

Article 5: Facilities Use Policy

1. Introduction

- 1.1. In order to be faithful stewards over what God has given us, the Mount Vernon Baptist Church has established this *Facilities Use Policy* to govern all aspects of the use and care of the MVBC church facilities. This policy applies to all facilities use, including weddings or use by members and non-members for non-church events.
- 1.2. Mount Vernon Baptist Church facilities are for the use and enhancement of the teaching and service ministries of the church. Any use of the facilities by a group or individual for a non-church event, including weddings, must be approved by the pastor and deacons on a case-by-case basis.

Marriage Policy (Applicable to Weddings Only)

- 1.3. Marriage: Our statement of faith, the *Baptist Faith and Message (2000)*, expresses our fundamental biblical conviction that Christian marriage is, by definition, the spiritual and physical uniting of one man and one woman in an exclusive covenant commitment for their joint lifetime. Christian marriage is God's unique gift to reveal the union between Christ and His Church. As such, the MVBC church believes that wedding ceremonies on church property are spiritual observances of worship of God who created this divine institution. Accordingly, the Mt. Vernon Baptist Church shall not condone, sanction, nor participate in same-sex unions, same-sex marriages, or any marriage not consistent with the *Baptist Faith and Message (2000)*, nor may the MVBC facilities be used for such events.
- 1.4. Clergy: Only the pastor or other duly ordained or licensed clergy who are approved by the pastor and who agree to follow the MVBC church marriage bylaws shall officiate at marriage ceremonies conducted on church property.

Facilities Use Policy

- 1.5. Our first priority is to the programs and membership needs of the MVBC church, such as Sunday School class fellowships, choir fellowships, ministry team events, etc. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations. Other non-church related activities such as sports events, practice, birthday parties, and other social events may be scheduled if the facilities are available.
- 1.6. Approval of the use of the grounds and facilities does not constitute or imply endorsement of an individual or group, their mission, or their positions. Individuals or groups approved to use MVBC facilities must not advertise their event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within the MVBC facilities or grounds that conflict with the bylaws and the practices of this congregation and the *Baptist Faith and Message (2000)*.

- 1.7. Usage fees may apply on non-church activities.
- 1.8. Outside groups may request the use of the building if it is not scheduled for a church activity.
- 1.9. Events will be scheduled on a first-come basis, in writing to the church office. Requests must be made using the *Facilities Reservation Request and User Agreement*.
- 1.10. Fundraising activities must be sponsored and/or related to MVBC and its approved organizations.
- 1.11. The facilities may be used by non-members and for civic and community activities, as approved through the church office.
- 1.12. All activities must be supervised by an adult (18 years or older).
- 1.13. The adults who supervise and/or sponsor events in the facility are responsible for the safe and appropriate use of the facility.
- 1.14. At no time will the facilities be unlocked and unattended. Persons responsible for the event (per the *Facilities Reservation Request and User Agreement*) are responsible for ensuring the facilities are not unlocked and unattended at any time.
- 1.15. Persons responsible for an event are responsible for ensuring that guests do not attempt to enter or use any portion of the facility not requested and reserved for an event.
- 1.16. No alcoholic beverages or narcotics are allowed anywhere on the church property before, during, or after the event. This includes the church groups and parking lots. Violation of this rule is sufficient grounds for a staff member to withdraw immediately a group's use of the facilities and/or to deny use in the future.
- 1.17. All members of all groups using the MVBC facilities shall abide at all times by a "No Smoking" rule in all parts of the building, including corridors and restrooms.
- 1.18. No live animals are allowed in the facilities at any time.

Equipment Use Policy

- 1.19. Tables, chairs, and other equipment should not be removed from the building without a written approval through the church office.
- 1.20. Church members will be permitted to sign-out equipment for church related functions.
- 1.21. If equipment is borrowed for other types of events, this must be approved through the church office.
- 1.22. A sign-out log is available from the church secretary.
- 1.23. The sign-out log must be completed and signed before any equipment is removed from the church premises.
- 1.24. All equipment is needed for church use. Equipment must be returned by the agreed-upon time.
- 1.25. Equipment should be returned during regular church business hours and in the condition they were borrowed.
- 1.26. A record will be kept of all items removed from the church premises.

