Building Use Policy

Second Baptist Church
5100 West Hundred Road
Chester, Virginia 23831

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I. Introduction

Second Baptist Church (SBC) welcomes the use of its property and facilities by other religious organizations, nonprofit groups (including charitable, cultural, and educational organizations), individuals, and approved for-profit entities. Such use is permitted if it does not interfere with normal church functions. SBC recognizes that its ministry to members and the broader community is enhanced through the diverse utilization of its facilities.

II. Purpose

This document sets forth policies, procedures, responsibilities, and terms of agreement relating to the use of SBC property and facilities and serves as the official policy governing use of SBC property and facilities. All previous policies are null and void as of the date of formal approval of this policy by the Board of Trustees.

III. Authority for Establishment of Policy

Subject to the direction of the charge conference, the Board of Trustees is responsible for supervising, overseeing, and maintaining all real property owned by the local church. This includes any property and equipment directly acquired by the church or any affiliated organizations. Additionally, the Trustees are dedicated to protecting the church, its assets, and its personnel by implementing suitable liability insurance requirements. For more information, please refer to Appendix C: Liability Insurance Requirements.

IV. General Policy

A. Use of Building

1. SBC Members: Second Baptist Church extends an invitation for the use of its facilities by church-sponsored groups, members, and approved personal events. These facilities may be utilized for worship services, church-school events, administrative functions, fellowship activities, and other church-related activities. Personal events, such as anniversary celebrations and adult birthday parties, are considered on a case-by-case basis by the Senior Pastor and the Trustee Ministry.

2. SBC Non-Members: When a Senior Pastor and/or the Board of Trustees are asked to grant permission to an outside organization or individuals to use church facilities, permission may be granted. Additionally, the Senior Pastor or the Board of Trustees is authorized to refuse any request or cancel any activity that does not conform to the outlined intent and restrictions described herein.

    a. Nonprofit Use: SBC welcomes charitable and community service organizations to utilize its facilities, provided that such activities do not conflict with regular church functions or group activities.

    b. For-Profit Use:

        i. SBC facilities are not available for profit-motivated activities. However, for-profit organizations may use the facilities for meetings and programs if profit-making activities are not involved. Fundraising projects conducted by SBC-affiliated organizations are exempt from this restriction.

ii. None of the facilities may be used for political functions or profit-making purposes. "Profit-making," however, does not include the sale of books, music, t-shirts, and similar items by individuals and ministry organizations approved to use church facilities for ministry-related purposes.

3. Weddings and Wedding Receptions: These services are exclusively available to church members. They are subject to the conditions outlined in this document. For details on sanctuary pricing, please refer to the Pricing Schedule Appendix A.

B. Church Calendar Maintenance:

1. The administrative secretary in the church office will maintain a church calendar listing events and activities at Second Baptist Church. This calendar serves as the official church-wide schedule, covering routine, repetitive activities, and special events.

2. The Board of Trustees should promptly inform the church office of their regular meeting dates and any space or facilities requirements by completing Appendix B: Request for Use of Church Facilities. This ensures timely reservation of dates and space assignments on the church calendar.

C. Application Procedures:

Application form for Use of Church Facilities (Appendix B).

1. Application Form: All other groups and individuals should complete the Application for Use of Church Facilities. This form typically includes details such as the requester's name, address, phone number, requested date(s) and time(s), facilities needed, and equipment required.

2. Submission: Submit the completed application to the church office. The requests are processed on a first-come, first-serve basis, as recorded on the church calendar.

3. Priority: Keep in mind that regularly scheduled activities of the church take priority over other requests.

D. Approval Authority

1. Request Approval: Church members and non-members seeking to use the facilities must submit an application form for the use of Church Facilities. This request requires approval from the Board of Trustees.
2. Trustee Review: The submitted application is reviewed by the trustees, who consider factors such as group size, programming needs, and alternative facility availability.
3. Senior Pastor Approval: After trustee review, the Senior Pastor must also approve the requested use.
4. Calendar Addition: Once approved, the church secretary adds the event to the church calendar.
5. File Maintenance: The approved application is kept on file for church reference and records.

E. Requirement, Responsibility, and Restrictions

1. Liability for Personal Injury or Loss: SBC assumes no responsibility for personal injury or loss of any kind suffered by anyone using its facility.

