



110 Foxcroft Drive, Milford, PA 18337, (570) 296-6019; MilfordBibleChurch.org

## Building Use Policy

Updated, April 12, 2011

***Vision Statement:*** Milford Bible Church strives to worship God by evangelizing and discipling individuals through teaching and modeling the powerful Word of God to impact our Community, country, and world for Christ.

***Mission Statement:*** We exist to glorify God by winning people to Jesus Christ and equipping them to be more faithful disciples.

### I. PURPOSE

**Recognizing** the church building is not “the house of God” per se, it is dedicated specifically for the worship of God and the edification of His people. Additionally, we are entrusted as stewards of these assets by God and as such desire that the greatest care and respect be given to His building.

The primary use of the buildings of the Milford Bible Church is intended to provide a place for the worship, Christian education, and outreach needs of our members. Use of the facility for these needs is routinely scheduled through the church office to accommodate the various needs of the organized ministries of the church.

We open our facility to other believers and for programs that supplement the ministry of our church. We also make our facility available for community activities as the church schedule allows. We do this to provide a service to the community, to promote the image that Milford Bible Church is a place where people are giving and caring, and to build bridges to people who need to hear the Gospel of Christ.

Church use is to be approved by the Board of Deacons. Requests for use should be made at least one month prior to the event through the church office during regular office hours using the “Facilities Use Request Form”.

### II. POLICIES

1. Approval for use
  - a. Priority for scheduling shall be given to the regular ministries of Milford Bible Church. These groups shall set their schedule by September 30<sup>th</sup> of each year.
  - b. All additional requests for use shall be submitted to the Board of Deacons in writing on the appropriate form for approval.
  - c. All approved activities shall be recorded on a master schedule in the church office by the secretary.
  - d. The Board of Deacons shall have final authority to resolve scheduling conflicts.

Chairman of the Board of Deacons \_\_\_\_\_  
 Lead Pastor \_\_\_\_\_  
 Facility Chair \_\_\_\_\_

- e. The Board of Deacons will consider requests for use of the building for other than regularly scheduled church activities based on the following criteria:
  - 1) The use must be sponsored by a MBC member who shall be responsible for and present during the activity.
  - 2) Biblical principals of standard and conduct govern the use of the church facility and grounds. Activities that conflict with the moral or doctrinal position of the church or with the church constitution are not permitted.
  - 3) All weddings shall be scheduled directly with the Pastoral staff. Questions about wedding plans and decorum will be handled directly by the Lead Pastor.
  - 4) Funerals or memorial services shall follow the same policy as weddings as listed above.
  - 5) We do not offer our facilities to outside groups for fund-raising events, commercial activities, or political events.
  - 6) Personal use by regular attendees of the worship services at Milford Bible Church is permitted (for birthday parties, anniversary parties, etc.) as the schedule allows. Personal use for non-attendees is generally not permitted.
  - 7) Groups which use our facilities are to respect our faith. As such, they are not to obstruct or remove from sight any materials which express our missions or beliefs.
  - 8) Any group using the facility must provide the church with proof of liability insurance coverage prior to usage. Milford Bible Church must be an “also named” on the insurance certificate. A Liability waiver form must be signed by an officer of any outside organization requesting use of the facility prior to use.
  
- 2. Long term use
  - a. Long term use will be reviewed regularly and adjustments made in light of the needs of the church’s ministries.
  - b. No requests for long term use will be approved beyond on year.
  
- 3. Usage Policies
  - a. An Adult “Activity Supervisor” shall be in charge of any group using the facility. For outside groups, this is the sponsoring \_\_\_\_\_ member. The “Activity Supervisor” is charged with the following responsibilities:
    - 1) Unlocking and locking the areas designated for the group’s use.
    - 2) Returning windows, lights, alarm, etc. to the proper position.
    - 3) Insuring that the group has cleaned the used area to its pre-use condition. This includes any furniture which needs to be re-set.
    - 4) Being presents at **all times** during the activity.
    - 5) Maintain control:
      - i. Only the restrooms closest to the activity should be used by the group, these restrooms should be checked prior to the building being locked to insure that no water is running and that lights are off.
      - ii. Phones are for emergency use only.
      - iii. No alcoholic beverages or illegal drugs are to be brought onto or into the premises.

Chairman of the Board of Deacons \_\_\_\_\_  
 Lead Pastor \_\_\_\_\_  
 Facility Chair \_\_\_\_\_

- 6) Reporting abuse of or damage to the facilities or equipment to the church office.
- 7) Members, who sponsor non-MBC groups may, upon approval of the Board, institute and enforce additional rules which apply specifically to that use.
- 8) Ensure that all activity is conducted in a safe manor. Take action to stop any unsafe activity as soon as possible.
  - i. Unless specifically approved by the Board of Deacons, the kitchen is not to be used by non-MBC groups.
  - ii. Smoking is not permitted anywhere in the church building or on the church grounds.
  - iii. No gambling, illegal drugs, obscene or demeaning language, materials or behavior is acceptable on church property.
  - iv. Any equipment or furnishing which are moved to facilitate an activity shall be returned to their original place upon completion of the activity.
  - v. As the building may have more than one group using it at a time, please be respectful of other groups present.

