

New Victoria Baptist Church

# Building Use Guidelines

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# NVBC BUILDING USE GUIDELINES

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*New Victoria Baptist Church has been richly blessed with a wonderful facility. The hopes and prayers of our church family is that God will allow us to utilize this facility to reach our community and help all to become “fully devoted followers of Jesus Christ.” The building itself is “just a tool” to help us accomplish our mission and the people that comprise New Victoria Baptist Church.*

***Our facility allows for much of our ministry to be possible and therefore the building must be managed with great skill, care, diligence and most importantly, prayer. The primary purpose of our building is to encourage activities and ministry events that support any of the following five godly pursuits: ministry, evangelism, discipleship, fellowship, and worship. In addition to church/ministry events the building is available to celebrate the life of our church family such as weddings, funerals, birthdays, anniversaries, and reunions. We encourage members and regular attendees to utilize this facility to its full capacity.***

*Included in this statement are general guidelines that reflect our values as a church and do not supersede policies and practices as contained in the New Victoria Baptist Church Policy Manual. We ask that as you use this facility you treat it with great care and respect as you would your home. This is our church home, and it is used to do GREAT WORK for the Kingdom of God!*

Should any scheduling conflicts arise regarding use of the building, they will be considered according to the following:

## **Hierarchy of Building Use:**

1. **Church Ministries** – those ministries directly overseen by New Victoria Baptist Church. (i.e., Sunday Morning Services, Sunday Evening Services, Wednesday Evening Activities, Men’s Bible Studies, Women’s Bible Studies, Youth Ministry Events, Children’s Ministry Events, and other NVBC sponsored events).
2. **Individuals** - church members and regular attendees.
3. **Non-Profit Organizations** – groups that are recognized as 501(c) (3) or similar organizations by the IRS.

While the above hierarchy lists the general priority for resolving conflicts regarding requests for building use, NVBC reserves the right to reject any individual or group if a commitment must be broken due to a subsequent request. If an individual or organization has a special request that is hindered by this policy, they can make their request known to the Senior Pastor.

## **Our Criteria to Determine Building Use are:**

- Does the activity fit with who we are and what we believe?
- Is the space available?
- How does the use impact our church programs and activities?
- Are there safety/legal issues?
- Does the person/group understand and respect the primary purpose of the property requested?

## **Guidelines for Building and Grounds Use (Please read in full)**

To ensure that all church and outside organization activities are productive and enjoyable, please adhere to the following guidelines:

- a. No activities inconsistent with Christian principles are allowed.
- b. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- c. No weapons are allowed in or on church property.
- d. Smoking and the use of alcoholic beverages or illegal substances are not permitted on the premises.
- e. Activities and programs are limited to the assigned space.
- f. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. A damage loss insurance waiver may be required prior to use.
- g. All children's or youth activities must be supervised by a minimum of two (2) adults over the age of twenty-one. This should be a male/female team.
- h. Children must be supervised and are not permitted to roam freely in/on church property.
- i. Dining or the serving of food is limited to the Fellowship Hall, kitchen, or other pre-approved designated areas (as approved by Building/Property manager).
- j. Use of candles is allowed only in designated areas and must be approved by the Building/Property manager.
- k. The user is expected to leave the building in the same condition it was prior to the event and must remove all items associated with their program immediately following the event.
- l. All rooms must be returned to their original condition. Please refer to room diagram and inventory (located behind door).
- m. All decorations in the facility and on the grounds of NVBC must be approved by the Building/Property manager.
  - No items may be affixed to any surfaces without written consent.
  - Nothing may be tacked or nailed/screwed into the walls, ceilings, woodwork, or fixtures.
  - Scotch/Duct tape **IS NOT** to be used on walls, ceiling or any other area that may leave unwanted marks.
  - Signs on the exterior doors are not permitted without prior approval.
- N. Programs in any area that require the use of the sound system must have one of the church's Sound Technicians on duty. This service is in addition to the standard usage fee.
- i. Ministry furniture and equipment (i.e., tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used primarily for ministry functions of NVBC. If there is a need to remove furniture (or other such items) from the building, the Safety and Security team lead should be notified. The requesting individual/group assumes responsibility for the costs of damage, repair, and/or replacement.
- j. Any storage of materials will need prior written authorization by the Building/Property manager.
- k. Loitering, soliciting donations or accosting patrons or staff for any purpose that disrupts their use of the facility is prohibited.
- l. Flyers, posters, pictures or other non-NVBC advertising materials may not be displayed or distributed without authorization by Senior Pastor.
- m. Selling merchandise or charging admission to an event must be approved in advance and be consistent with the law that establishes the church as a non-profit.

***Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.***

## Application Process

Individuals or groups desiring to use the building should complete and submit the online form at [NewVicBaptist.org/Community/facility rental/use](http://NewVicBaptist.org/Community/facility_rental/use). To allow adequate time for review and scheduling, all requests should be submitted one week prior to the event date. Within 48 hours, the Safety/Security lead will notify the applicant of approval or denial of the request.

**Note: Depending on the nature of the event and the group, a group may be asked to provide a certificate of liability insurance.**

To help maintain an accurate calendar and to minimize conflicts church ministries are encouraged to submit their scheduled meetings and events.

The exceptions below extend beyond the purview of the Safety/Security lead and require special approval from Senior Pastor.

- The Pastor and Worship Leader must approve of all worship/music related activities.
  - This includes rehearsal date/times, plus dates and times for setup and breakdown.
- Requests from external groups for long term and/or recurring events
  - Requesting organization must provide full details of need - all dates/times and rooms.
  - If equipment or materials are to be stored on site, this request must be included on the request form, along with storage dates and dates of removal.

## Insurance

For all non-church sponsored events, the group or person using the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000.00. The user is also requested to sign a **Facility Use and Indemnity Hold Harmless Agreement**.

## Disclaimers

1. NVBC reserves the right to cancel any facility for its own use, in case of emergencies, such as funerals. Notice will be provided as early as possible with a full refund of any monies paid.
2. Regularly occurring and occasional NVBC events, activities and programs take precedence in scheduling use of the facilities. Otherwise, use of the facilities is on a first-come, first-serve basis.
3. All needs must be listed on the original application form. If your needs change unexpectedly, please contact the Safety/Security lead, although we cannot guarantee that the additional request will be honored.
4. Each request must be sponsored by a member of the congregation, an organization within the congregation or an approved group that has a relationship with the church.
  - The sponsor and applicant are to attend the meeting or event and are responsible for the observance of rules applicable to the use of the building, grounds, and equipment. Those people listed on the application will be responsible for cleaning up and building security and lockup.
5. NVBC will invoice the requestor when the event has been approved and full payment is due prior to use date. Nonpayment will result in the cancellation of the reservation.
6. When the building is being used for activities, designated exterior doors should be unlocked and unobstructed.

## Available Facilities

1. Sanctuary (weddings only)
2. Fellowship Hall
3. Kitchen
4. Large/Small Classrooms
5. Nursery
6. Church Grounds/Parking lots

## Capacities

- The capacity of the sanctuary should not exceed the fire code limit of three hundred.
- The capacity of the fellowship hall should not exceed the fire code limit of 125.

## Safety

New Victoria Baptist Church works to maintain a safe and secure environment within the building and on church grounds. However, maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure.

1. The fire extinguishers are located throughout the building in the designated fire extinguisher storage units.  
First aid kits are in the kitchen, cabinet at entrance to Preschool hallway and at the Welcome Center.

An AED unit is in the main foyer, next to the ladies' room. Each group is responsible for knowing the location of safety equipment.

2. Any exterior use of open flames or heating devices must be pre-approved. No open flames (i.e., candles, etc.) are allowed inside the building unless approved in advance.
3. Be aware of who is in your area at all times. If anyone you do not know is in your space at any time, challenge that person and direct him or her to the proper area of the building.
4. All exterior doors must be locked when leaving the building unattended.
5. Keys are considered church property and are distributed by the Security Team. An approved Key Holder Request Form is required before a key is assigned (refer to Key Policy)

## Fee Schedule

Fees are normally required for Non-Church Sponsored Ministries and Events from individuals, non-profit and profit groups requesting use of the church facilities. This is to help defray maintenance, utility fees, and other costs. The fee schedule is given below and is due upon acceptance of the request and scheduling by the Safety/Security lead.

All Church Sponsored Events and Ministries are exempt from the following fee schedule. Members can use the facility for personal celebrations/occasions, i.e., birthdays, anniversaries, showers, etc. at no cost if they provide all the materials and clean-up after the event. A security deposit will be required prior to the event and will be returned after the room/rooms have been inspected.

### Members

Refundable Security Deposit	\$150.00
Refundable Key Deposit	\$250.00
Fellowship Hall/Kitchen	\$ 55.00
Rooms (per room)	\$ 15.00
Cleaning Fee	\$ 75.00

### Non-Profit

<b>Non-refundable</b> Security deposit	\$1000.00
Refundable Key Deposit	\$250.00
Fellowship Hall/Kitchen	\$ 55.00
Rooms (per room)	\$ 35.00
Cleaning Fee	\$ 75.00

### Additional Fees are required for the following area:

- Sound crew

## **Equipment**

1. Use of the facilities does not include use of any mechanical, office equipment or kitchen supplies.
2. Church-owned Audio/Visual equipment and/or musical instruments may be used only with the specific permission of the Worship Pastor (leader).
3. No one is to enter the sound booth, unless trained and approved by the Audio/Visual team.
4. Cleanup is the responsibility of the user. Return any rooms/spaces used to their original set-up.

