



Guidelines for Use of Facility

Policy & Procedure 200.02

Effective: September 18, 2010

Reviewed: Edited 10/22/15

Our Mission: Ridgedale Baptist Church exists to glorify God by developing devoted followers of Jesus Christ who intentionally pursue Christ like character in their personal lives, family lives, church community, and world.

Christ ® Community ® Compassion

I. Purpose – the physical plant and campus of Ridgedale Baptist Church is a valuable asset, to be used for furthering God’s plan and purpose, as defined in our statement of Mission. Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries of the church.

We open our facilities to support Christian organizations and for programs that may supplement the ministry of the church. We also make our facilities available for community activities. We do so to provide a service to the community, to encourage people to view Ridgedale Baptist Church as a place where people care, and to build bridges to people who need to hear the Gospel of Jesus Christ.

And if anyone gives even a cup of cold water to one of these little ones because he is my disciple, I tell you the truth, he will certainly not lose his reward. Matt. 10:24.

Long-term usage is reviewed regularly, in light of the needs of church ministries. While every effort will be made to ensure that outside usage will not conflict with the organized programs of Ridgedale Baptist Church, such conflict may not always be preventable. We ask Ministry Leaders of Ridgedale respond to our guests graciously, and - where conflicts do occur - adjust their plans appropriately to accommodate our guests.

The administrative and family pastor is responsible for approving building usage, under the terms of this Usage of Facility Policy and the related Schedule of Fees. This policy is established by the Board of Directors. All comments and questions should be directed to chriscate@ridgedale.org or the church office at 865.588.6855.

II. Policies - The following policies apply to the use of Ridgedale Baptist Church facilities:

1. The primary purpose of the church facilities is for the organized ministries of the church.
2. Biblical principles and standards of conduct govern the use of church facilities. Activities that conflict with the moral or doctrinal position of the church are not permitted.
3. Programs held at Ridgedale Baptist Church are to be consistent with the values of the church. Church staff has discretion over the appropriateness of content for such programs.
4. All weddings are scheduled directly through the Pastoral Staff. Weddings are normally approved for persons who regularly attend the worship services of Ridgedale Baptist Church. Questions about wedding plans and decorum will be handled directly by the Senior Pastor.
5. Funerals or Memorial Services follow the same policy as listed above for weddings.
6. It is our policy to allow usage by evangelical Christian organizations to serve Kingdom purposes.

7. It is our custom to allow usage by groups which serve our local community, for the purpose of building connections with them.
8. For-profit groups or individuals (including members/non-member) using the church to sale products for personal gain will not be approved. (example Mary Kay, Pampered Chef, etc..)
9. Groups and/or individuals wanting to use the church for personal gain by charging a fee for a service will not be approved. Some exceptions can be approved by the staff or board of directors.
10. We do not offer our facilities to outside groups for fund-raising events, commercial activities, or political activism.
11. Our facility maybe used by outside groups who provide a service and would like to sale their products for their ministry. Example: concerts, lectures, guest speakers, etc... These finances must be handled by the individual group. It is the responsibility of the group to report all earnings if necessary to the IRS.
12. Personal usage by regular attendees of the worship services of Ridgedale Baptist Church is permitted (for birthday parties, anniversaries, etc.) on a not-to-interfere-basis with other ministry uses. It is not our normal practice to approve personal usage by persons who are not regular attendees of the worship services.
13. Users of Ridgedale Baptist Church facilities are to respect our faith. Groups which use our facilities should not obstruct or remove from sight any material that expresses our mission or beliefs.
14. Damage to equipment and/or facility structure will be paid for by the ministry using the church, individual or group.
15. Decorations by non-ministry events should be minimal and should not use nails, tacks, staples, screws, or scotch tape on walls, chairs, etc... Ministries wanting to hang and/or decorate should use caution and check with the church office.
16. *When using the children's wing for any purpose or holding events that involve care of children, "Working with Children and Students Policy and Procedures" must be followed.

III. Guidelines for Use of Facilities - Requests must be made in writing to the church office, using a *Request for Use of Facilities* form, a minimum of one month before the date needed. This includes the use of any part of church property, including the building and pavilion. Acceptance of a request form by Ridgedale Baptist Church does not constitute approval; every effort is made to evaluate schedule and other impacts promptly, and to determine whether an activity is approved or denied. No request will be accepted for a long-term usage period extending beyond one year. Allow the church office to respond within seven (7) business days of the form being submitted. Proof of liability insurance forms are required in most cases of usage by groups not affiliated with Ridgedale Baptist Church.

Specific guidelines for the use of the facilities are listed on the back of the Request Form.

Specifically note that requests for use of the church's main kitchen, multi-media equipment, or musical instruments requires direct contact with the responsible member of Church Staff **prior to approval**.

