

Buildings, Grounds, & Equipment Use Policy

As Approved 9/19/10

CENTRAL BAPTIST CHURCH

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Section 1 - INTRODUCTION

This policy statement provides guidelines, regulations, and instructions for use of the buildings, grounds, and related equipment of Central Baptist Church (“CBC” or “church”) and reflects the church’s mission statement:

Under God’s direction, the mission of Central Baptist is to glorify God by reaching our community and the world with the Good News of Jesus Christ, to equip and encourage each individual according to biblical principles through prayer, worship, fellowship, and celebration, and to support all people through expressions of Christ-like love.

The church building and grounds are dedicated to the Lord for the purpose of worship and ministry to the people of the community. It is the policy of the church to make the facilities available to members and their families, as well as community groups whose interests do not conflict with the mission and scope of the ministry of Central Baptist church. This policy is not intended to restrict nor discourage the use of our facilities, but rather to inform activity participants as to what is expected.

Section 2 - TERMINOLOGY

In this document the terms “church activity” and “non-church activity” are described as follows:

- 2.1 *Church activity* - events, functions, gatherings that are in keeping with the general purposes of Christian ministries (worship, education, fellowship, and outreach) and conducted by *active church members*, as defined in the By-Laws of Central Baptist Church Article I, Section C, item 1, (e.g., funerals).
- 2.2 *Non-Church activity* - refers to functions organized by individuals who are not church members and by groups that are not affiliated with nor sponsored by CBC, as well as private activities held by church members (e.g., weddings, family reunions and birthday celebrations).

Section 3 - GENERAL CONDUCT

Central Baptist Church maintains a smoke, alcohol, and drug-free campus. All persons, groups, and organizations are expected to behave in a Christ-like manner at all times while on church property.

No roughhousing of any kind is allowed or considered acceptable in the church buildings. Skateboarding and rollerblading are not allowed on church property, inside or outside the buildings.

Section 4 - POLICY AND GENERAL RULES

Approved by the church, this document serves as a guide in decision making and as a statement of purpose for CBC’s congregation and staff. We expect that thoughtful policy implementation will ensure proper care of the church buildings, grounds, and equipment and will facilitate the safety of the people using them.

Buildings, Grounds, and Equipment Use Policy

The Buildings & Grounds Committee is responsible for monitoring compliance with this Buildings, Grounds, & Equipment Use Policy and all follow up inspections after usage. The general rules of this policy are as follows:

- 4.1 Everyone using CBC's facilities, equipment, and furnishings whether during a regular church activity or special event is expected to leave them clean and in an orderly fashion.
- 4.2 An authorized church representative must be present to represent the church's interests whenever the buildings or grounds are being used.
- 4.3 Non-church groups must submit to the church prior to the event a certificate of comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1 million that covers the requested event and names the church and its officers, clergy, employees, and volunteers as insured parties.
- 4.4 Use of the Worship Center for events other than regularly scheduled services or church-related ministries must be approved by the church Staff with the exception of funerals for members or their immediate family.
- 4.5 Use of the Worship Center for non-church activities requires approval of the Church Staff.
- 4.6 The chairman of the Fellowship Committee must be informed of any use of the kitchen facilities.
- 4.7 Church equipment and furnishings must not be moved off the premises.
- 4.8 Tools, equipment, and materials belonging to CBC shall not be borrowed for personal use except as approved by the Building & Grounds Committee.
- 4.9 Every group approved to use CBC's buildings and property shall have a designated adult representative named as the "responsible person" for complying with these policies and identified as the contact person for the event.
- 4.10 Each group shall have a sufficient number of adults in attendance at all times at their activity (see Appendix A for required adult/child ratios) who shall be fully responsible for all the policies contained herein.
- 4.11 As a general rule, non-church group activities will not be permitted on Sundays. Non-church group activities should be concluded and the building vacated by 6:00 p.m. on Saturdays. Activities on other nights must be completed and the building vacated by 9:00 p.m.
- 4.12 Except as specifically noted, all inquiries, "Buildings, Grounds, & Equipment Use Application & Agreement" forms, and facility-use fees are to be submitted to the church office.
- 4.13 Non-church groups that use CBC's facilities on a regularly scheduled basis are required to make annual application and to pay the required fees monthly in advance.
- 4.14 All groups scheduling events must provide the church with 24/7 contact information in the event of emergencies.