2. Care of Property:

   a. All individuals and organizations, whether church-related or not, assume responsibility for the proper use and care of SBC property.

   b. Users assume liability for damage. A damage deposit may be required prior to the event. After the church determines the cost to repair damage, the responsible person or organization will be billed for such cost, normal wear and tear excepted.

   c. Decorations and displays must be completely removed immediately following the activity unless otherwise agreed at the time the activity is approved.

   d. The use of adhesive tape and tacks on walls is prohibited. Only painter's tape (available at hardware stores and labeled specifically as "painter's tape") is permissible for affixing decorations to church property.

   e. At no time may any property (including furniture, fixtures, literature, utensils, etc.) of the church be removed from the building for any purpose, except during SBC-sponsored events held outside the church premises.

   f. Animals, except those serving humans, require prior approval before being allowed on Church property or inside the building.

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

3. Person in Charge: The Person in Charge for all events shall be an adult, as identified on the application. The Person in Charge is responsible for:

   a. Supervision and Order: Ensure that an adequate number of supervising individuals are present during the group's use of church facilities to maintain good order and discipline.

   b. Approved Area: Confirm that the group remains within the designated and approved area of the church premises.

   c. Attendance and Post-Event Check: Be present at the scheduled meeting or activity before the group enters the facilities. Afterward, remain at the church premises to ensure everyone has left and that everything is in order, including the following:

      - All equipment and furniture are returned to their proper places.
      - All trash is picked up and placed in appropriate containers.
      - All equipment or property belonging to the group is removed or stored in its assigned place.
      - All interior lights are turned off (except exit lights).
      - All windows are closed and locked, and exterior doors are closed and securely latched.
      - All food and drink brought for the event are removed at the conclusion.

4. Personal Conduct: All persons and groups using Church facilities shall be restricted to the area(s) requested and approved for use and shall comply with the following rules:

    a. Smoking is prohibited in any church building.
    b. Alcoholic beverages or any controlled substances are prohibited on church property.
    c. Running or shouting is not allowed inside the building.
    d. Profane, discourteous, disrespectful, and discriminatory language is prohibited.
    e. No food or drink is allowed in the sanctuary at any time.
    f. Firearms are not permitted on church property except by security officers.
    g. Gambling is prohibited on church property.
    h. Secular dancing is not allowed on the Church property.

5. Room Setup: Rooms at Second Baptist Church are typically set up with existing tables and chairs. Specific details regarding the arrangement, such as the number of chairs and furniture layout, should be included in the application submitted to the administrative secretary.

6. Candles: The use of candles may be used during worship services and funerals. In the fellowship hall, only votive candles are permitted during other events. Candles must never be left unattended.

VI. Facility Rental Guidelines:

A. For Members:

1. Complete the Facility Rental Form:

    a. Members should fill out the facility rental form, providing all necessary details about the event.

    b. Include information such as the date, time, purpose of the rental, and any additional requirements (e.g., AV equipment, seating arrangements).

    c. Submit the form to the church office at least 90 - 60 days before the event.

2. Payment Process:

    a. Pay attention to the applicable fees based on the rental duration and space used.

    b. A non-refundable deposit (usually half of the rental fee) may be required to secure the date.

    c. The remaining fee should be paid before the event.
    d. Cancellation of scheduled events may result in the loss of deposits and fees paid, based on the date of notification as detailed below.

        - Three Months Prior: Full refund if canceled at least 3 months before the event.
        - Less Than 3 Months to 1 Month Prior: 50% refund if canceled between 3 months and 1 month before the event.

- Less Than 1 Month Prior: No refund if canceled less than 1 month before the event.

e. No charges apply for the use of church facilities. A fee is applicable for media/audio technician and custodial services, as outlined in the Pricing Schedule.

B. For Non-Members

1. Submit the Facility Rental Form:

a. Non-members interested in renting the church space should also complete the facility rental form.

b. Provide details about the event, including the desired date, time, and any specific requirements.

c. Submit the form at least 120 to 90 days prior to the event.

2. Payment Details:

a. Non-members must pay the applicable rental fee.

b. Similar to members, a non-refundable deposit may be necessary to confirm the reservation.

c. The remaining fee should be paid before the event.

