



**CHESTNUT GROVE**  
BAPTIST CHURCH

**550 Buck Mountain Road**  
**Earlysville, VA 22936**  
**434-978-3819** [office@Chestnutgrovebaptist.org](mailto:office@Chestnutgrovebaptist.org)

**Office hours 9am-5pm Monday—Friday**

Large Groups

Guidelines & Forms  
Reserving Facilities for Activities

Revised June, 2016

# Reserving Facilities for Activities

Group making request: \_\_\_\_\_

Person responsible for group: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Are you a member of Chestnut Grove Baptist Church? Yes \_\_\_\_\_ No \_\_\_\_\_

Is a Chestnut Grove Baptist Church member involved? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list name of CGBC member

\_\_\_\_\_

Expected number of people in group \_\_\_\_\_

Expected arrival date \_\_\_\_\_ Time \_\_\_\_\_ Estimated departure \_\_\_\_\_

Purpose for use of facility

\_\_\_\_\_

\_\_\_\_\_

Have You/Your Group used CGBC before? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, Date \_\_\_\_\_

Request is made for the following: Sanctuary \_\_\_\_\_ Upper Room \_\_\_\_\_ Basement \_\_\_\_\_ Room# \_\_\_\_\_

Will food be served? \_\_\_\_\_ If so, will kitchen be needed? \_\_\_\_\_ If Yes (See page 6 for guidelines)

Audio/Visual/Musical Instruments needed? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes (Training is required. See page 6 for guidelines)

**This is a legal contract. Read before signing.**

**Express Indemnity Provision**

USER agrees to save, indemnify, and keep harmless PROPERTY OWNER against any and all liability, claims, judgments or demands, including demands arising from injuries or death in persons (USER'S employees included) and damage to property in which PROPERTY OWNER shall be named a defendant and which involves claims arising directly or indirectly from, as a result of, or in connection with USER'S use of the premises. It is the intention of the parties that the indemnity provided by this agreement provides for indemnity to the PROPERTY OWNER for the PROPERTY OWNER's own acts of passive negligence that solely or contributorily cause liability to the PROPERTY OWNER but USER is not indemnifying the PROPERTY OWNER for the PROPERTY OWNER'S own acts of active negligence that solely or contributorily cause liability to the PROPERTY OWNER.

I/We have read and agree to comply with the policies of Chestnut Grove Baptist Church  
Any damage to the facility will be the responsibility of the group using the facility.

Printed Name: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR CHURCH USE ONLY**

Approved by Facilities Management

By \_\_\_\_\_

Date \_\_\_\_\_

Fee amount \$ \_\_\_\_\_ Date Fee paid \_\_\_\_\_

Key # \_\_\_\_\_ Issued by \_\_\_\_\_ Date \_\_\_\_\_

Key # \_\_\_\_\_ Returned to \_\_\_\_\_ Date \_\_\_\_\_

Certificate of Insurance date received \_\_\_\_\_

Company \_\_\_\_\_

# **Guidelines for Reserving Facilities for Activities**

We at Chestnut Grove Baptist Church (CGBC) consider it a privilege to allow the community (non-profit organizations only) to use our facilities. In accepting the following guidelines, each organization will insure proper conduct in keeping with the use of our worship facilities. Please read the following carefully.