Sound Tech

- 1.27. Only a Mt. Vernon Baptist Church audio person is allowed to operate the sound equipment.
- 1.28. A list of approved sound technicians is available through the church secretary.

Scheduling (Also see Steps to Facility Use Scheduling below)

- 1.29. All events must be approved by the church office.

- 1.30. All reservations must be made IN WRITING or BY EMAIL to the church secretary using the *Facilities Reservation Request and User Agreement*.
- 1.31. The reservation request must be completed and returned to the church office. The person requesting the event schedule will be notified if the facilities are available.
- 1.32. Events will be scheduled and placed on the church calendar on a first come basis once any fees (if required) are paid.
- 1.33. The cancellation of an event must be given as early as possible. Once notice of cancellation is given to the church office, any fees previously paid will be returned within 3 business days of cancellation.
- 1.34. All scheduling of the facilities will be done by the church office secretary. Only designated office staff is to place events on the church calendar.
- 1.35. For an event to be scheduled, the person designated as the “Responsible Party” on the *Facilities Reservation Request and User Agreement* must be present at the event at all times. This person will be responsible for the time and space that is used. If the “Responsible Party” cannot be at the event, the event will not be scheduled.
- 1.36. A key will only be given to the “Responsible Party” designated on the *Facilities Reservation Request and User Agreement*. This person is responsible for keeping the keys secured and is prohibited from loaning or duplicating them.

Liability

- 1.37. Mt. Vernon Baptist Church is not liable for any personal injury or loss occurring within the building or its premises.
- 1.38. The use of the MVBC facilities and all equipment will be at the risk of the participant.
- 1.39. Mt. Vernon Baptist Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures, or furniture.
- 1.40. The church will not be held responsible for personal items such as clothing, coats/wraps, purses, or gifts brought to the church, nor be held liable if such items are lost, stolen, or damaged. However, every reasonable effort will be made to assist the planners in protecting such property.
- 1.41. All persons and/or groups using the MVBC facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The “Responsible Party” on the *Facilities Reservation and User Agreement* shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building, equipment, machinery, fixtures, or furniture which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Building Access and Keys

- 1.42. The “Responsible Party” designated on the *Facilities Reservation Request and User Agreement* must arrange with the church secretary to obtain a key to the building. Coordinate with the church secretary to acquire a key no earlier than 48 hours before the event.
- 1.43. Keys will be distributed and signed for at the church office.
- 1.44. Keys should be returned to the church secretary during regular office hours.
- 1.45. Portions of the facility not requested and reserved will remain locked.
- 1.46. At no time should the facilities be unlocked and unattended. Persons responsible for the event (per the *Facilities Reservation Request and User Agreement*) are responsible for ensuring the facilities are not unlocked and unattended at any time.

- 1.47. Persons responsible for the event are held responsible for locking up the building after the event, before returning the key.

Supervision of Children and Youth

- 1.48. MVBC has adopted a practice of safe sanctuaries for children and youth. All users of the facility are expected to follow the following safe sanctuaries guidelines:
 - 1.48.1. No fewer than two adults must be present at all times during any program or event involving children.
 - 1.48.2. These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.

Responsibilities of Persons/Groups Using MVBC Facilities

- 1.49. In addition to items shown in other sections of this document, individuals or groups using the MVBC facilities have the following responsibilities:
 - 1.49.1. No food or drink is allowed in the sanctuary.
 - 1.49.2. Floors need to be protected beneath candles. Floors must be vacuumed or cleaned after the event.
 - 1.49.3. No nailing, tacking, etc. is to be used on walls, furniture, or other surfaces that could be damaged by their use.
 - 1.49.4. Using tapes, etc., on pews or furniture would be considered damage and damage fees may be incurred.
 - 1.49.5. Trash must be taken to the dumpster located at the back of the building on the west side.
 - 1.49.6. Return the furniture and other items to their original location.
 - 1.49.7. Return any existing decorations.
 - 1.49.8. Supplies (such as plates, napkins, cups, plastic utensils, tea, lemonade, sugar, coffee, etc.) are for MVBC church use and should not be used for non-church events. Individuals or groups using the facilities are responsible for purchasing their own supplies. If you use items from the kitchen, you must replenish them or reimburse the church.
 - 1.49.9. Only birdseed and bubbles can be used outside (no rice).
 - 1.49.10. The individual or group reserving the facilities is responsible for letting guests or attendees know of all church rules and policies.
 - 1.49.11. **Individuals or groups using MVBC facilities are responsible for reading and understanding the *Facilities Use Policy* and the *Facilities Reservation Request and User Agreement*.**
 - 1.49.12. The *Facilities and Equipment Checklist* is provided as a convenience to ensure the individuals or groups using the MVBC facilities will leave the facilities in the same state in which it was provided. Be sure to review this checklist and ensure you have complied with or completed all items at the conclusion of your event.

