



BUILDING USE POLICY

February 2020

FACILITY RESERVATION STEPS:

1. Check the church calendar online for available dates at www.memorialbaptist.org/calendar
2. Fill out a Building Use Form. It's found on the same link above or pick one up in the church office.
3. Return your Building Use Form to the Church Administrator at teresah@memorialbaptist.org
4. Your group will be informed if those dates and/or rooms are available and if another option might work better.

BASIC USAGE RULES:

1. A building key will be checked out to your group's lead contact person. There's a \$5 fee for any lost or misplaced keycards.
2. The building must stay locked at all times. Please have one of your members stand and greet people at the door to let them into the building. Do NOT prop open any of our exterior doors.
3. Classrooms must be returned to their original arrangement. Tables and chairs are to be put back as they were when you arrived.
4. Please close windows and turn off all lights when leaving the building.
5. The use of candles is highly discouraged.
6. Use only your assigned rooms during your assigned times.
7. Please contact the Church Administrator or church office at least 24 hours in advance if you need to cancel your reservation.
8. Groups will be held responsible for any damage caused to the buildings or to the equipment in our buildings. Contact the Church Administrator for any damage that may occur.
9. No selling of merchandise on church property without prior approval.

WEDDINGS:

Memorial Baptist Church is available for weddings to both church members and non members. All rules of the Building Use Policy must be followed during weddings. Contact our Wedding Coordinator, Louise Brillhart for more information at (573) 808-3161 or brillhartm@health.missouri.edu.

SUPERVISION OF CHILDREN:

MBC has a Children's Ministry Policy Handbook for Birth-5th Grade and a Youth Ministry Policy Handbook for 6th-12th Grade that governs all facets of their ministries including supervision of children. Those Handbooks supersede this Building Use Policy concerning supervision of children.

For ministries and groups that include childcare as a regular component of their program, the guidelines for safeguarding children shall be followed. Please see MBC Children's Ministry Policy Handbook for ratio requirements. The nursery is the only room that may be used for the supervision of children under three years old. Children of all ages must be supervised at all times while on MBC property. No room shall be made available to "warehouse" children while adults tend to business in the church. However, arrangements can be made for childcare when the ministry is site dependent (too large to fit in a home) and that ministry does not include childcare as a regular component of that ministry. Parents are strongly encouraged to observe adult to child ratios when considering supervision needs. It is the parent's responsibility to provide for safe and adequate supervision of their children. MBC reserves the right to deny room usage requests if a concern arises regarding the safety and/or adequate supervision of children. If children are found unattended in the church, they will be returned to the parent immediately.

If the ministry is site dependent, as determined by the Church Administrator, one room shall be designated for childcare. A parent or participant of that ministry must schedule and secure an appropriate room for childcare to take place. Materials in that room shall not be disturbed. Parents or participants of the group securing the room shall provide materials for the children's use. If the nursery is used, the stipulations set forth in this document regarding the nursery shall be followed.

Organizations which are not MBC ministry programs, but who use facilities on MBC property, are responsible for the reasonable assurance of safety for children involved with that organization. Those organizations will be required to agree to certain standards involving the safeguarding of children and will be responsible for upholding those standards. MBC may deny usage of the facilities to any organization that is not upholding those standards.

MISC. FEE SCHEDULE FOR NON CHURCH MEMBERS:

The following rates are for calendar day, regardless of actual hours in use; for example, a group using the facility for one evening and the following morning will be charged for two (2) full days.

Sanctuary \$100.00
Fellowship Hall \$50.00
Small Kitchen \$50.00
Larger Kitchen \$100.00
Gathering Area \$50.00
Sound booth operator \$75.00
Accompanist (set their own rates)

INSURANCE:

Organizations not classifiable as outreach ministries of Memorial Baptist Church using its premises are required to have a public liability insurance policy with a minimum \$1 million limit of liability coverage.

Memorial Baptist Church must be named as an "additional insured" on the borrower's policy for liability damages arising out of borrower's activities on Memorial premises.

Certificate of insurance evidencing coverage and naming Memorial Baptist Church as additional insured must be provided upon request.

LIABILITY WAIVER:

As borrowers of Memorial Baptist Church, I (we) agree to protect, indemnify and hold harmless the Memorial Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless Memorial Baptist Church from any and all claims, costs or expenses arising from any failure of borrower in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Church Building Use Policy and required by law or ordinance, during the period of occupation. Memorial Baptist Church will not provide security for outside events.

By submitting this request, I agree to the terms and conditions listed above and in the Building Use Policy.

Organization Name _____

Signature _____

Title _____

Print Name _____

Today's Date _____



memorial
BAPTIST CHURCH

Building Use Form

Your Name: _____ Today's Date: _____

Your Email: _____ Phone: (____) _____

Your group: _____ Purpose of the Meeting: _____

Room(s) requested: _____ Date(s) Requested: _____

Event Time: _____ Key # checked out _____ Is childcare needed? Y N

Indicate any additional instructions or equipment needed for your meeting: _____

DIAGRAM DRAWING OF YOUR REQUESTED ROOM SET UP

I, _____ have read, understood, and agree with the Building Use Policies.