

Facilities Use Guidelines



Pleasant Heights Baptist Church Columbia, Tennessee

August 2016

I. Purpose of This Manual

This manual is intended to help the church be good stewards of the facilities God has provided. The guidelines are designed to promote practices that provide for the long term care of the facilities and maximize their potential for effective ministry.

II. Guiding Principle

We desire that the facilities that house Pleasant Heights Baptist Church (PHBC) be used for the glory of God as we strive to bring all people into a right relationship with Him through Jesus Christ.

III. General Hours of Operation

Church Office:

Normal Hours

Monday–Thursday, 9:00 a.m.–4:00 p.m.

Friday, 9:00 a.m.–12:00 noon

Holiday Observance

New Year’s Eve (half day)

New Year’s Day

Martin Luther King Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thanksgiving Day and Friday)

Christmas Eve (half day)

Christmas (two days)

Worship Service Schedule:

Generally, worship services and program ministry meetings are on Sunday morning, Sunday evening, or Wednesday evening. For the starting time of a specific worship service or program ministry meeting, see the *Evangel*, the Sunday Worship Guide, or call the church office for information.

Weekday Preschool:

Monday–Thursday, 9:30 a.m.–2:00 p.m. (Aug.—May)

Christian Life Center (CLC) Gym:

Children under the age of 18 must be accompanied by a parent, guardian, or responsible adult who will remain on the premises.

Church Sanctuary:

The Sanctuary may be used only for worship, weddings, funerals and such occasions as are appropriate to worship space. 600 pew capacity.

IV. How to Submit a Request of Facilities

- A. Submit a request by calling the church office or by going to the website: www.pleasantheights.com.
- B. On the home page, click “Calendar.” Review the calendar to see if the day you need is available.
- C. At top of page click “Our Facility.” On that page review the Terms of Use Policy. After the review, go back one page.
- D. Click on the “Facility Use Request Form” picture at the bottom of the page. Complete and submit the form. Remember, no request can be approved without the completed form.

If you do not have access to the Internet, contact the facilities coordinator at 931-388-6453. Forms will be provided.

If approved, facility access will be granted from the office by adult church members (21 years of age or older). Assigned key-cards are limited to the borrower only. User accepts full responsibility.

Please respect the intent of these guidelines and the personal time of the pastor, church staff ministers, and office staff by not asking them to open the facilities at other than normal hours or to borrow their facility key-card.

Reservation for facilities use by non-Pleasant Heights Baptist Church members will not be accepted prior to 6 months of requested date. A deposit/fee may be required.

The ministry team typically discusses requests every Monday. They will review requests for activities and will have the responsibility to approve or deny one-time events in accordance with this policy.

All activities will be placed on the church calendar which is maintained by the Facilities Use Coordinator.

Any person or group desiring to use any part of the facility must complete a “Facilities Use Request Form” that states the explicit purpose for which the facility will be used. Additionally, a “Usage and Hold Harmless Agreement” will be required. Safety and health of participants are the responsibility of the event sponsor.

The certificate of insurance will contain endorsements of comprehensive public liability insurance issued by a licensed company, having been obtained at the expense of the User and covering the period for which the agreement is in effect. The certificate shall name Pleasant Heights Baptist Church as additional insured and provide limits of not less than the following: \$1,000,000 injury to any one person; \$1,000,000 total liability arising from any one accident; \$500,000 property damage. If required, a copy of this certificate is to be attached to the “Facilities Use Agreement” and the “Usage and Hold Harmless Agreement” form.

V. Guidelines for Use of the Facilities, Rooms, and Resources

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

No alcoholic beverages of any amount or kind are to be served, used, or distributed in the church buildings or on the church grounds at any time.

No tobacco products of any amount or kind are to be used or distributed in the church buildings or on the church grounds at any time.

No events that include financial games of chance or gambling are permitted on the church premises. This would include such activities as raffles or lotteries.

No food and drinks are permitted in the sanctuary (bottled water is the only exception).