REQUEST FOR USE OF FACILITIES – RIDGEDALE BAPTIST CHURCH

ACTIVITY INFORMATION

Activity: _____

Date(s): _____ (mm/dd/yy)

Time(s) of Event: _____

Number of People Expected: _____

Time(s) access required: _____

Rooms(s) Requested:

- Auditorium (capacity 200)
- Fellowship Hall (capacity 150)
- Main Kitchen
- Children's Wing* (#15)
- Conference Room
- Welcome Center
- Prayer Room
- E101
- E103
- E106
- C1
- C2
- C3
- C4
- C5
- Playground
- Pavilion
- Parking Lot
- Other (Please Specify): _____

Equipment Requested: NOTE: Please write number needed beside each item checked.

- Round Tables #:
- Rectangular Tables #:
- Chairs #:
- White Boards #:
- Sound Equipment (specify): _____ NOTE: Sound technician must be present
- Lighting Equipment (specify): _____ NOTE: Lighting and projection technician must be present
- Projection Equipment (specify): _____ NOTE: Lighting and projection technician must be present
- Sound Projection (Fellowship Hall)
- Musical Instruments (specify): _____ NOTE: May need special approval.

If Main Kitchen Use Requested Please specify needs:

- serving counter
- refrigeration
- There is no oven or stove. NOTE: Do not leave any food or supplies after finished.

Other Special Needs: _____

GROUP INFORMATION

Group/Person Making Request: _____

Responsible Party: _____

Address: _____

Phone: _____

Contact Person for Group (If Other Than Responsible Party): _____

Address: _____

Phone: _____

AGREEMENT

I have read the conditions outlined on the *Guidelines for Use of Facility* form and agree to abide by same, and to make every effort to insure that our guests do likewise, if we are permitted the use of these facilities. I agree to make any necessary remuneration to the church office at least 15 days before the event.

Signature of Responsible Party

Date

For use by church office:

A Hold Harmless **Insurance Form** is required for outside groups using the facility. **Date Received:** _____

Request approved by Church Staff? Yes No **Name:** _____ **Date:** _____

Activity placed on calendar: **Name:** _____ **Date:** _____

Copy of approved/denied form sent to Responsible Party, Others needing the information and placed on church calendar.

GUIDELINES FOR USE OF FACILITIES

- A. Requests for use of any and all facilities of Ridgedale Baptist Church must be made in writing, using a *Request for Use of Facilities* form, a minimum of one month before the date needed. This includes the use of any part of church property, including the building, playground and pavilion.
- B. Request form is to be submitted to the church office during office hours or online.
- C. Date and time of all facility use must be scheduled with the church office for placement on the church calendar. Changes and/or additions must be in writing.
- D. Smoking is prohibited in church buildings and on the playground.
- E. No gambling, illegal substances, or alcohol will be permitted on the church property. Illegal activities will be reported to the authorities.
- F. Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities are acceptable on church property.
- G. Children (under age 18) shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- H. Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- I. The area used must be left in good condition - cleaned up with garbage removed, lights turned off, and doors locked. Garbage is to be hauled off from the property. Church ministries may use the trash receptacles outside.
- J. Plans to move equipment and furnishings for an activity require permission from the Administrative Pastor. Such moves are the responsibility of those requesting the use of the facility.
- K. All equipment and furnishings that are moved shall be returned to their proper places, following the room arrangements chart posted in the room / building reference book.
- L. Use of the equipment in the sound booth or church office requires permission from Church Staff prior to approval. Fees may apply when using equipment.
- M. Accidents affecting persons or property must be reported immediately to the church office.
- N. Weddings will not use rice, birdseed, or confetti inside the church building.
- O. Remuneration must be paid to the church office at least **15 days** before the event. Refunds for canceled events will be at the discretion of church staff.

Schedule of Fees Worksheet	Member Ministry*	Non-Member	Fill in Actual Amount Due
Deposit	\$50	\$100	
Overhead Cost of Use	\$0	\$500†	
Sound Technician Rehearsal Event \$60 Minimal for Technician	\$60 (\$15/hour over 6 hours)	\$60 (\$15/hour over 6 hours)	
Visual and Lighting Technician Rehearsal Event \$60 Minimal for Technician	\$60 (\$15/hour over 6 hours)	\$60 (\$15/hour over 6 hours)	
Sound and Video Fellowship Hall / Other Rooms	\$0	\$60	
Custodian Early Standard Late If event begins before 2:00 pm If event begins 2:00 and 4:00 pm If event begins after 4:00 pm	\$100 \$100 \$100	\$100 \$100 \$100	
Additional Classrooms (per classroom)	\$0	\$50	
Pavilion	\$0	\$50	
TOTAL AMOUNT DUE: <i>Must be paid in full prior to 2 weeks of date of event.</i>	TOTAL →		

*If in the ministry group, there is an authorized technician to operate the church equipment, there will be no charge to the ministry. However, if a technician is required, the ministry should compensate the technician for their time.

*If this is a normally scheduled ministry event occurring during normal hours there is no custodian fee. However, if the ministry event is held on Saturday after the church has been cleaned the fees may apply. The ministry should compensate the custodian appropriately as they are coming back to clean after their scheduled time.

*Charging any expenses to a ministry line item will be determined on a case by case depending on the number of days and hours used.

† Fee subject to change depending on number of hour's facility is used.

Any portion of this document may change without notice. Check with church office for current "Usage of Facility Policy."