Steps to Facility Use Scheduling

- 1.50. Complete a *Facilities Reservation Request and User Agreement*.
- 1.51. Attach any additional information you feel might be useful in helping to determine if we can accommodate your event.
- 1.52. Return the *Facilities Reservation Request and User Agreement* to the church office. After the appropriate evaluation, you will be notified if it is approved or not approved.

- 1.53. Once approved, you will be given a copy of this *MVBC Facilities Use Policy* as well as a copy of the *Facilities and Equipment Use Checklist*.
- 1.54. Scheduling Contact: Karen Ussery, Church Secretary
 1.54.1.1.1.1. Telephone: 501-849-2727
 1.54.1.1.1.2. E-mail: Karen@mountvernonbaptist.net

Usage Fees

- 1.55. Please note the fee schedule below.
- 1.56. A deposit of one-half of the total fees must be paid at the time your event is scheduled on the church calendar. The other half must be paid no later than two weeks before the event (no exceptions). If fees are unpaid, the church maintains the right to remove the event from the church calendar.

| | Church Members | Non-Members |
|---|-----------------------|--------------------|
| Sanctuary | \$0 | \$100 |
| Multi-Purpose Building (includes gym and classrooms but excludes kitchen) | \$0 | \$50 |
| Multi-Purpose Building Kitchen | \$0 | \$50 |
| Shed/Shed Kitchen | \$0 | \$50 |
| Sound Tech | \$45 | \$45 |
| Custodial Fee – Sanctuary | \$50 | \$50 |
| Custodial Fee – Multi-Purpose Building | \$25 | \$25 |
| Custodial Fee – Multi-Purpose Building Kitchen | \$25 | \$25 |
| Custodial Fee – Shed/Shed Kitchen | \$35 | \$35 |
| | | |
| Multi-Purpose Building | | |
| • 1 – 4 hours | \$0 | \$25 |
| • Over 4 hours | \$0 | \$50 |
| | | |

Article 6: Facilities and Equipment Checklist

1. Purpose

- 1.1. The *Facilities and Equipment Checklist* is provided as a convenience to ensure the individuals or groups using the MVBC facilities will leave the facilities in the same state in which it was provided.
- 1.2. Review this checklist to ensure you have complied with or completed all items at the conclusion of your event.

2. General Use Guidelines:

- 2.1. Leave the building, equipment, machinery, fixtures, and furniture in the same state or better as you found it.
- 2.2. Return all furniture, equipment, décor, or other items used to their original location once the event is complete.
- 2.3. Remove all decorations and ensure walls, furniture, or other surfaces were not damaged by the use of nails, tacks, tape, etc.
- 2.4. Empty all trash containers. Take trash to the dumpster located at the back of the building on the west side.
- 2.5. Floors should be vacuumed after event. Floors in areas used should be cleaned and mopped as necessary.
- 2.6. Reset thermostats to their original settings according to the instructions above the controls.
- 2.7. Turn off all lights.

