

Building Use Policy



Second Baptist Church
5100 West Hundred Road
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www.second-baptist.com

Second Baptist Church is pleased to be able to offer the use of our building. The following policy has been established to insure the well-being of the building, and those who use it.

Please read and abide by it carefully. Subject to change if the need arise.

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I. Introduction

This document serves to establish the official policy governing the use of Second Baptist Church (SBC or Church) property and facilities. This policy becomes effective and all previous policies hereby become null and void as of the date of formal approval of this policy by voting membership of Second Baptist Church at an official church business meeting.

II. General Church Policies and Guidelines

A. Use of Facility

SBC is a religious spiritual sanctuary; to be treated in the manner you would treat your own home or property and its furnishings.

Use by other religious, charitable, cultural, educational or character-building organizations, as well as use by individuals, is permitted provided such use does not interfere with normal church functions.

SBC does not intend for its property or facilities to be used by groups or individuals for the promotion of political or social philosophy or for any use of a controversial nature. The Pastor and Trustee Ministry are authorized to refuse any request or cancel any activity if the activity does not conform to the intent and/or restrictions outlined in this policy.

SBC Pastor and the Trustee Ministry, reserve the right to refuse to permit the use of the building, or to cancel any building use arrangement or agreement, in connection with individuals or groups who deny people access to their events based on race, gender, ethnicity, sexual preferences, orientations, economic status or religion.

SBC reserves the right to cancel the use agreement if the purpose of the building use is misrepresented in any way, as determined by the Pastor and Trustee Ministry.

Appeals for variance, changes, modifications or waivers to any part of this policy must be made in writing to the Trustee Ministry, for consideration of the requested variance.

The building is located in a residential area and SBC requires that the peace and privacy of our neighbors is respected.

The use of the building and facilities of SBC is subject to the laws of the County of Chesterfield and the Commonwealth of Virginia. The person signing the Building Use Agreement accepts responsibility for compliance with these laws and with the Terms of the Agreement.

Firearms (loaded or unloaded) are not permitted on Church property at any time, except in the possession of an on duty public safety officer.

Illegal drugs, alcohol, narcotics, or fireworks of any type are not permitted on Church property at any time.

Smoking is not permitted anywhere in the Church building or outside entrance to the building or property.

Secular Dancing is not allowed on the Church property.

No food or drinks, other than water in a closable container, are allowed in the Sanctuary.

Non-Church members may not use any office equipment, including the telephones, except in cases of emergency.

Children must be supervised at all times. Toys, supplies, and classrooms are not available for use except as part of a Church-sponsored event or Facilities Use Rental agreement.

Furnishings and equipment shall not be removed from church property for personal use without authorization from the Trustee Ministry.

No strings, staples, tacks, nails, screws, glue or permanent tape may be used to secure decorations. Only removable tape (such as "drafting" tape) that will not damage paint or woodwork is permitted.

Open flame candles, with appropriate protection from dripping wax, may be used in conjunction with services in the sanctuary. In other spaces, candles may only be used in appropriate glass, metal, ceramic or other suitable non-burnable container designed for candles. Open flames are *never* to be left unattended in or around the Church building.

Animals, other than those engaged in service to humans, are not allowed on the Church property or in the building without prior approval.

The use of celebratory rice and confetti is not permitted on Church property.

Storage space is not available for non-church use.

B. Authority for Establishment of Policy

The authority for the formal establishment of policy for the use of SBC property and facilities is delegated to the Trustee Ministry. The Trustee Ministry will coordinate and administer the Building Use Policy.

C. Reporting an Accident or Incident:

SBC is committed to providing a safe and pleasant environment. We ask that any safety issues or items in need of repair or maintenance be reported to the Sexton. The Sexton will inform the Trustee Ministry for corrective action.

When an accident occurs on church property, or as the result of involvement in a church sponsored or related activity, the matter must be reported immediately to the Sexton, a Church Staff member and/or appropriate authorities (Fire, Police) by dialing 911, regardless of how insignificant the accident or injury may appear.

Further, any incident including fire, explosion, water damage, collapse or any similar event that results or could result in significant personal injury or damage to the building and equipment should be reported to the Sexton, a Church Staff member and/or appropriate authorities (Fire, Police) by dialing 911.

D. Event Scheduling

A copy of the schedule of events shall be kept in the church office, and placed on church calendar and the coordinator assigned to the event keeps a copy.