## **Decorations**

1. All approved decorations must be removed so as not to mark the walls or fixtures. Use of nails, thumbtacks, staples or non-approved tape on ceilings, walls, doors, or carpets is not permitted.
2. No items may be hung from the ceilings.
3. Any decorations deemed inappropriate for any reason can be removed at the discretion of the building manager, Safety/Security lead and/or any church staff employee.

## **Nursery/Children's Areas**

- Children 12 years and under must always be supervised.
- No room shall be made available to "warehouse" children while adults tend to business or church ministries.
- It is the parents' responsibility to provide for the safe and adequate supervision of their children. If children are found unattended in the church, they will immediately be returned to their parents.
- All hallway lights should be on while children are in the area.
- At no time while children are present should a room be completely dark. Lights may be dimmed while children are napping.
- All workers should be familiar with the safety procedures for the area of the building where they are supervising children.
- The room(s) should be left clean and uncluttered with toys and books returned to their appropriate storage location.



## **Kitchen**

- Individuals and Organizations must provide their own consumable supplies – including paper plates, utensils, cups, condiments, and snacks – the church’s supplies should not be used.
- All leftovers should be removed from the kitchen when the activity is over. The refrigerator is not for long-term storage. (Do not assume that others will use the leftovers.)
- Coffee, tea, and punches may be prepared here; however, the church does not supply these items for non-church activities.
- Unlocked utensils in the kitchen may be used for activities.
- Children and teenagers must be supervised when using the kitchen.

## **Kitchen Use Checklist**

- Use only the equipment with which you are familiar.
- Remove all trash. Trash bags should be placed in the dumpster located near the rear of the main building. Replace trash bags in cans.
- Wash, dry, and return dishes and utensils to their proper areas. Do not leave dishes in the drain or on the counters.  
Clean all counters and appliances used. The sinks should also be cleaned. Sweep floors and mop up any food or drink spills.
- Turn off all heating units (stoves, ovens, warmers, cookers, etc.).  
Turn off the hood vent over stove.
- Do not remove equipment, supplies, utensils, etc. belonging to NVBC from the Kitchen/Fellowship Hall area.
- Report all breakage or equipment malfunction to the church office.

## **Parking Lot and Outdoor Areas**

In general, use of the parking areas and grounds outside the building are subject to the same rules as the interior of the building regarding getting permission for use, priorities, and personal conduct.

- Drive slowly and safely watch for children and pedestrians.
- The church is not responsible for theft or damage to personal property. Owners are responsible for all damage to vehicles.
- Parking is permitted only in designated parking areas.
- Cars without handicap identification should not park in designated handicap parking spaces.
- No parking in front of doors is allowed.
- No cars should be left in the parking lot overnight unless the owner is participating in a church event or has received permission from a staff member. Cars left overnight in the parking lot are subject to being towed at the owner’s expense.

## **Restrictions**

### **Trespassing Policy**

New Victoria Baptist Church is incorporated and privately owned by the church membership. The building is open at designated times and secured at designated times. Persons who trespass on church property are subject to prosecution under state law. NVBC reserves the right to check the identification of any person(s) on church property if a person is suspected of violating a church policy or state law.

#### **A Trespasser is a person who:**

- Enters or remains in the church building when he or she is not privileged to do so.
- Has a legitimate reason to be in the church building but is in an area of the building inconsistent with his privilege.
- Who defies a lawful order by a church representative to leave the building or grounds is disrespectful or disruptive to the premises, congregation, or a church activity.

#### **Procedures: If individual(s) are determined to be trespassing by a church representative:**

- a. Warn the individual that their continued presence on NVBC property will be considered trespassing and that they will be directed to leave.
- b. If a trespasser refuses to leave the church site after having been warned, the church's representative should seek police assistance. Do not attempt to physically remove the individual.
- c. Individuals who fail to comply with the directive to leave will subject themselves to criminal prosecution on the charge of trespassing.

### **Check List for Closing Building**

1. Leave the facilities in as good, if not better shape, as found. Facilities must be cleaned up after use.
2. Put all furniture and equipment back in its original location (diagrams and inventories are posted behind classroom doors). Sweep up and/or mop up the floor and wipe surfaces clean if needed.
3. Take away or throw away all items you brought (coats, hats, books, papers, cups, etc.).
4. Carry trash out and place it in the dumpster (located in rear of building).
5. Make sure all lights are off, including in bathrooms.
6. All toilets should be flushed and not running.
7. Make sure coffee makers and associated heating units are turned off or unplugged.
8. Ensure that the Parking Lot and Grounds are clean.
9. Set the thermostats, close, and lock all windows and exterior doors before leaving. All breakage or malfunction of equipment should be reported to the church office.