Furniture and resources are to be treated carefully and with respect. Do not stand on, strike, or otherwise abuse the furniture or resources.

Before affixing any items to a door, wall, window, pew, chair, or other furniture, contact the Facility Use Coordinator/Event Administrator for advice and assistance. Even then, avoid tacks, pins, nails, glue, or tape. Items are to be attached only by means that will not mar the doors, walls, or furniture. Any item that is intended to be permanently affixed must first be approved by the Property Committee.

Furniture is to be moved only under the guidance of the facility/custodial staff.

In special events, like weddings, only votive candles in glass containers or cylinders containing candles on springs are permitted. Avoid the use of free-standing wax candles that emit waxy, dark smoke, which over time stains walls and décor, or that droop and bend allowing wax to spill on the carpet or floor.

Birdseed or bubbles must be used outside only.

The use of rice, glitter or confetti, flower petals, potpourri, silly string, etc. is prohibited.

A flower girl may drop only silk or paper petals to prevent staining the carpet. All spraying of foliage must be done outside the building.

The sanctuary organ and piano are to be used only upon approval of the minister of music and worship.

If you desire for the stage area to be cleared, please communicate that to the church office.

Sound and video equipment are to be operated only by an approved sound technician of the church.

Items rented or brought from an outside source may be delivered the day before the event and must be removed within two days after the event has ended.

Storage is not available for organizations other than Pleasant Heights Baptist Church ministries and, as such, all outside organizations using the facility will be responsible for storing props and accessories offsite.

When minors will be present in the church facility, the group must provide the church with a written plan on how they will be supervised. Depending on the circumstance, the group may be asked to supply additional information, such as permission letters from parents/guardians, medical and insurance information, etc.

Recycling is a growing priority of our church. As a part of that goal, we discourage the use of Styrofoam cups, bowls, plates or other articles at the church. We encourage users to separate plastics, glass, tin, aluminum and paper to recycle accordingly.

VI. Acceptable Uses of the Facilities

This congregation accepts a responsibility for the total life of the community that it serves and desires to be helpful to civic, service, educational and cultural organizations. Decisions on requests to use the church building and/or facilities will be made in accordance to our guiding principle (see page 2).

Space can be reserved for private events by PHBC members and non-members that meet the following guidelines:

1. There is no private benefit to an individual or organization providing the meeting.
2. The event has a community benefit or serves an outreach opportunity for Pleasant Heights Baptist Church.
3. The meeting does not occur during regularly scheduled Pleasant Heights Baptist Church activities.
4. The requested use does not require a commitment longer than month to month. We are not able to commit space for continuous (i.e., monthly) use.

Examples of acceptable uses include:

- Weddings
- Funerals
- Receptions
- Banquets
- Theatrical Productions
- Conferences
- Non-profit Meetings
- Concerts/Recitals (subject to approval of the minister of music)

Examples of unacceptable uses include:

- Assemblies that conflict with biblical, doctrinal, and ethical principles and practices of the church.
- Political gatherings

- ‘For profit’ meetings. This includes" educational sessions" designed to create referrals and/or any home-based party sales products or concepts (i.e. Tupperware).
- Social Dances
- Fitness classes by a private instructor that is not Pleasant Heights Baptist Church sponsored.

Political parties may not attach or display political advertising on any part of the church property, with the exception of Election Day (church is a voting precinct location).

VII. Borrowing Furniture, Equipment, Furnishings, Resources

Certain chairs, tables and select items are available to be borrowed for use away from the facilities. Requests are to be processed through the Facilities Use Coordinator.

