

CHURCH POLICIES

FACILITY AND BUILDING USE

Purpose

The mission of Greenwood First Baptist Church is
“Seeking His Heart...Being His Hands
Living, Loving and Serving in the name of Christ.”

Members of GFBC seek the heart of Jesus through a personal relationship with Jesus; that, in turn, leads to our being His hands in Greenwood and beyond. Indeed, it shapes everything about our lives, how we live each day, how we love other people, and how we serve those around us, all of which we do in Jesus' name.

To fulfill this Christian commitment to serve, following the example of Christ, Greenwood First Baptist Church (GFBC) will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. GFBC regards this non-member use as part of the church's service to the community. The Minister of Administration reserves the right to consult with the Property Committee as to whether or not a group may use its facilities. Use of church facilities by outside groups on a regular basis must receive the approval of the Diaconate.

Building Use

Use of the church facility shall always be scheduled with the Minister of Administration.

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority)
 - a. GFBC church groups or church members using the facilities as part of the ministry of the church. This would include those supported through the Diaconate, Sunday school classes, GFBC committees and the state and national Cooperative Baptist Fellowship. No charge.
 - b. Groups that come as invited guests of the congregation of Greenwood First Baptist Church. No charge.
 - c. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only.
 - d. Outside social, civic, educational, and non-service groups, or individuals using GFBC facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee. (See Fees & Charges attached.) Fees for non-member groups may be reduced or waived at the discretion of the Property Committee.
 - e. GFBC church members may reserve church facilities per the approval process. (See Fees & Charges attached)
2. Who may not use the Church
 - a. Partisan political groups
 - b. Groups operating for commercial gain
 - c. Organizations whose activities are in conflict with the mission and doctrine of Greenwood First Baptist Church.
3. Procedures and Guidelines for Scheduling Facilities
 - a. Potential groups wishing to use church facilities should contact the administrative assistant at 229-5557 for a building use packet. (Packet materials are also available online.) Review the packet and submit the Building Space Application Form.
 - b. Scheduled meetings of GFBC will take precedence over all other requests.
 - c. Member and Non member groups and individuals will be assigned a host/hostess for the event. (See host/hostess duties and related fees)
 - d. The Property Committee through the Minister of Administration will approve requests for building use. Those approved for building use will subsequently need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
 - e. Responsible adult supervision must be with the group at all times when facilities are in use.

- f. All minor children must be supervised by an adult.
- g. Smoking and non-prescriptive drugs are prohibited in the building.
- h. Alcoholic beverages will not be permitted on church grounds.
- i. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.
- j. Liability insurance (minimum \$1 million) will be required non-members:
 - I Conducting business unrelated to GFBC on church property
 - II. Engaged in group activities where fall or injury hazards are a risk
- k. Should the individual/organization not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.

4. Kitchen Use

- a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached)
- a. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- b. Individual member or responsible organization should be responsible for table clothes, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 1 day. (Members only)
- c. Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc.
- d. The Minister of Administration or his designee must inspect the kitchen following use for cleanliness and damage and for the release of funds to be returned.

5. Use of Equipment

- a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from Greenwood First Baptist Church. The audio visual equipment will only be operated by a member of the audio-visual team. (See Fees & Charges attached)
- a. The audio and/or DVD equipment in the Fellowship Hall may be used without a member of the audio-visual team. This includes the use of the DVD player and up to two microphones.
- b. The use of additional audio visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio tec. (See Fees & Charges attached)
- c. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Church Custodial staff and Minister of Administration.
- d. Non-member groups using the facility may use tables, chairs, and lecterns, as their set-up requires.

Fees:

1. For nonmembers and organizations a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows
 - a. \$500 for the use of the Sanctuary
 - b. \$350 for the use of the Chapel
 - c. \$350 for the Fellowship Hall

Use of the Sanctuary and Chapel is left to the Property Committee's discretion, to be approved by the Diaconate.

3. Host/Hostess – Member and Non-Member (Fee paid directly to host/hostess.)
 - a. \$200 for the Sanctuary
 - b. \$100 for the Chapel
 - c. \$100 for the Fellowship Hall
4. Audio-visual technician fee: (Fee paid directly to the technician)
 - a. \$150 for the Sanctuary- Member
 - b. \$200 for the Sanctuary- Non-Member
 - c. \$100 for the Fellowship Hall– Member and Non-Member
5. Custodian Fee according to custodial services: (*Applies to members and non-members*)
 - a. \$200 for the Sanctuary
 - b. \$200 for the Chapel
 - c. \$200 for the Fellowship Hall response
6. All fees for use shall be paid in advance to *First Baptist Church of Greenwood*. (Official legal name.) *Some fees may be waived or reduced at the discretion of the Minister of Administration and/or the Property Committee.*
7. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.