Always drive safely and lawfully
- Clean the interior of the vehicle after use
- Refuel the vehicle after use, as discussed below
- Promptly report any accidents or maintenance needs to the church office
- Fill out form in notebook reporting driver, date, event, mileage, and maintenance notes with each use. Notebook is located in van between driver's and passenger's seats

When in Midway, vehicles should be refueled at Corner Grocery. The church's account number is 123. When traveling, the choice of fuel station is at the driver's discretion. Drivers must submit the receipt to the church office, as follows:

- Get one of the blank charge forms from the red folder on the wall beside the church office door
- Complete the form, marking the amount on the appropriate line (youth, missions, etc.) and sign it.
- Staple the receipt to the back of the form
- Place the form in the red folder in the Treasurer's mailbox in the church office

Guidelines for Cleaning the Facility

- Sweep and Clean up any spills in the kitchen and Ministry Center
- Wash dishes and utensils and put them away
- Wipe down all countertops and table tops
- Turn off any appliances used
- Put all furniture back in the configuration in which they were arranged
- Check nursery and put away all toys that little ones may have gotten out
- Take out garbage. Place trash in cans outside of kitchen double doors.
- Turn off lights and lock doors

Please leave the facility in the same or better fashion than when you arrived