### III. FEE SCHEDULE

	<b>*Groups up 50 and/or 1 time use</b>	<b>*Groups over 50 and/or multiple uses</b>
Deposit	\$100.00	\$400.00
Gym Usage	\$0.00	+\$100.00
Kitchen Usage	<b>Currently Unavailable</b>	<b>Currently Unavailable</b>
Sound tech (per hour)	**\$20.00per/hr	**\$20.00per/hr
Sanctuary Usage	\$0.00	+\$100.00
Cleanup fee	\$0.00	**\$100.00
Organist	**\$100.00	**\$100.00
Pianist	**\$100.00	**\$100.00
Pastor	**\$200.00	**\$200.00
Office use	**\$75.00	**\$75.00

1. All fees are subject to change as per the MBC Board of Deacons approval.
2. After any additional reductions for cleaning and damage considerations, the balance of deposit will be refunded.
3. All or some fees may be waived for weddings or funerals at the discretion of the MBC Board of Deacons.
4. An insurance rider is required.

\*Any request is subject to interpretation and approval of the MBC Board of Deacons.

\*\*If applicable these fees will be added or can be deducted from the deposit.

Chairman of the Board of Deacons \_\_\_\_\_  
 Lead Pastor \_\_\_\_\_  
 Facility Chair \_\_\_\_\_

#### IV. INFORMATION FOR CHURCH WEDDINGS

It is our desire that your marriage be a precious part of your lives and an honor to the Lord Jesus Christ. To help facilitate this, please follow through on the following:

1. As marriage is meant to be a picture of the relationship between Christ and His Church, the most important aspect of marriage is that both parties should be believers in the Lord Jesus Christ.
2. Before the facilities request form is submitted to the Board of Deacons, the couple should meet with a member of the pastoral staff for their approval.
3. The couple needs to complete counseling sessions or other requirements as set by the pastoral staff prior to the wedding.
4. Please submit the wedding times and dates as well as the rehearsal time and dates needed to the church office on the facilities use request form.
5. If the candles are to be used in the ceremony, please use only dripless candles **and** coordinate their use with our church sexton.
6. If ribbons or bows are to be used on the pews, please fasten them with tape or pipe cleaners. No thumb tacks are to be used.
7. Any printing is the responsibility of the wedding party.
8. The deacons request that no rice or confetti be thrown on the bridal party. Birdseed may be used outside of the church building. The sidewalk should be swept clean after the event is concluded as part of the cleanup process.
9. Smoking or alcohols are not allowed on our property at any time. Please communicate this to all guests.
10. If you desire use of the gym for your reception, please coordinate the setup details with our sexton.
11. It is the responsibility of the couple to obtain all licenses as required by the state in the time prescribed.
12. All areas used must be thoroughly cleaned upon completion of the event and returned to original setup and condition in preparation for the next usage. Failure to properly do this may result in the loss of the deposit funds.
13. The fee for use of the sanctuary by non-members is \$100.

Chairman of the Board of Deacons \_\_\_\_\_  
Lead Pastor \_\_\_\_\_  
Facility Chair \_\_\_\_\_



APPLICATION FOR USE OF FACILITIES

Facilities Requested:

- [ ] Sanctuary [ ] Gym
[ ] Kitchen -Currently unavailable [ ] Parking Lot (car wash, etc.)
[ ] Room # [ ] Other

Date Requested:

Time of Use: From [ ] a.m. [ ] p.m. to [ ] a.m. [ ] p.m.

Member Making Request (Adult Activity Supervisor):

Name: Phone:

Address:

Purpose of Meeting and Type of Outreach Planned:

[Blank lines for purpose of meeting]

Organization Requesting Use:

Name: Phone:

Address:

Will there be any fund-raising activities, commercial activities, or political activities. YES NO

I have read and agree to adhere to the requirements of the "Guidelines for Milford Bible Church Facilities Use."

(Signature of Applicant) (Date)

[ ] Insurance Certification attached

Approval: (Board of Deacons) (Date)

Applicant notified by: (Date)

Original: Church Office; Copies to: Board of Deacons, Sexton, Applicant

Chairman of the Board of Deacons
Lead Pastor
Facility Chair

**Milford  
Bible Church**

**Worship Center Technology  
Request Form**

Date of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Requested by: \_\_\_\_\_

Phone: \_\_\_\_\_ (Best reached number)

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

Event: \_\_\_\_\_

**Audio Needs:**

- \_\_\_\_\_ # Microphones
- \_\_\_\_\_ # of Instruments
- \_\_\_\_\_ Media Playback
- \_\_\_\_\_ Background Music (CD)
- \_\_\_\_\_ Audio Recording
- \_\_\_\_\_ Audio CD of Event

**Video Needs:**

- \_\_\_\_\_ PowerPoint / ProPresenter
- \_\_\_\_\_ Presentation Remote
- \_\_\_\_\_ DVD
- \_\_\_\_\_ Video from File
- \_\_\_\_\_ Video Recording
- \_\_\_\_\_ DVD of Event

**Special Notes or Needs:**