

New Hope Missionary Baptist Church

General Guidelines for Use of Facilities

Approved for use on November 7, 2009

General Guidelines for Use of Facilities

Church Vision that guides our building use:

We will welcome everyone as we would welcome Christ.

1. Goals:

To use our facilities in a God honoring way

To treat visitors as honored guests

2. Criteria to determine building uses:

Activity fits with who we are and what we believe

Space availability

How use impacts other programs

Evaluation of safety/legal issues

Group understands respect for the property

Statement of Policy:

Our church has been blessed with wonderful facilities 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

Who May Use Our Facilities:

The facilities and equipment of New Hope Missionary Baptist Church (NHMBC) exist for the primary purpose of being used by its members through its organizations and ministries, but may be used by other approved individuals and groups.

1. Church members may use facilities with no rental fee or security deposit. Children of members may use the facilities for weddings and funerals with no rental fee or security deposit.
2. Facilities are not available for fund raising or for profit making activities, unless approved by the Deacons.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facilities may be used as a polling place for elections.
4. All outside groups using church facilities and having minors in attendance must have a minimum of 2 adults present at all times.
5. NHMBC may waive the costs for use of the facilities for approved groups.
6. NHMBC reserves the right to refuse any request to use the facilities.

The Priority of Use shall be as follows:

1. Church services and other regularly scheduled church activities.
2. All other requests will be given consideration on a first-come, first served basis.

RESERVATIONS

A Facilities Reservation Form (including fees, deposits and check lists) must be reviewed and completed by all groups and submitted to the Office Administrative Assistant at least two weeks in advance of the event. The Facilities Reservation Form provides for every area of the church.

The Office Administrative Assistant or Pastor will meet with the user, or a representative, when the reservation request is submitted to review conditions of the church for usage, the expectations and needs for the event. All approved facilities reservations will be scheduled on the master church calendar displayed in the church office. Upon completion of any event, the user will complete the Clean Up and Closing Check List before leaving the facility. Weddings must be coordinated with the Wedding Coordinator.

Approval Guidelines for the use of the facility shall be as follows:

1. All events shall be approved pending availability of space and the priority schedule, and must be consistent with NHMBC's mission statement and the building use philosophy.
2. No event is placed on the calendar until the form has been submitted and approved by the Pastor and/or Deacons.
3. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

FACILITY USE GUIDELINES

NHMBC 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:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Use of profanity or any other inappropriate behavior is prohibited.
4. Food and/or beverage are not allowed in the sanctuary.
5. The following are not allowed in or on church property: Weapons, alcoholic beverages, tobacco products, controlled substances/drugs nor anything that would distract from a Christian atmosphere.

6. Use of candles is allowed only in approved areas. A request to use candles must be made in advance of the event. NHMBC has the option to deny any request to use candles.
7. The user 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.
8. If furniture or equipment is moved, it must be done with the permission of the pastor and must be returned to its original location at the completion of the event.
9. All decorations in the facility and on the grounds of NHMBC must be temporary and completely removed at the completion of the event leaving no evidence of its existence. No tacks, nails, staples or tape should be used on the walls. Glitter and confetti are not allowed.
10. The user will be held responsible for any damage done to church property.
11. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
12. Children must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All church sanctioned activities with Youth or Children in attendance must be supervised by an adult over the age of 21 at all times.
13. Willful violation of any guidelines or regulations will lead to the loss of eligibility to use the facility.
14. Any outside group using publicity material and/or making public service announcements in which NHMBC's name is used must have prior approval by the Deacons.
15. The sale of admission tickets to any event must be handled by the user with the approval of the Deacons.

SPECIAL RULES FOR USE

Family Life Center

1. The recreation area will be open only under the supervision of an adult church member.
2. During play or sports activities, participants must wear appropriate shoes and shirts at all times.
3. Users must request use of any equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the user. Equipment must be returned to the same place it was taken.
4. NHMBC does not assume liability or responsibility for any participant.