VIII. Access Cards / Codes

1. Cards/codes will only be provided to members 21 years or older when the proposed use is in compliance with the Facilities Use Policy.
2. To secure a card/code the individual must follow the steps outlined in the Security Access Receipt Form (SARF). A minimum of two business day notice is required.
3. A record will be kept of all distributed cards/codes, and a SARF will be on file for all individuals responsible with card or code access.
4. All members gaining an access code/card will be given a copy of the policy. Signing of the SARF implies understanding of the policy.
5. Access cards must be returned to the church office by the specified date and in person. Cards must not be mailed or left in the church office. The Church Secretary or other authorized individual will acknowledge the key's return and note such on the SARF and the Access Log.
6. Cards/codes are not to be loaned or made available to anyone. Neither are cards/codes to be used to grant access for any unscheduled, non-calendared event.
7. Report lost or stolen cards and compromised codes immediately to the church office.
8. The holder of the card/code assumes the responsibility for the safekeeping of the card/code and its use.
9. When leaving the building, all doors and windows must be secured. Doors are never to be left propped open.
10. Pay a \$10.00 deposit for card issuance.
11. Lost or stolen cards will require a \$20.00 replacement fee.
12. The Church Administrator reserves the right to request the return of any loaned card and withdraw specified access at any time.

Cards not returned at the end of designated use or at the end of employment with PHBC may result in loss of future card/code access privileges

Fee Structure for Use of the Facilities
Pleasant Heights Baptist Church
 (does not apply for weddings)

The church does not use assessed facility costs as an income stream, but rather as a cost-recovery means. The fees are not set arbitrarily but rather provide guidance to cover overhead expenses (utilities, insurance, maintenance, and administrative costs) and are factored into fees based on “impact” of use. The fees for custodial services are used to compensate the custodian on duty and the maintenance of equipment.

The damage deposit is to be submitted upon approval of the “Facilities Use Request Form.” It will be returned in full the week following the event, if no damages were incurred during use.

All applicable fees are due 14 days prior to the event.

Schools will not be charged for use, however, schools will have to pay for audio/visual services, if needed. Custodial fees apply if the event falls on a Friday or Saturday.

All other private events will be charged for rooms, audio/visual, and custodial services. Members and non-members alike will be subject to the fee schedule. Most large (banquet style) events require an event administrator and this will be an additional \$125 fee.

	Per use	Custodial	Sound
Gymnasium	\$50	\$75	\$50
Banquet use – either Gym or Fellowship Hall	\$125	\$125	\$50
Sanctuary – this excludes wedding & funerals	\$150	\$150	\$50
Small room	\$50	\$50	\$50
Refundable damage deposit	\$50	--	--

Audio/Visual services are provided on a volunteer basis and cleanup must be provided by the ministry that is sponsoring the event.

There are no fees for Pleasant Heights Baptist Church ministries or for active members* and their immediate families. However, since utility costs can be expensive, a donation to help offset these costs would be appreciated when used for personal reasons.

Examples of membership usage are: anniversary, showers/tea, birthday parties or similar family functions. This allowance does not apply for clubs, sports or civic groups that the church member has association.

**Membership classification as defined in the PHBC By-laws; Article 2; and have attended within the past 12 months (Section IV d). Immediate family members are - sibling, parent, spouse, child).*

Pleasant Heights Baptist Church

Facilities Use Form for Weddings

2712 Trotwood Avenue • Columbia, TN 38401 • 931-388-6453 • Fax: 931-540-8442

Reservation for facilities will not be accepted prior to 12 months of requested date.
Weddings are not scheduled on Sundays, during church-wide events, or on major holidays.

We believe God has offered marriage as a great gift to you. We want your marriage to be all that you hope it will be and God wants it to be. Our Pastors and support staff are eager to assist you in making your marriage ceremony distinctively Christian. When a man and woman express their desire for their marriage to be solemnized by a church wedding, the church immediately becomes a party to the wedding and a participant in the formulation of plans affecting the wedding.

We also believe that in a Christian marriage, the marriage partners express their relationship with Christ in their relationship with each other. Consequently, we will not consider same gender couples or couples living together prior to marriage as applicants to hold their wedding at Pleasant Heights Baptist Church, for this lifestyle violates the principles of love for the couple and the integrity of the Gospel we proclaim.

