

Calvary Baptist Church Operations Manual

Policy #	OP 11.1 - Facilities Use Guidelines	Approval Date	12/8/13
Chapter	Building Security	Revision Date	11/15/13
Reviewer	Property Team and Church Administrator		

Introduction

Believing ourselves to be stewards of God's resources and recognizing that our buildings are in use for various purposes, at different times and by different individuals and groups associated with our congregation, and recognizing further that our buildings are a central resource for this congregation's ministry and that their care, preservation and usage is a major responsibility of Calvary's leadership, it seems reasonable to set forth guidelines for appropriate usage by members and non-members alike.

Priority

Priority of usage shall be determined based upon the following criteria in descending order: connection to Calvary Baptist Church and its mission, connection to Christian ministry, connection to the Sanger-Heights community, and other.

Category of Users

1. Related to Calvary Baptist Church:

A. Calvary Baptist Church

- This includes regular activities, special activities and missional activities sponsored or in partnership with the church.

B. Calvary Baptist Church Members:

- This includes activities planned by church members that may not be primarily for church members.

2. Affiliated:

A. Christian Ministry

- This includes other churches, association and denominational activities seeking to utilize space to accomplish an end that meets the overall mission of Calvary Baptist Church.

B. Not-For-Profit Organizations and Individuals

- This includes social agencies and individuals seeking to utilize space to accomplish an end that meets the overall mission of Calvary Baptist Church.

3. Other:

A. For Profit Organizations

- This includes individual and groups that are seeking to utilize space to accomplish an end that meets the overall mission of Calvary Baptist Church. Calvary prohibits fundraising and political activities explicitly.

Liability Coverage

An individual or organization not related to Calvary Baptist must obtain the consent of the Staff and/or the Facilities Team Chairperson and/or the Coordinating Council to use the church buildings. In its sole discretion, church leadership may require proof of liability, property damage or other insurance coverage in amounts established by church leadership for the benefit and protection of the church.

Fees

1. Custodial

All trash and garbage shall be bagged and placed in the dumpster upon completion of an event. In addition, a \$100 custodial fee may be assessed.

2. Utilities

Temperature is controlled by a central system. Adjusting or tampering with thermostats for heating or cooling is strictly prohibited.

When a class, fellowship or other group has completed its usage of the buildings, it is expected that the lights will be turned off. As well, unneeded lights shall remain off during facility usage.

To defray operational costs, a utility fee of \$70/hour may be charged to all non-related Calvary Baptist Church group users.

3. Damage Deposit

A damage deposit may be required before facility use. If there is no damage to the facility or supplies the deposit is returned after the event. The amount of the deposit is \$100. Failure to abide by any of the guidelines as stated herein may result in forfeiture of damage deposit.

General Policies

1. Arrangements and Scheduling

All non-related Calvary Baptist Church groups seeking to utilize Calvary facilities must fill out a Facilities Use Request form completely. This form shall be obtained by contacting the church office during regular business hours in person, by phone (254-753-6446) or by email (cbcinfo@cbcwaco.com)

It is the obligation of all applicants to coordinate schedule and other needs with the Office Administrator. This shall include opening and closing of the church as well as other security needs.

2. Audio/Visual Equipment

Calvary's portable A/V equipment may not be used by non-Calvary groups (Affiliated and Other) unless prior permission has been granted. Fixed A/V equipment (primarily sound systems) may be used by non-Calvary groups (Affiliated and Other) as long as prior instruction of use has been provided by church staff.

3. Church Property

All non-related Calvary Baptist Church groups (Affiliated and Other) shall be responsible for any damage resulting from direct action or negligence. This includes the physical edifice and all contents of the church. If the damage done to the facilities and/or its supplies is greater than the damage deposit, Calvary Baptist Church retains the right to pursue full reimbursement.

4. Conduct and Standards

The safety, comfort and convenience of all are promoted by courtesy and common sense. Adults and adolescents are generally expected to clean up after themselves and to exercise reasonable care for the buildings and facilities. Group leaders are responsible.

Smoking is not permitted anywhere in the buildings.

The use of alcohol as a beverage is not permitted anywhere in the buildings.

5. Decorations

No class, fellowship or other group shall undertake to paint, wallpaper, alter or replace light fixtures, mount or install air conditioners or other permanent electrical fixtures, replace carpeting or otherwise redecorate a room or area without first obtaining permission from the Facilities Team Chairperson.

Temporary decorations, using non-permanent marking substances, are allowed so long as their removal is completed prior to the next scheduled usage of the facilities. No candles or substances with a lit flame are allowed. Please note that nails are a permanent marking substance.

6. Food Service

The use of disposable food service (such as paper or plastic plates, cups, forks, spoons, etc.) is encouraged for sanitary/health reasons. All food preparation shall be done off-site. On-site food warming and beverage preparation is permitted.

Kitchen Use - [see separate guidelines]

7. Funerals

Calvary may host funerals for members or former members at the request of the respective families. Calvary will host a repast for family members following a funeral, memorial or graveside service to include a light meal and refreshments.

8. Keys

If a key is issued, only one will be given out and the group leader will be responsible for returning the key to the office administrator once the event is over.

9. Overnight Use

Any overnight use of the facilities must not conflict with any other event at Calvary. The group must specify the exact hours that they will be using the facility and the group must specify which area of the building they will use.

The following is off-limits to overnights: Sanctuary and all staff offices. Unless otherwise communicated, a custodial fee will be applied to overnight use.

Calvary expects that adequate adult supervision be provided over all minors while the building is being used.

10. Publicity and Promotion

All publicity mentioning Calvary Baptist Church shall be approved by the staff of Calvary Baptist Church prior to publication. Failure to abide by this stipulation is grounds for revocation of agreed upon usage.

11. Room Arrangement

In the course of activity, groups may reorient furniture, tables, etc. to better facilitate their purposes. However, each group has the responsibility to return each room back to its original state prior to departure.

12. Youth and Youth Groups; Children and Nursery/Playgrounds

All use of Calvary facilities must strictly adhere to Calvary’s Youth/Children’s policy. A copy of this policy is included with the Facilities Use Request form.

13. Weddings

[see separate guidelines]

Prohibited Activities

The facilities may not be used for any of the following:

- A. Partisan political groups
- B. Any purpose which is not consistent with the goals, purposes, policies, or teachings of the church.

Disclaimers:

1. Rescheduling: once scheduled, groups and functions will generally not be rescheduled or moved. However, Calvary Baptist reserves the right to move any group to another facility or reschedule that event to accommodate the needs of groups assigned a higher use priority by this policy – OP11.1.
2. Cancellation: Calvary Baptist reserves the right to cancel an event up to (30) days prior to the date if facilities are needed for an all-church activity. Staff will make every effort to rearrange room reservations for your reserved date.
3. Determination of Usage: It is at the discretion of Calvary staff and/or the Coordinating Council to approve or disapprove all usage applications.

My signature below indicates my receipt and understanding of this policy. I also verify that I have been provided with the opportunity to ask questions about the policy.

Signature _____ Printed Name: _____ Date: _____

Date	Revision Summary	Requested By
11/15/13	Polished, added Overnight Usage & Disclaimers	Nathan Spears