Kitchens

1. Wash and dry all dishes and utensils.
2. Return all equipment, pots, pans, dishes, utensils, etc. to their proper place.
3. Cookware, utensils and paper products that belong to the Church may not be removed from the church facility.
4. Clear and clean cabinet counters; wipe off any spills from cabinet doors.
5. Check stove, oven and other appliances to make sure they are turned off and nothing is left inside oven.
6. Clean out coffee pot(s).
7. Scrub sinks, rinse & dry.
8. Empty all garbage cans into outside containers located behind Fellowship Hall. Return cans to original locations and replace bag liners.
9. Do not leave any food or drinks in the kitchen or refrigerator. Take home or dispose of leftover items.
10. Use cutting boards to cut, chop, & prepare foods; DO NOT cut directly on countertop surfaces. Use cutting boards, hot pads or other protection when placing hot pots, pans or other items on countertops.
11. Sweep and mop floors.
12. **Church members** may use kitchen towels and tablecloths. Wash and dry dishtowels and return to the church within 48 hours. Spots and stains on tablecloths should be treated promptly; launder (wash or dry clean as needed) and return tablecloths within 72 hours unless other arrangements are made when facility is reserved.
13. **Non-church members** must furnish their own kitchen towels, linens and tablecloths.

14. Paper products (plates, cups, napkins, disposable utensils) may be used at no cost for church-sponsored events.

15. **Individual member** or **Non-member** functions must furnish their own paper products.

Candles

1. When candles or other flames are used, safety precautions must be followed.
2. Carpets, flooring and furniture should always be protected from wax drippings.
3. For weddings and other worship services, only dripless candles may be used.
4. Decorative candles must be enclosed in glass hurricane globes or votive candle holders.
5. Candles or open flames shall not be used within close proximity to any flammable material.

Clean Up & Closing Check List

Following use of any church facilities for all functions, the following tasks should be completed by the responsible individual(s):

- All rooms are left as designated in the building use policy. Any furniture or other items that were moved are placed back in their original position.
- Tables and chairs are to be stored properly or arranged as indicated in the building use policy.
- Tabletops are wiped clean; crumbs and spills are cleaned from chairs.
- All trash is removed and placed in outside containers. Trashcans are returned to their original places with clean liners.
- Linens, tablecloths, kitchen towels, etc. have been cleaned and stored.
- Kitchen pots, pans, utensils, etc. are clean & properly stored.
- Kitchen countertops & cabinet fronts are clear and wiped clean.
- Floors have been swept, mopped, &/or vacuumed.
- All appliances are turned off.
- All food items have been removed from kitchen(s).
- All decorations (indoors and outside) are removed from the facilities.
- Check bathrooms to assure they are clean and orderly. Empty trash if cans are full.
- Set all thermostats at designated heat/AC settings.
- Turn off sound system or leave settings as designated.
- Turn off all lights.
- Insure that all outside doors are properly closed and locked.
- Report any damage to the church office.

New Hope Missionary Baptist Church

Facilities Reservation Form

Today's Date _____

Contact Information

Person requesting reservation: _____

Email address: _____

Mailing address: _____

Contact person: _____

Contact phone number: _____

Use Information

Event: _____ Event dates: _____

Starting Time: _____ Ending Time: _____

(Include time for set up and clean up)

Total Number of Guests expected: _____

Facilities Requested: (check all that apply)

Sanctuary _____ Fellowship Hall _____ Family Life Center _____

Nursery* _____ Use of Kitchen _____ Other (specify) _____

*Note: User must provide an adult childcare attendant for use of nursery. Maximum age for childcare in nursery is five years old.

Equipment Requested

Tables _____ Chairs _____ Audio/Video Equipment** _____

Will candles be used? _____ Yes _____ No

**Note: Use of audio/video equipment requires a church sound technician to be present. You must coordinate this with the church office at least two weeks before the event.

Cost for use of facilities:

(Church members of NHMBC will not be charged a rental fee or security deposit.)

| | Rental | Security Deposit:*** | Total: |
|---------------------|---------|----------------------|---------|
| Sanctuary: | \$500 | \$500 | \$1,000 |
| Fellowship Hall: | \$100 | \$100 | \$200 |
| Family Life Center: | \$1,000 | \$500 | \$1500 |
| Sanctuary & | | | |
| Family Life Center: | \$1,200 | \$800 | \$2,000 |

***NOTE: Security Deposits are refundable if facilities are left as they were found.

Sound Technician: \$75 min. (up to 3 hrs), \$25 each additional hour

Audio Visual and/or Sound fee: \$100

I, _____, have read and understand the rules and regulations attached to this form and take responsibility for the use and care of the facilities of New Hope Missionary Baptist Church.

Signature: _____

Date: _____

For Church Use:

Date received: _____ Received by: _____

Fees received: _____ Received by: _____

Check # _____

Added to Church Calendar by _____ Date: _____