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

- Three Months Prior: Full refund if canceled at least 3 months before the event.
- Less Than 3 Months to 1 Month Prior:
- 50% refund if canceled between 3 months and 1 month before the event.
- Less Than 1 Month Prior: No refund if canceled less than 1 month before the event.

C. Rental Terms and Conditions:

1. Reservation and Payment.

a. All rental items must be reserved at least two weeks in advance.
b. A non-refundable deposit of 50% of the total rental fee is required at the time of reservation.
c. The remaining balance is due on the day of the event.

2. Usage and Care:

a. Rental items must be used only for the purpose specified in the rental agreement.
b. The renter is responsible for the proper care and return of all rented items.
c. Any damage or lose of rented items will result in additional charges based on the repair or replacement cost.

3. Return of Items:

    a. All rented items must be returned in the same condition as they were received.
    b. Items must be returned by the agreed-upon date and time. Late returns will incur additional fees.

4. Liability:
    a. The church is not liable for any injuries or damage resulting from the use of rented items.
    b. The renter assumes all responsibility for the safe use and return of the rented items.

5. Cancellation Policy:
    a. Cancellations must be made at least one week prior to the event to avoid additional charges.
    b. The deposit is non-refundable, but it can be applied to a future rental if the cancellation is made within the specified time frame.

D. Facility Inspection and Damages:

1. A Trustee and a responsible member from the using organization will conduct a joint inspection of the facilities before and after the event.

2. Any losses or damages identified during the inspection will be documented, with details recorded, dated, and signed by the designated representative.

3. The Trustee Ministry will evaluate the costs associated with any damage.

4. These costs will be deducted from the deposit first. If the costs exceed the deposit, the remaining balance will be billed to the organization or the individuals responsible.

E. Space Utilization Guidelines

1. <u>Sanctuary</u>:
    a. Musical Instruments: Only pre-approved users may play musical instruments in Sanctuary.
    b. Sound Equipment: The Sanctuary's sound equipment is exclusively operated by Calvary's AV team.
    c. Decorations: All decorations must be temporary and free-standing, without affixing them to walls, pews, or railings.
    d. Construction: No sawing, painting, or construction is allowed inside the Sanctuary.
    e. Floor Safety: Avoid running cords, cables, or ropes across the floor near exit doors.
    f. Electrical Wiring: Permission from the Building and Grounds committee is required for any electrical wiring, which must be installed by a licensed electrician.
    g. Candles: Use only dripless candles within the Sanctuary.
    h. Food and Beverages: Serving food and beverages inside the Sanctuary is prohibited.
    i. Cleanup: Users are responsible for collecting bulletins or trash from the pews and leaving the area orderly.
    j. Seating Capacity: The Sanctuary can accommodate up to 274 people.
    k. Approval: Use of the Sanctuary is subject to approval by the Pastor or the Trustee Ministry.

2. Fellowship Hall/Kitchen
   a. Event Capacity:
      - Banquet Style: Up to 180 People
      - Theater Style: Up to 380 People
      - The Kitchen, available for separate use or in conjunction with the Fellowship Hall, includes a stove, refrigerator, microwave, and appliances for coffee and tea preparation. Please be aware that paper products are provided exclusively for church ministries.
   b. AV Equipment: Only members of Second Baptist Church's AV team may operate the Fellowship Hall's AV equipment.
   c. Decorations: Decorations in the Fellowship Hall should be free-standing or affixed to the wall using removable mounting putty (avoid masking tape or scotch tape).
   d. Floor Safety: Avoid running cords, cables, or ropes across the floor in front of exit doors.
   e. Electrical Wiring: No electrical wiring (except UL-approved extension cords connected to existing outlets) is allowed without permission from the Trustee Ministry and installation by a licensed electrician.
   f. Furnishings: Fellowship Hall furnishings must remain within the Fellowship Hall and not be removed.
   g. Food Handling:
      - Keep food in the Fellowship Hall/Kitchen area; do not take it to other parts of the church.
      - Any leftover food after an event should be promptly removed by the user.
   h. Cleanup Responsibility:
      - Users are responsible for washing dirty dishes, disposing of trash in the outside dumpster, and leaving the area orderly.
      - The dishwasher must be emptied after use.
      - Failure to do so may result in the loss of the cleaning deposit.