The Trustees reserves the right to cancel any function if the building becomes unusable due to circumstances beyond our control (for example, but not limited to: broken water pipes, loss of heating or air conditioning, weather) In the event of such a cancellation, the church will return all fees that have been paid. The Church shall have no further responsibility to the applicant, such as, but not limited to, finding an alternate location.

The deposit will be returned within thirty days after the event, if damage to the facility or breach of the rental agreement has NOT occurred.

Cancellation of scheduled events may result in the loss of deposits and fees paid, based on the date of notification as detailed below:

- 3 months prior – full refund
- Less than 3 months to 1 month prior – 50% refund
- Less than 1 month prior – no refund

E. Care of Property

All organizations or individuals which have arranged for use of the church's facilities shall assume the responsibility for the proper use and care of the property.

A Trustee and responsible member of the using organization will inspect the facilities before and after the event. Any losses or damages will be listed during the inspection, dated and signed by the responsible organization member. After the Trustee Ministry determines the costs involved, such costs will be first applied against the deposit and any remaining obligation will be billed to the organization or responsible individual.

All Church property, including tables, chairs and kitchen equipment are to remain on the premises except for *Church –sponsored* events. The appropriate church property *Use Form* must be filed with the Trustee Ministry to schedule the removal of any property off-site for a Church-sponsored event.

F. Liability for Personal Injury or Loss

- Reference '**Release and Waiver of Liability**' document located in Appendix K.

G. Charges for Use of Facilities

See appendix I

H. Specific Policies

The following sections address specific policies governing the use of each SBC facility. Church members are not charged for the use of church facilities. However, there is a fee for media/audio technician and custodial services enumerated in Appendix I of fees.

SANCTUARY

A. USE

The Sanctuary space will seat up to 274 people. Use of the Sanctuary is subject to the approval of the Pastor. The sound system is available for use however it must be operated by the Media Ministry. The piano and organ are available for use with the approval of the Trustees if not played by a choir director of SBC.

B. RESTRICTIONS

No food or drinks other than water in a closable container are allowed in the Sanctuary.

C. CHARGES

- See appendix I

D. FUNERALS

This is covered in the By-laws for SBC members. Article XI, Special Ceremonies and Celebrations, Section I - Funeral and Burials.

FELLOWSHIP HALL

A. USE

The Fellowship Hall event capacity is as follows:

Banquet Style -180

Theater Style - 385

C. CHARGES

- Refer to Appendix I for Fees.

D. CUSTODIAL FEE

A separate cleaning fee is required in addition to the Usage Fee. (See Appendix of Fees)

The Sexton is the keeper of the building and grounds of SBC. Use and arrangement of the spaces and furnishings are subject to the Sexton's direct efforts or their explicit instructions to the building user. This includes opening/closing of the building. The Church building and properties must be treated with respect and left clean and orderly.

Users of the Church facilities, especially those that do not engage the direct services of the churches contracted cleaning service, must return the space to its original condition by sweeping, mopping, wiping and/or vacuuming, as appropriate. All furniture/equipment used must be restored to its original location or as directed by the Sexton. Lights must be turned off and doors locked when the building use event is complete. This applies to all users of the Church facilities!

KITCHEN

A. USE

The Kitchen is available for use separately or together with the use of the Fellowship Hall. This kitchen contains a stove, refrigerator and microwave. It includes appliances for preparation of coffee and tea. **Paper products will only be supplied for church ministries.**

Before leaving the facility, the kitchen space(s) must be cleaned and all trash bagged and moved to the dumpster.

All appliances and utensils must be cleaned and replaced where they were found. The counter top surface will be left wiped and cleaned.

The dishwasher must be emptied after use. Coordinate with Sexton or Trustee Ministry to return early the next day to complete this task, if necessary.

The kitchen spaces are generally intended for re-heating, arrangement and service of food. The kitchen is not intended to be used for large-scale food preparation.

The Church is not responsible for food safety at the applicant's event. All persons using the kitchen facilities must comply with all legislated food safety rules and regulations. To help ensure that food is safely prepared and served, the Church highly recommends that the building user engage the services of a professional caterer that will abide by the agreement.

B. RESTRICTIONS

PLEASE DO NOT LEAVE FOOD BEHIND IN THE REFRIGERATOR.

C. CHARGES

Refer to Appendix I for Fees.