We will work with couples living together prior to marriage under the following conditions:

1. The couple enters into premarital counseling for at least 4 hours with a recognized minister or counselor.
2. The couple agrees to an abstinence commitment until the time of the wedding.

Quick View

Wedding Date and Time: _____

Reception Place and Time: _____

(Please note that the PHBC Guidelines do not allow dancing of any kind in the church facilities.)

Wedding Rehearsal Date and Time: _____

Rehearsal Dinner Place and Time: _____



Individual Requesting Use: _____

Bride's Name: _____

Address: _____ City: _____ State: _____

Phone: Work: _____ Home: _____ Cell: _____

Church Membership: _____

Parents' Name: _____

Groom's Name: _____

Address: _____ City: _____ State: _____

Phone: Work: _____ Home: _____ Cell: _____

Church Membership: _____

Parents' Name: _____

- *Please mail an official wedding invitation to Pleasant Heights Baptist Church, 2712 Trotwood Avenue, Columbia, TN 38401, Attn: Becky Bauer.*
- *All details must be submitted no later than 30 days prior to the wedding.*

REHEARSAL AND REHEARSAL DINNER INFORMATION

Date: _____ Time: _____ PM

Building Open at: _____ PM Audio/Visual to arrive at: _____ PM

Will Rehearsal Dinner be held at the Church? _____ Time: _____ PM

Are meals to be cooked/appliances used in our kitchen? Yes ___ No ___

Caterer's Name: _____ Phone: _____

WEDDING DAY INFORMATION

Date: _____ Time: _____ PM

Time you need the building open: _____ Audio/Visual to arrive at: _____ PM

Time you expect to leave the bldg. _____ Number of people expected to attend: _____

OUTSIDE CONTRACT INFORMATION

Wedding Party Responsible for payment and reserving of the following:

***Officiating Minister:** _____ Phone Number: _____

***Organist:** _____ Phone Number _____

***Pianist:** _____ Phone Number: _____

***Florist:** _____ Phone Number: _____

***Photographer:** _____ Phone Number: _____

*List of Wedding Music must be submitted to the PHBC Minister of Music **one month in advance.**
If PowerPoint is being used, this file must also be submitted **at the same time.***

Church office use only:

Music submitted on: _____ Approval given: _____

RECEPTION INFORMATION

Will the Wedding Reception be held at the church? _____

Time: _____ Time you expect to leave the building: _____

Are meals to be cooked/appliances used in our kitchen? Yes ___ No ___

Caterer's Name: _____ Phone: _____

FEES

The church does not use assessed facility costs as an income stream, but rather as a cost-recovery means. The fees are not set arbitrarily but rather provide guidance to cover overhead expenses (utilities, insurance, maintenance, and administrative costs) and are factored into fees based on “impact” of use. The fees for custodial services are used to compensate the custodian on duty and the maintenance of equipment.

Church members of PHBC are not assessed a usage fee. This classification applies to members as defined in the PHBC Constitution and By-laws; Article 3; Section 2E and to their immediate family members - sibling, parent, spouse, child. However, a donation by any family is gladly accepted.

	Non-member use	Custodial fee
Sanctuary, Parlor & Music Suite	\$350	\$200
Gymnasium reception	\$200	\$75
Fellowship Hall reception	\$125	\$100
Kitchen	\$50	\$50
Refundable damage deposit - everyone	\$200	
Event Administrator - everyone	\$125	

Please Check Areas Needed:

___ Damage Deposit (refundable) FEE: \$ 200.00

___ Sanctuary (600 guests) includes Parlor [bridal dressing area] and Music Suite [groomsmen dressing area] FEE: \$ _____

___ Kitchen (*Only charged for non-catered meals. Party responsible for cleaning kitchen or a \$50 fee will be assessed and deducted from the deposit.*) FEE: \$ _____

___ Christian Life Center (Gym and Lobby) FEE: \$ _____

___ Fellowship Hall (150 guests) FEE: \$ _____

Please Check Personnel Needed:

Note: As a courtesy to those providing personnel service for your wedding rehearsal, please begin your rehearsal on time and end in a timely manner (2 hour max). An extra fee will be assessed if wedding party exceeds two hours.

