

Facilities Use Guidelines



Pleasant Heights Baptist Church Columbia, Tennessee

April 21, 2004

I. Guiding Principle

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

II. Purpose of This Manual

This manual is intended to help the church be good stewards of the facilities God has provided. The guidelines are not designed to limit or restrict use of the facilities, but to promote practices that provide for the long term care of the facilities and maximize their potential for effective ministry.

III. General Hours of Operation

Church Office:

Normal Hours

Monday–Thursday, 8:00 a.m.–4:30 p.m.

Friday, 8:00 a.m.–12:00 noon

Holiday Observance

New Year's Eve (12:00 noon)

New Year's Day

Martin Luther King Day

Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving (Thanksgiving Day and Friday)

Christmas Eve (12 noon)

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. (Sept.—May)

Christian Life Center:

Days and hours to be announced. See the *Evangel*, Sunday Worship Guide, or call the church office for information.

IV. Access to the Buildings Other Than Normal Hours of Operation

To gain access to any of the buildings outside of normal hours of operation, contact the facilities coordinator, (*Insert Name*), at (*Insert Phone Number*).

Respect the security 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 building keys.

Building and room keys may be checked out from the church office. See the “Church Key Acquisition Policy” and “Facilities Use Request Form” for further information.

V. General Guidelines for Use of the Buildings, Rooms, and Equipment

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.

Generally, food and drinks will be served only in designated areas, such as the kitchens, fellowship hall, or CLC Lobby. If food or drinks are to be served in classrooms or other space, arrangements are to be made in advance. See the “Facilities Use Request Form” for further information.

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

Generally, no objects, pictures, or decorations are to be attached to the doors, windows, walls, pews, chairs, or other furniture in any area of the building. 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. Before affixing any items to a door, wall, window, pew, chairs, or other furniture, contact a member of the custodial staff for advice and assistance. 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 supervision of the custodial staff. See the “Maintenance/Custodial Services Request Form” for further information.

In special events, like weddings, only votive candles 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, confetti, flower petals, potpourri, 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 worship center 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.

VI. Acceptable Uses of the Facilities

The facilities exist for worship and ministry activities that are consistent with the stated mission of the church to bring all people into a right relationship with God through Jesus Christ. All uses should be measured against that purpose.

Examples of acceptable uses include:

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

Examples of unacceptable uses include:

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

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.

VII. Kitchen

The Kitchen Committee will give overall direction to the use of the kitchen. See the Kitchen Use Policy for further information on who may use the kitchen, use of equipment, and use and replacement of supplies. Use of the kitchen is subject to the general guidelines and fees described elsewhere in this document.

VIII. Christian Life Center

The Recreation Committee and designated staff minister will give overall direction to the use of the Christian Life Center. See the Christian Life Center Use Policy for further information on who may use the facility, equipment available, and so forth. Use of the Christian Life Center is subject to the general guidelines and fees described elsewhere in this document.

IX. Music Suite

The minister of music and worship will give overall direction to the use of the Music Suite. Its use is subject to the general guidelines and fees described elsewhere in this document.

X. User Groups

Those requesting use of the facilities will be classified in one of the following three groups. The fee structure applicable for use of the facilities will be dependent on the group classification. See appendix A, "Fee Summary" below.

- Group A: Church Members (this classification applies to members of PHBC as defined in the *PHBC Constitution and By-laws* and to their immediate family members)
- Group B: Representatives of church groups of like faith, civic organizations, government entities, and non-profit groups
- Group C: Friends of PHBC (general public)

XI. Borrowing Furniture, Equipment, Furnishings

Generally furniture, equipment, and furnishings will not be loaned or are not to be taken from the building without authorization from the Property Committee or other designated church representative.

Some chairs and tables are available to be borrowed for personal and church events away from the facilities. Requests for tables and chairs are to be coordinated through the church custodian.