D. CUSTODIAL FEE

A separate cleaning fee shall be submitted in addition to the Usage Fee, if applicable. This deposit will be returned provided the facility is left in the clean condition it was received. (See Appendix for fees)

APPENDIX I - FEES

	Member	Non-Member	Non-Profit Organization
Sanctuary (except weddings)	\$ 0	\$ 0	\$ 0
Fellowship Hall & Kitchen	\$100.00	\$500.00	\$200.00
Small Classroom	\$15.00	\$25.00	\$20.00
Medium Classroom	\$25.00	\$35.00	\$25.00
Large Classroom	\$30.00	\$50.00	\$40.00
Fellowship Hall Theater Seating	\$100.00	\$250.00	\$200.00
Fix Cost Charges			
Damage Deposit (Refundable)	\$250.00	\$250.00	\$250.00
Classrooms (Refundable)	\$100.00	\$100.00	\$100.00
Sexton	\$25.00/Hour	\$25.00/Hour	\$25.00/Hour
Cleaning Fee (may not apply)	\$100.00	\$100.00	\$100.00
Media (flat fee)	\$50.00	\$50.00	\$50.00

- Second Baptist Church Ministries
 - 'Budgeted'
 - On Church Calendar
 - Non-Budgeted events need prior approval by Chairperson of Deacon and Trustee Ministry

- Wedding Fees
 - Discounted rate structure for Second Baptist Church members
 - Total Cost based on areas requested. See package examples below:
 - Sanctuary
 - Sanctuary, Rehearsal
 - Sanctuary, Classrooms, Rehearsal
 - Sanctuary, Classrooms, Fellowship Hall, Rehearsal

- Classroom Rental
 - \$100.00 - Cleaning includes bathrooms, conference room

MUSIC

The Pastor must be consulted in advance concerning the music to be used.

DRESSING ROOMS

Classrooms are to be left clean and orderly. If it is deemed by representatives of the church that the rooms need additional cleaning, deposit will be adjusted.

SECOND BAPTIST CHURCH
5100 WEST HUNDRED ROAD
CHESTER, VA 23831

Release and Wavier of Liability

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed on this _____ day of _____, (month) _____ (Year) _____ by _____ ("Rentee") in favor of The Second Baptist Church of Chester, their Trustees (collectively, "The Church").

The Rentee hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release and Waiver. Rentee does hereby release and forever discharge and hold harmless the Church and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Rentee's Activities with the Church.

Rentee understands that this Release discharges the Church from any liability or claim that the Rentee may have against the Church with respect to any bodily injury, personal injury, illness, death or property damage that may result from Rentee's Activities in the Church, except where due to the gross negligence or willful misconduct of the Church, its officers, directors, employees or agents. Rentee also understands that the Church does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health or disability insurance in the event of injury or illness.

Medical Treatment. Rentee does hereby release and forever discharge the Church from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment or service rendered in connection with the Rentee's Activities with the Church.

Insurance. The Rentee understands that, except as otherwise agreed to by the Church in writing; the Church does not carry or maintain health, medical or disability insurance coverage for any Rentee.

Other. Rentee expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Virginia, and that this Release shall be governed by and interpreted in accordance with laws of the State of Virginia. Rentee agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable.

IN WITNESS WHEREOF, Rentee has executed this Release as of the day and year first above written.

PRINTED NAME: _____ AGE: _____

ADDRESS: _____ CITY: _____ STATE: _____

ZIP: _____ PHONE: _____ EMAIL: _____

SIGNATURE: _____ DATE: _____

WITNESS: _____ DATE: _____

REQUEST FOR USE OF CHURCH FACILITIES

PLEASE PRINT

Sponsoring Group/Organization _____

Nature of Function _____

Dates of Proposed Use _____ (Please attach schedule if function is on-going)

Set Up begins at _____ **Event begins at** _____

Event ends at _____ **Clean up ends at** _____

Anticipated Attendance (includes participants and guests) _____

Person responsible for facility use _____

Address _____ Town/Zip _____

Home Tel. _____ Cell # _____

E-mail _____

Facilities Fee \$ _____ Payment Rec'd. \$ _____ Check # _____

Sexton Base Fee (\$25)* _____ Damage Deposit \$250/100.00 Ck. # _____ Dep. Ret'd. _____

Facilities Requested

- Sanctuary
- Nursery
- Conference Room
- Kitchen
- Fellowship Room
- Classroom (How many)
- Choir Room
- Media Services
- Musical Instruments

/ have read and agree to abide by the rules and regulations for use of facilities at Second Baptist Church, 5100 W. Hundred Road Chester, VA. 23831

Signature of person responsible for use of facilities

Date Request Submitted: _____

Approved by: _____ Date: _____

Second Baptist Church, 5100 W. Hundred Road, Chester, VA 23831, 804-796-1912, Fax: 804-796-2187