- A.** The Request for Use of Facilities Form shall be filled out by the person representing the group requesting the facility.
- B.** The form should be submitted by mail or in person to the Administrative Assistant in the church office at least two weeks before the date of the event.
- C.** Copies of the approved request forms will be maintained in the church office file for one year.
- D.** The request for use should be specific about the room needed and not carte blanche approval to use any room that looks unused or available. Different groups may be using different parts of our facilities at the same time.
- E.** A thorough cleanup of the area used after each event is expected and the room is to be left as it was found. Facilities Management will seek to allow time between scheduled events so that proper cleaning can occur.
- F.** Use of the kitchen and dining areas will be allowed in limited fashion. Since the church kitchens are not approved as commercial kitchens, food preparation is not permissible by outside groups. See attached for the rules for the use of the kitchen areas.
- G.** Member and Non-Member users of our facilities will need to obtain a key to the building from the Administrative Assistant in the church office, Monday-Friday 9am-5pm. The key should be picked up no more than a week in advance. Users of the building will be expected to unlock, lock and return the key within the next three business days to the church office and leave the facilities as they were found.
- H.** Non-Member groups using our facilities will need to provide a certificate of their liability/damage insurance with Chestnut Grove Baptist Church listed as an additional insured.
- I.** The reserver shall be certain that a responsible person for their group is trained by Facilities Management in how to open the building, turn on the lights, and HVAC, etc. for the assigned room. This person needs to fully understand how to lockup the building after the event is over.
- J.** The reservers of the activities are responsible for all set-ups for the activity (chairs, tables etc.). All tables and chairs should be returned to where they were prior to the activity.
- K.** For all events involving youth, the reserver is responsible for making certain that adequate chaperones are on hand during the activity. The ratio shall be at least one (1) adult per ten (10) youth, with a minimum of two (2) adults.
- L.** Use of the audio visual equipment/sound system for events is available if someone in the group is identified and trained by a church member qualified in the proper use of our

equipment. All media (printed, audio, visual and musical) must be consistent with the purpose of our church, which is “to glorify God and to proclaim God’s revelation and salvation through Jesus Christ”. See attached information for Rules for Use of Audio/Visual Equipment and Musical Instruments.

- M.** While worshipful interpretive movement may be an element of our worship service, social dancing is not consistent with the church’s purpose and bylaws.
- N.** Alcoholic beverages or illegal drugs may not be served or consumed anywhere in the buildings or on the grounds. For safety reasons, smoking is not permitted in church buildings or on church property
- O.** Cleanup of the facilities should follow the general rule of leaving the room in as good or better condition than found.

### Space Usage Fees

Facility Description	Non-CGBC Member	CGBC Member
Sanctuary	\$300	\$100 *
Upper Room	\$300	\$100 *
Basement Fellowship Hall	\$200	\$100 *
Classrooms	\$25	\$25 *

**\*Cleaning cost of \$100 will be charged if activity requires custodial staff to clean beyond regular work hours.**

Fees may be adjusted upon the discretion of the Building and Space Usage Committee of Chestnut Grove Baptist Church.

## **Rules for Use of Church Kitchens**

1. All groups planning to use the kitchen facilities must get prior approval by requesting this as part of filling out the Facilities Use Request Form. This will avoid having different groups attempting to use the kitchen at the same time.
2. Provide all food and paper items needed to complete your meal or program. Items found in the kitchen have been purchased for church use and are not to be used.
3. Ovens are to be used for warming only. Food preparation is not allowed in the kitchens as the kitchens are not designated as commercial kitchens. If food is served, it must be prepared away from Chestnut Grove Baptist Church.
4. Run dishwashers and wash all other items used and put them back in the same place that you found them. The kitchen is labeled to assist you with putting items away.
5. Clean all counter tops, ovens, stovetops and microwave ovens (inside and out).
6. Clean all floor spills and wipe out the sinks before you leave. Cleaning supplies are locked under sinks.
7. Make sure all water faucets are turned off. Be sure water is not dripping.
8. It is important that all kitchen trash be put into plastic trash bags and placed in trash bins located outside the building on the west side between the church and the church office building.
9. All leftover food must be discarded or removed from the church.
10. Turn off all lights. Close and lock all doors.
11. Your cooperation is greatly appreciated.

## **Rules for Use of Audio/Visual Equipment and Musical Instruments**

A request to use audio/visual equipment, Power Point or video presentations in the Sanctuary or Upper Room must be submitted on the Facilities and Use Form (Appendix 1). A member of the Audio Committee must be consulted before the event for instructions on use of the system. Contact the church office at 978-3819 Monday-Friday from 9am-5pm.

