

**Grace Baptist Church
Middletown, Ohio**

BUILDING POLICY

**This manual is the property of
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GENERAL GUIDELINES FOR USE OF FACILITIES

Church Vision That Guides Our Building Use:

We will welcome everyone as we would welcome Christ

Goals

- To use this space in a God honoring way
- To treat visitors as honored guests

Criteria To Determine Building Use:

- Activity fits with who we are and what we believe
- Space availability
- How use impacts other programs
- Evaluation of safety/legal issues
- Group understands respect for the property

Statement of Policy:

Our church has been blessed with a wonderful facility to carry out the mission of the local church. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals.
- Users exercise proper care and safety.
- Such facilities are properly protected against loss or misuse.
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures.
- The life of the facilities is extended through a proper maintenance program.

Building Eligibility Guidelines

The facilities and equipment of Grace Baptist Church exist for the primary purpose of being used by its members through its organizations and ministries.

- A **Space Use Request Form** should be completed for all groups requesting facility use. A **Use of Building Agreement** may be required for outside groups.
- Facilities are not available to outside groups for fund raising or for profit making activities.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.
- Certificate of Liability and Property Damage insurance coverage naming Grace Baptist Church as an additional insured **MUST** be on file prior to the date of the event by all outside groups to Grace Baptist Church for the purpose of covering liability and property damage or accidents that might occur on church property.

- All outside groups or persons requesting use of church facilities must also have and adhere to Protection Guidelines (see attached) regarding minors. A minimum of 2 adults must be present **at all times**.

The Priority of Use Shall Be As Follows:

- Recognized Groups Within the Church:
 - Church Services- (i.e. worship services, Sunday school, adult Ed)
 - Regularly scheduled church activities- (i.e. Master Club, committee meetings, and MCS Chapels, etc.)
 - Church related activities- (i.e. Boy Scout /Cub Scout meetings, MCS events, etc.)
- Church Members
 - Individual Parties and Special Events (Anniversary parties)
 - Weddings, Funeral and Receptions
 - Music Recitals (Not including private recitals for students)
 - Other informal Church Member requests (basketball, volleyball, etc.)
- Outside Groups
 - Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by Grace Baptist Church.

RESERVATIONS

A Space Use Request Form must be completed by all groups and submitted to the Administrative Assistant at least 2 weeks in advance of the activity. The Space Use Request Form provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

The Administrative Assistant will meet with the user, or a representative, when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

Approval Guidelines for the space request use shall be as follows:

- All activities shall be approved pending availability of space and the priority schedule, and must be consistent with Grace Baptist Church's mission statement and the building use philosophy.
- No date is placed on the calendar until the form has been submitted and approved by the appropriate person(s).
 - The pastors/worship leaders approve of all worship related activities.
 - The Music Director must approve all music recitals.
 - The pastoral staff must approve all weddings prior to them being entered on the church calendar.
 - The Church Administrator approves all other usage.

- Requests from outside groups longer than three months ahead of the use date (with the exception of weddings) must have Session approval.
- Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

BUILDING USE PROCEDURES

The ministry leader or organization representative is responsible for the following:

- Be sure to schedule your event with ample time for set up. Each group will be responsible to set up their function as they see fit. Separate forms for requests for any special equipment needs and sound equipment must also be completed.
- After building use, please straighten up all the areas used. The area should be returned to the same condition as before use.
- Turn out lights & close windows.
- Report any maintenance problems and damages to the Supervisor of Buildings and Grounds.

PUBLICITY AND PROMOTION

- Any outside group using publicity material and/or making public service announcements in which the Grace Baptist Church name is used must have prior approval by the Church Administrator.
- The sale of admission tickets to the event must be handled by the user with the approval of the Church Administrator.
- There will be no postings of any kind adhered to the walls of any of the facilities. Postings that appear on the church bulletin or any other posting device must have prior approval of the Church Administrator.

FACILITY USE GUIDELINES

Grace Baptist Church has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A custodian will be on duty during regular business hours. If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

- The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- Activities and programs are limited to the space that is assigned.

- Smoking, alcoholic beverages, illegal substances, or weapons (without permit) are not permitted in the buildings or on the grounds of the church.
- Dining or the serving of food is limited to pre-approved designated areas – check with the facilities coordinator.
- Use of candles is allowed only in designated areas and must be approved by the Church Administrator.
- The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
- If furniture or equipment is to be moved, it must be done with the permission of the Superintendent of Buildings and Grounds or Church Administrator to maintain the quality of the building's furniture and equipment, and prevent damage.
- All decorations in the facility and on the grounds of Grace Baptist Church must be approved by the Church Administrator and/or Buildings and Grounds Committee. No items may be affixed to any surfaces without the consent of the Administrator or Supervisor of Buildings and Grounds.
- The user will be held responsible for any damage done to church property associated.
- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.
- When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
- Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of Grace Baptist Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
 - Ministry use of furniture and equipment must be pre-approved and the usage form must be turned in 2 weeks prior to the event. All materials must be returned within 48 hours of the event completion. Failure to do so may result in your ineligibility to use facility materials.
- Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
- All types of crafts, painting, food, and related items must be done in the designated areas in the designated classrooms or Fellowship Hall.
- Please respect our desire to keep our facilities nice.
- Please take it upon yourself to assess your needs prior to the event.