Event Administrator: FEE: \$125

The Event Administrator is assigned by Pleasant Heights Baptist Church to act as insurance liaison between the church and wedding party. This individual is dedicated and experienced in answering any questions concerning church policies. Please note this person is NOT your wedding director.

Name: _____ Phone No: _____

***NOTICE: Only members of the PHBC Audio/Visual Team are allowed in the control booths!

___ Sanctuary Sound System FEE: \$ 125

___ Lights (Diming) ___ Media Screens (Computer – Slide Show) FEE: \$ 100

___ Video FEE: \$ 405

A/V Director \$ 90

Video Tech: \$ 90

Camera 1: \$ 75

Camera 2: \$ 75

Video Sound: \$ 75

___ Piano FEE: \$ N/C

___ Organ FEE: \$ N/C

___ *Tables:
(20 round 60” tables available – seats 7 per table) _____ Number Needed

(40 rectangle 6’ tables available – seats 8 per table) _____ Number Needed

___ *Chairs (140 +/-) _____ Number Needed

**If the use of our tables and chairs are requested, the wedding party is responsible for setting up and taking down the table and chairs.*

___ Other Information: _____

___ **Custodial:** Sanctuary, Grounds, Parlor, Music Suite FEE: \$200

Christian Life Center (Gym & CLC Lobby) FEE: \$

Fellowship Hall FEE: \$

Total Fees..... \$ _____

The damage deposit is to be submitted as soon as the Wedding is placed on the Church Calendar. It will be returned in full the week following the event if no damages were incurred during use. The wedding party has up to 10 days prior to the event to cancel reservations in order to receive a full deposit refund. If the deposit is not received within 30 days of the signed date, this form will become void and the date will be released.

All other applicable fees are due 14 days prior to the event.

Church Office Use Only

Date approved: _____ **Ministers present:** _____

\$ _____ **Deposit** **Date Paid** _____ **Ck. #** _____ **Received By:** _____

Date Deposit Returned: _____

\$ _____ **Fee charged (excluding deposit)** **Date Paid** _____ **Ck. #** _____

Before this Function can be confirmed, all applications are submitted in a weekly staff meeting for approval.