1. Musical instruments (Piano, Electric Piano, Drums etc.) should not be used without prior approval and should not be moved from the Sanctuary or Upper Room.
2. Portable audio/visual carts (TV/VCR A/V Projectors) must be returned to their designated locations following their use.
3. Any damage to Audio/Visual equipment will be the full responsibility of the group using the facility.
4. Sales of music, CD's, shirts etc. will not be allowed in the Sanctuary or the Upper Room but with prior approval, may occur in the entrance hallway of the Upper Room.
5. Food or drink is not allowed near the audio system components.
6. Sound levels should not interfere with other groups using CGBC facilities.

## **Appendix 1 Large Groups** (updated June, 2016)

### **Policies for Use of Facilities**

We at Chestnut Grove Baptist Church (CGBC) consider it a privilege to allow the community (non-profit organizations only) to use our facilities. In accepting the following guidelines, each organization will insure proper conduct in keeping with the use of our worship facilities. Please read the following carefully.

#### **A CERTIFICATE OF YOUR GROUP'S LIABILITY INSURANCE POLICY IS REQUIRED WITH CGBC LISTED AS AN ADDITIONAL INSURED.**

- Clearly marked directions to the meeting location should be placed in the parking lot and/or on the entrance doors by the group using Chestnut Grove Baptist Church.
- Alcoholic beverages or illegal drugs may not be served or consumed anywhere in the buildings or on the grounds.
- For safety reasons, smoking is not permitted in church buildings or on church property
- Any damage to buildings or grounds will be the full responsibility of the group using CGBC.
- Fees will be charged for the use of the facility based on a cost recovery.
- Groups using the building(s) are requested to vacate all buildings and grounds by 10pm.
- Sale of music, tapes, shirts etc. will be allowed only in the foyer to the Upper Room. Ticket sales will not be allowed.
- Use only the designated space that has been reserved by the group.
- Make arrangements no more than a week in advance with the church office (978-3819) between 9am and 5pm or with the Facilities Management Coordinator for a key to enter the church facilities and for instructions on the Heat/AC.
- Have a designated person in charge of the group turn off the lights, turn down the Heat/AC, and lock the building. Lock doors with key so as to set dead bolt locks where applicable. The key should be returned to the church office within three (3) business days.
- Lending keys to an unauthorized person/group may forfeit your privilege to use the facility.

#### **SANCTUARY**

- Chairs and the communion table can be removed from the pulpit area and replaced after the event.
- Under no circumstances should decorations be attached to the pews or other furniture by glue, nails, pins, scotch tape etc.
- The Sanctuary is to be used only for concerts, weddings, funerals, church functions etc. Demonstrations, workshops, lectures, classes etc. shall be held in the Fellowship hall areas.
- Food and beverages are not allowed in the Sanctuary.

#### **FELLOWSHIP HALLS OR OTHER ROOMS**

- No decorations may be attached to the furniture, walls or ceiling by glue, nails, pins, scotch tape etc.
- Food and beverages may only be consumed in the Fellowship Halls or the room in which it is served.
- Return all chairs and furniture to their original setting
- Trash should be removed and placed in the trash containers on the west side of the church.
- Use of the audio visual equipment/sound system is available if someone in the group is identified and trained by a qualified church member in the proper use of the system. All media (printed, visual, audio and musical) must be consistent with the purpose of our church which is "to glorify God and to proclaim God's revelation and salvation in Jesus Christ". While worshipful interpretative movement may be an element of our worship service, social dancing is not consistent with our purpose and bylaws. See page 6 for Rules for Use of Audio/Visual Equipment and Musical Instruments.

#### **KITCHEN**

- Preparation of food in the kitchens is not available as the kitchens are not designated as commercial kitchens. Beverages, food etc., if served, must be prepared away from CGBC. (See page 6, Kitchen Policies)

**KEEP THIS SHEET FOR REFERENCE**