

# Building Usage Policy

## Purpose Statement

*The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.*

## Who May Use the Facility

*Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's bylaws which are incorporated here-in. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The ministry staff are the final decision—makers concerning use of church facilities. The church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. It is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the gospel of Jesus Christ. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship.*

Building and facility use should be limited to (in order of priority):

- BGCC church groups using the facilities as part of the ministry of the church.
- BGCC church members using the facilities for events that are in line with the mission, doctrine, or bylaws of the church.
- Community based, non-profit organizations may use the facility, provided their event does not conflict with the church's mission, doctrine, or bylaws

The church reserves the right to refuse its facilities to any person, group or organization. Those who may not use the church include

- Partisan political groups
- Organizations or persons whose activities are in conflict with the mission, doctrine, or bylaws of BGCC.
- We discourage any organization or person who desires to use the building for profit. If an exceptional circumstance exists, the event must have approval by the ministry staff and/or elders. It may be approved on the following criteria:
  - Educational and service based organizations are given priority as to use of the facility as we seek to better our community through service, not sales.
  - The church requests a portion of any proceeds obtained through the use of our facility to be donated back to our ministry to help defray the costs (i.e. heating and cooling, staff to unlock the building, staff to oversee the usage of the building, etc.).
  - Any staff member who uses the building as an extension of their ministry, i.e. music lessons, counseling, training, etc. may use the building based on their own approval and need no other, although it must be recorded on the master calendar if hosted outside their office.

## **Procedures and Guidelines for Scheduling Events**

- If the event is a church sponsored activity (i.e. Weekly Bible study, Student Ministry activity, Recreation Ministry activity, etc.) the event may be scheduled through the Connections Coordinator or ministry staff.
- Persons wanting to schedule an event must submit a request to the Connections Coordinator or ministry staff, and will be given a “Building Usage Request Form”.
- In case of a scheduling conflict, please contact the Connections Coordinator to attempt to resolve the issue. Please note that we generally operate on a first-come, first-served basis, although priority must be given to church sponsored activities.
- The Master Calendar will be maintained by the Connections Coordinator in CCB and will be available for staff review at all times.
- A fee and/or deposit may be imposed in connection with any non-church sponsored activity to help defray the cost of having someone available to unlock/lock the building and double check the building condition after the event is completed, or to oversee the use of the building itself.
- Responsible adult supervision must be with the group at all times when facilities are in use. BGCC requires church members using the facility to be 18 years of age or older. Outside groups must have a overseer/leader who is over the age of 21. No children under the age 14 will be permitted in in the facility without direct adult (18+ years old) supervision.
- All minor children must be supervised by an adult at all times. There will be no instances where a child and an adult who is not their legal parent, guardian, or relative will be at our facility alone.
- Non-prescriptive drugs and alcoholic beverages will not be permitted on church grounds. No tobacco products nor e-cigarettes are permitted inside of the facilities of BGCC. Smoking may only take place in designated areas of the grounds.
- Non-member organizations will be required to present liability insurance (minimum \$1 million) for business or activities unrelated to BGCC on church property. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.
- All set-up, the event itself, and clean up must be done within the time frame that is reserved for that function.
- No items may be affixed to walls or furniture. No paper supplies or materials belonging to the church may be used unless noted on the “Building Usage Request Form”.
- Upon agreement to BGCC’s Building Usage Policy, signature of the appropriate waivers and agreements, persons wanting to schedule an event must fill out individual facility rules and regulations pertaining to the specific areas that those persons wish to use. Based on the needs for the event(s), additional fees/deposits may be required to secure the event.