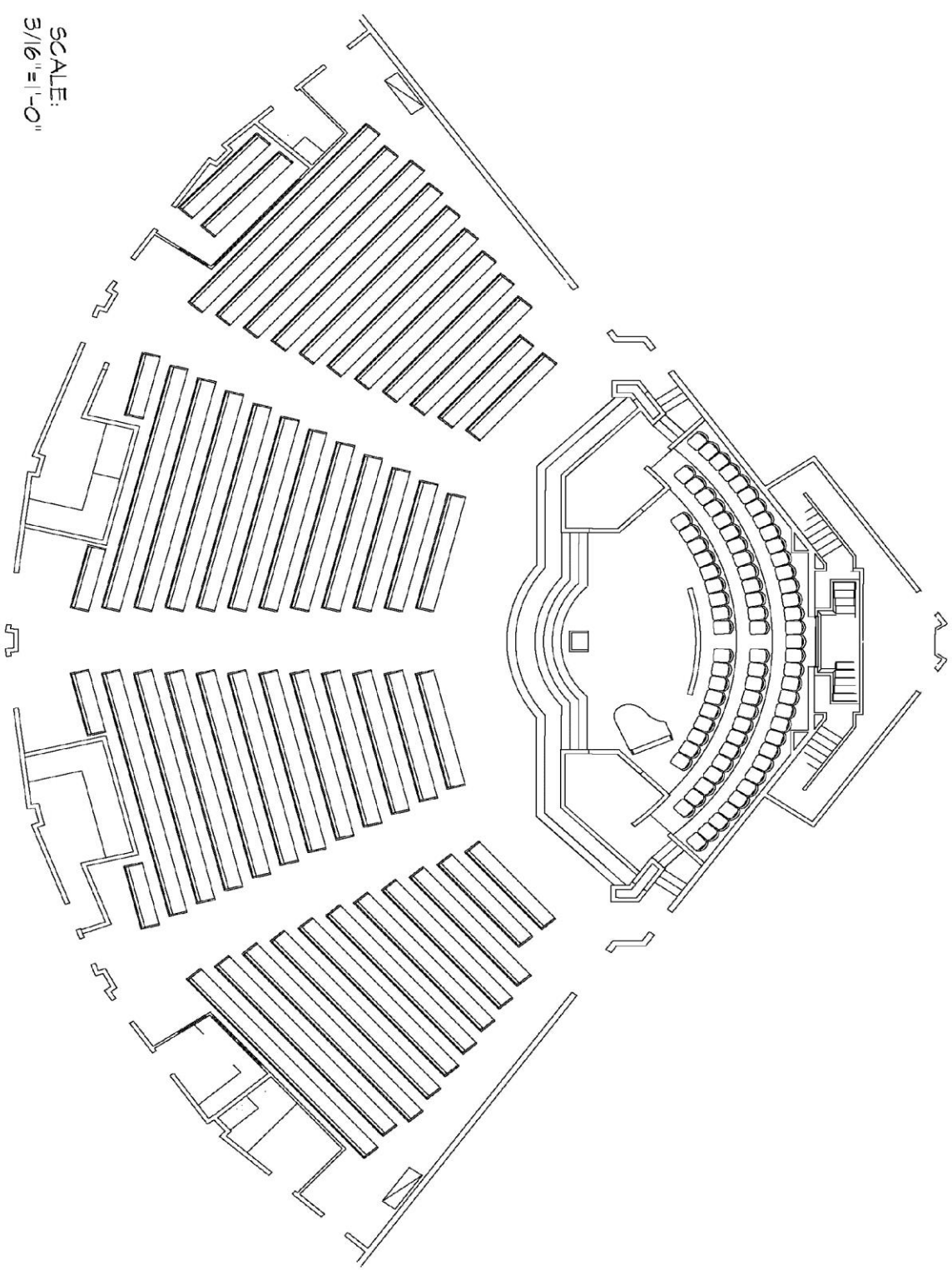
The marriage license must be secured from a Tennessee Clerk of the Courts. Both parties must be present to secure the license. You must deliver the license to the officiating minister no later than the night of your wedding rehearsal, so that it may be completed. The ceremony cannot begin without a valid marriage license. A marriage license is valid for 30 days after issuance.

Acceptance of Responsibility

I do hereby agree to assume responsibility for the above permitted church property. I further agree to abide and enforce all rules and regulations of Pleasant Heights Baptist Church and the leave the property in a clean and orderly condition. I further understand that I am accepting responsibility for the repair of any and all damages. I have read, understand and accept the PHBC Guidelines.

Date

Signature of person making arrangements



SCALE:
3/16" = 1'-0"

PLEASANT HEIGHTS BAPTIST CHURCH
USAGE AND HOLD HARMLESS AGREEMENT

I/We the undersigned authorized representative(s) of _____{Name of Organization) of the city of _____, state of _____ shall be using the building and grounds of Pleasant Heights Baptist Church from _____ to _____, 20____, for the purpose of _____ herein referred to as "the function."

I/We understand and agree that neither Pleasant Heights Baptist Church nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the _____ which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use the facility, building and grounds as well as all appliances and fixtures in the function, I/we hereby assume all risk in connection with participation in the function. I/We further release Pleasant Heights Baptist Church, its trustees, employees, agents, or representatives for any damages which may occur while participating in the function.

I/We further agree to save and hold harmless Pleasant Heights Baptist Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the function. I/We also authorize Pleasant Heights Baptist Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the function.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully

informed ourselves of the content of this affirmation and release by reading it before *I/we* signed it.

I/We have executed this affirmation and release on the ____day of _____, 20_____.

Signature: _____

Signature: _____
Church representative