3. Use of Equipment:

   a. To use audio-visual equipment in the Sanctuary, a member of the audio-visual team from Second Baptist Church must be present. Only authorized team members may operate the audio-visual equipment. Refer to the Pricing Schedule in Appendix A.

   b. Fellowship Hall Audio and DVD Equipment: The Fellowship Hall's audio and DVD equipment may be used without an audio-visual team member. This includes the DVD player and up to two microphones.

   c. Additional Audio-Visual Equipment: Use of other audio-visual equipment (such as computers or PowerPoint) requires an audio-visual team member or qualified staff. Non-church members must pay a fee for audio technician services (if applicable).

   d. Furniture and Equipment: Church furniture and equipment (tables, chairs, etc.) may not be loaned or removed from the building except for official Church functions. Prior notification to the Trustee Ministry and approval from the Senior Pastor are required.

e. Non-Member Groups: Non-member groups using the facility may arrange tables, chairs, and lecterns as needed.

VII. Special Terms and Conditions

A. Change of Meeting Dates, Times, and/or Locations: Once approved, space is guaranteed except in case of an unforeseen emergency or natural disaster. In such an emergency, SBC may cancel the use of the facility without prior notice and will attempt to reschedule the event. If an emergency occurs during an event, the event may be terminated. Reveille UMC is not responsible for any costs incurred due to event cancellation or termination resulting from an emergency or natural disaster.

B. Violation of Policies: Violation of the rules and policies for use of church property and facilities may be cause for denying or revoking permission for future use.

C. Insurance Requirements: Church members and non-members using SBC facility shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. SBC may require a certificate of public liability insurance (of $1,000,000) with Second Baptist Church to be named as an additional insured. (Reference The Appendix to their Insurance requirement they signed).

D. Disclaimer: Second Baptist Church, its staff, and its members are not liable for thefts or accidents that occur during the use of the facilities for non-church functions. We encourage you to exercise common-sense safety precautions and avoid leaving valuables unattended at any time.

E. Damages: Any accidental or intentional damage to church facilities during use will be the responsibility of the user. The Board of Trustees will arrange for repairs, with the user being financially responsible for all associated expenses.

F. Reserve the Right to Refuse: Reserve the Right to Refuse: The SBC Pastor and the Trustee Ministry reserve the right to deny permission for building use or cancel any arrangement or agreement with individuals or groups who discriminate against people based on race, gender, ethnicity, sexual preferences, orientations, economic status, or religion.

G. Terms and Conditions: Requests for variation, changes, modifications, or waivers to any part of this policy must be submitted in writing to the Board of Trustees for consideration. These requests will be treated as requests for modification, subject to approval. Additionally, the church reserves the right to amend the policy as deemed appropriate at any time.

H. Neighborly Courtesy: As a gesture of consideration toward our neighbors, all non-church functions should conclude at a reasonable hour, ensuring the peace and privacy of our neighbors.

I. Legal Compliance: Use of the SBC building, and facilities is subject to the laws of Chesterfield County and the Commonwealth of Virginia. By signing the Building Use Agreement, individuals accept responsibility for complying with these laws and the terms outlined in the Agreement.

J. Safety and Prohibited Items: Firearms (loaded or unloaded) are strictly always prohibited on Church property, except for on-duty public safety officers. Additionally, illegal drugs, alcohol, narcotics, or any type of fireworks are not allowed on Church premises.

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

L. Emergency Reporting: If an accident occurs on church property or during a church-sponsored activity, promptly report it to the Trustee Ministry or the church staff onsite. Additionally, any incident involving fire, explosion, water damage, collapse, or other events that could cause significant personal injury or damage to the building and equipment should be immediately reported to the appropriate authorities (Fire/Police) by dialing 911.

M. Food Safety: The Church is committed to promoting safe food handling practices during events held on its premises. While the Church is not responsible for food safety, it encourages all kitchen users to follow legislated food safety rules. Consider hiring a professional caterer for safe food preparation and service.