3. Kitchen Use Guidelines:

- 3.1. All equipment, utensils, appliances, work surfaces, and floors should be cleaned and returned to their appropriate location.
- 3.2. All tablecloths, dish towels, dish cloths, potholders, and aprons should be washed and returned within one week after event.
- 3.3. Food left in the kitchen should be stored in sealed containers, labeled to identify to whom it belongs, and the date stored.
- 3.4. Whoever leaves the food is responsible for removing it within 24 hours after the event.
- 3.5. Food left in the kitchen more than 24 hours after the event will be thrown away.
- 3.6. Supplies (such as plates, napkins, cups, plastic utensils, tea, lemonade, sugar, coffee, etc.) are for MVBC church use and should not be used for non-church events. Individuals or groups using the facilities are responsible for purchasing their own supplies. If you have used MVBC supplies from the kitchen, contact the church secretary to make arrangements to replenish supplies or reimburse the church.

4. Kitchen Cleanup Checklist:

- 4.1. Wipe down appliances and countertops.
- 4.2. Clean sinks.
- 4.3. Sweep and mop the floor.

- 4.4. Close plastic trash bags and place in dumpster outside the kitchen door.
- 4.5. Put new trash bags in trash cans.
- 4.6. Check to ensure all appliances and lights are off.

5. Restrooms Cleanup Checklist:

- 5.1. Pick up and empty trash.
- 5.2. Wipe sinks and countertops.
- 5.3. Clean mirrors.
- 5.4. Clean stalls if necessary.
- 5.5. Clean and mop floors if necessary.
- 5.6. Ensure water is not running.

6. Gym Cleanup Checklist:

- 6.1. Return tables and chairs to original location.
- 6.2. Sweep floor.
- 6.3. Mop up spills.
- 6.4. Pick up and empty trash.

Mt. Vernon Baptist Church

Facilities Reservation Request and User Agreement

| | | | | | |
|--|---|---|--|-----------------------------|---|
| Date of Request: | | | | | |
| Type of Event: | | | | | |
| DATE & TIME OF EVENT | | | | | |
| Event Date (month/day): | | Arrival Time: | | Departure Time: | |
| If Wedding, Rehearsal Information: | | Rehearsal Date: | | Rehearsal Time: | |
| PERSON REQUESTING RESERVATION | | | | | |
| Print Name: | | | | Phone #: | |
| Contact Person for Event: | | | | Phone #: | |
| Are you a member of the Mt. Vernon Baptist Church? | | | | Yes | <input type="checkbox"/> No <input type="checkbox"/> |
| Are you a family member of a Mt. Vernon Baptist Church member? | | | | Yes | <input type="checkbox"/> No <input type="checkbox"/> |
| ROOMS REQUESTED | | | | | |
| Sanctuary <input type="checkbox"/> | Multi-Purpose Building <input type="checkbox"/> | Multi-Purpose Building Kitchen <input type="checkbox"/> | Shed/Shed Kitchen <input type="checkbox"/> | | |
| RESPONSIBLE PARTY FOR EVENT (Must sign <i>User Agreement</i> below) | | | | | |
| Print Name: | | | | | |
| Street Address: | | | | | |
| City, State: | | Zip Code: | | Phone # | |
| Sign Name: | | | | | |
| Church Approval: | | Total Fee Amount: | | Date Total Fee Paid: | |

| | | | |
|---|----------------------------|---------------------------|---------------------|
| | Deposit Fee Amount: | | Date Deposit |
| Request has been granted by Church Office | | Date: | |
| Request has been denied by Church Office | | Date: | |
| APPROVAL NOTIFICATION (Church Office to notify Contact Person of approval, denial, or need to reschedule) | | | |
| Notified by: | | Date Notified: | |
| Event Entered on Calendar by: | | Date Entered: | |
| Date Key Picked Up: | | Date Key Returned: | |

USER AGREEMENT

Now therefore in consideration of the MVBC church permitting the named individual/group (hereinafter referred to as the *Responsible Party*) to use the MVBC church property described above, the Responsible Party agrees as follows:

I hereby release, discharge, and covenant not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, injuries, or damages arising out of use of the property for the event named above. If any member, guest, invitee, or participant of the Responsible Party makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Responsible Party's use of the property, the Responsible Party will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I acknowledge that I have read and received a copy of the MVBC *Facilities Use Policy*. I further agree that the church property will be used in accordance with the MVBC *Facilities Use Policy*.

Printed Name of Responsible Party: _____

Signature of Responsible Party: _____

Date: _____