SPECIAL RULES FOR USE

SEARS FIELD-HOUSE

- The capacity of the Gymnasium should not exceed fire code capacity at any one time, currently 750.
- The recreation area will be open only under the supervision of 2 adults (over 18) unless the Church Administrator approves arrangements prior to the event. If anyone is found in the gym or other recreation area during non-operating hours, of any age, without permission, they will be asked to leave.
- During play or sports activities, the church requires participants to wear shoes without black soles. Shirts, along with suitable attire, are required at all times.
- Individuals or groups must request use of equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s). Equipment must be returned to the same place from which it was checked-out.
- Grace Baptist Church does not assume liability or responsibility for any participant.
- Gym mechanisms such as scoreboard, or volleyball system (set-up), etc. will be operated by authorized persons only.
- Basketballs or volleyballs should not be kicked.

CHAPEL

Suggested Functions

- Small Weddings
 - Anniversaries
 - Funerals
 - Small Groups
 - Bible Study
 - Training
- * The capacity of the Chapel is as follows:
- * 90 - chairs only
 - * 56 - classroom style
 - * 40 - conference style

BASEMENT CHAPEL

Suggested Functions

- Small Committee/staff meetings
 - Small Receptions/parties
 - Adult small groups meetings
 - Small group meals
 - Small Training Events
 - Small Banquets
- * The capacity of the Basement Chapel is as follows:

- * 100 - chairs only
- * 56 - classroom style
- * 40 - conference style
- * Keep in mind that the Basement chapel is primarily used for our Jr. Church, and they have priority for use.

KITCHEN

The primary use of the kitchen facility will be for church wide functions such as banquets, meals and other pre-arranged meal functions.

- 🕒 Organizations using the kitchen will be required to comply with the following procedures:
 - 🕒 Read posted instructions carefully before using kitchen equipment, or request training prior to event.
 - 🕒 Clean, dry, and put away all dishes and utensils according to approved methods.
 - 🕒 Wash all counter tops and work areas with cleaner.
 - 🕒 Do not leave leftovers in the refrigerator. Check stove, oven, and other appliances to make sure they are turned off and nothing left inside of oven.
 - 🕒 No church property leaves the kitchen/fellowship hall.
 - 🕒 Do not pour grease down the drains.
 - 🕒 We do not have a disposal, so do not put food down the drains.
 - 🕒 If you use towels, or wash cloths, make sure the soiled ones are put in the correct basket.

CLASSROOMS

- 🕒 Should you choose to use a classroom for an event that would require altering the arrangement, you will be responsible to set up any changes necessary.
 - 🕒 Classrooms that are changed, must be returned to their original state prior to exiting the premises.
 - 🕒 No Food to be brought into any classroom. There are designated areas of the Church for meals, please use them. Bringing food into a non-designated area can constitute you being asked to leave, and/or revocation of future usage of our facilities.
 - 🕒 Special permission can be granted based certain needs.
 - 🕒 Please respect those who use these rooms on a daily/weekly basis.
- * All types of crafts, painting, food, and related items must be done in the designated areas, in the designated classrooms, or Fellowship Hall.

FELLOWSHIP HALL

Suggested Functions

- 🕒 Afterglows
- 🕒 Sunday school class meetings
- 🕒 Wedding receptions
- 🕒 Conferences/seminars

- Wedding showers
- Banquets
- Birthday Parties
- Prayer Breakfasts

- * The capacity of the Fellowship Hall should not exceed fire code capacity at any one time, currently 450 with chairs, and 290 with tables and chairs.

PICNIC SHELTER

Suggested uses

- Class picnics/cookouts
- Bonfires
- Small outdoor weddings
- Parties
- Campouts

- * All events are subject to prior approval.
- * Please fill out any requests
- * Please remove all trash and place it in the dumpster in by the garage.
- * There must be at least 2 adults present at all times.
- * Grace Baptist Church does not assume liability for non-church related events.
- * Individuals or groups must request use of equipment in advance and will be responsible for its care. Aside from normal wear and tear, equipment that is damaged, lost or destroyed will be paid for by the participant(s). Equipment must be returned to the same place from which it was checked-out.

(Cut along dotted line and return to the office with your space request)

I have read the Grace Baptist Church Building Policy, and will adhere to the requests and standards as stated herein.

Signed

Date

Printed name