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 number of Attendees, including both participants and guests. _____

Person responsible for facility use _____

Address _____Town/Zip _____

Home Tel. _____ Cell # _____

E-mail _____

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

Facilities Requested

Request Space		Request Resources		Request Services	
	Sanctuary		Microphone		Officiant
	Fellowship Hall		PA System		Sound Technician
	Kitchen		Projector and Screen		
	Media		Television and DVD Player		
	Small Classroom				
	Medium Classroom				
	Large Classroom				
	Choir Room				

I, _____ acknowledge receipt of payment in the amount of $_____ for the rental of Property Address: _____. This payment covers the period from Start Date: _____ to End Date_____.

Second Baptist Church
5100 W. Hundred Road
Chester, Virginia 23831

_____
Signed (signature)

_____
Print Name

_____
Date

Business Name
Business Address
City, State, Zip Code

_____
Signed (signature)

_____
Print Name

_____
Date

Space Allocation and Pricing Schedule

	Use of Building Fee	Custodial Fee (set-up, Clean Up)	Replacement Cost for Damages	Fee For Equipment
Members	Yes	Yes	Yes	Yes
Non-Members	Yes	Yes	Yes	Yes
Non-Profit Organization	Yes	Yes	Yes	Yes

Rental Space Fees	**Members Fee**	**Non-Profit Organization**	**Non-Member**	**Building Fee (Non-Refundable)**	**Deposit Rental Fee (Refundable)**
Sanctuary (Except Wedding)	$0	$200.00	$250.00	$75.00	$150.00
Fellowship Hall (Only)	$150.00	$150.00	$300.00	$75.00	$150.00
Fellowship Hall & Kitchen	$200.00	$200.00	$500.00	$75.00	$150.00
Small Classroom	$30.00	$50.00	$50.00	N/A	$15.00
Medium Classroom	$45.00	$70.00	$70.00	N/A	$25.00
Large Classroom	$50.00	$100.00	$100.00	N/A	$50.00
Entire Parking Lot	$200.00	$300.00	$300.00	N/A	$100.00

Fix Cost Fees	**Members**	**Non-Profit Organization**	**Non-Member**	**Building Fee (Non-Refundable)**	**Deposit Rental Fee (Refundable)**
Damage Deposit	$250.00	$250.00	$250.00	N/A	$250.00
Sexton	$150.00	$200.00	$200.00	N/A	N/A
Cleaning Fee	$250.00	$250.00	$250.00	N/A	N/A
Media	$100.00	$100.00	$100.00	N/A	N/A

Equipment and Service Fees	**Members**	**Non-Profit Organization**	**Non-Member**	**Building Fee (Non-Refundable)**	**Deposit Rental Fee (Refundable)**
Laptops	$25.00	$25.00	$25.00	N/A	N/A
Streaming Services	$50.00	$50.00	$50.00	N/A	N/A
Microphones (each)	$10.00	$10.00	$10.00	N/A	N/A
DVD Player	$15.00	$15.00	$15.00	N/A	N/A
Projector	$20.00	$20.00	$20.00	N/A	N/A
Sound System	$25.00	$25.00	$25.00	N/A	N/A

Wedding Service Fees	Members	Non-Profit Organization	Non-Member	Building Fee (Non-Refundable)	Deposit Rental Fee (Refundable)
Wedding Ceremony	$500.00	$700.00	$700.00		$300.00
Reception	$450.00	$600.00	$600.00		$300.00
Rehearsal Dinner	$300.00	$300.00	$300.00		$150.00
Bridal Room	$150.00	$150.00	$150.00		$75.00
Groom's Room	$150.00	$150.00	$150.00		$75.00

***The chart shows hourly rates and fixed prices for members/non-members and non-profit organizations**

Total Rental Space and Equipment Service Fee $_____
Grand Total $_____
Refundable Damage Deposit $_____

I have read the Building Use Policy and understand the Rules for Use.

Second Baptist Church
5100 W. Hundred Road
Chester, Virginia 23831

_____
Signed (signature)

_____
Print Name

_____
Date

Rentee Name:
Address:
City, State, Zip Code:

_____
Signed (signature)

_____
Print Name

_____
Date

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 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 many 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 discharges 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 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 if 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 written above.

Second Baptist Church
5100 W. Hundred Road
Chester, Virginia 23831

_____
Signed (signature)

_____
Print Name

_____
Date

Rentee Name
Address:
City, State, Zip Code

_____
Signed (signature)

_____
Print Name

_____
Date