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- 4.15 All activities utilizing church property are to be posted on the official church calendar. No event is deemed "official" until it has been properly posted to the church calendar.
- 4.16 Usage of church property is limited to the area assigned to your group.
- 4.17 Use of candles, sterno, or open flame of any type is not permitted in the multi-purpose room.
- 4.18 Do not place anything on walls or doors (e.g., scotch or masking tape) that, when removed, will leave any marks or blemishes.
- 4.19 Do not put anything on the walls, doors, or floors that cannot be removed.
- 4.20 No paint is to be applied to the walls without approval of the Buildings & Grounds Committee.
- 4.21 Grills may not be used on any concrete or asphalt areas (i.e., front portico, area between buildings, sidewalks, entrance area to Family Life Center, parking lot).
- 4.22 No dye-colored food or drink items (Kool-Aid, etc.) on carpeted areas.
- 4.23 All food and/or soiled diapers and/or trash cans containing same should be removed to the outside dumpster immediately following all activities.
- 4.24 At the conclusion of an activity, furniture, or equipment that has been moved must be returned where originally found or placed in storage, depending on the next event.

Section 5 - PRIORITIES FOR USE

We give highest priority for use of our facilities to core church activities. This ensures that we meet our congregation's needs. Facilities use requests may be altered or denied by the church to accommodate the ministry priorities of the church.

Section 6 - APPLICATION FOR USE

- 6.1 Use the "Building, Grounds, & Equipment Use Application & Agreement" ("Use Application & Agreement") to request permission to use CBC's buildings, grounds, and equipment. Forms are available in the church office.
- 6.2 All ministry teams are asked to schedule all special events through the church office to avoid scheduling and facilities-use conflicts. Approval will be determined by the staff administrator.
- 6.3 Applications must be submitted to the church office in writing at least 30 days prior to the requested date for an activity. The earlier an activity is registered, the greater our ability to accommodate the request.
- 6.4 The church office staff will:
 - Maintain a master calendar of all CBC activities.
 - Forward requests to the appropriate authority for approval.
 - Notify requestors of decisions, concerns, and cancellations.
 - Collect fees, deposits, except those that are to be paid directly to the service provider.

- Refund deposits, upon completion of follow-up inspection.

6.5 A Church representative will coordinate with the “responsible person” regarding their group’s activity, walk them through the building as needed, discuss CBC’s requirements and rules listed herein, and arrange for building access if application is approved.

Section 7 - CANCELLATIONS

CBC reserves the right to pre-empt any group’s scheduled activity for good and sufficient reasons. We will make every effort to provide as much advance notice as possible. If any group must cancel a scheduled activity, it must notify the Church Office as far in advance as possible, preferably in writing, to oakridgecbc.org. Cancellations received less than five (5) days prior to a scheduled event will result in the full forfeit of the deposit.

Sometimes bad weather conditions cause required cancellation of activities at CBC to ensure everyone’s safety. Generally, if the Guilford County Public Schools are closed for inclement weather CBC is closed for all activities. If school is not in session and our area is experiencing extremely bad weather (e.g., snow or ice storms) it may be necessary to cancel activities. CBC notifies the public of inclement weather cancellations on WFMY2.

Section 8 - FEES

- 8.1 The intended purpose of all facility-use fees is to help defray some of CBC’s related expenses. The fee schedule is reviewed annually by the Building & Grounds Team and any changes approved by the church.
- 8.2 All Usage Fees and Refundable Deposits must be paid to the Church in advance of the scheduled event.
- 8.3 All deposits are refunded when all requirements of the “Facilities Checklist” and/or “Kitchen Checklist” have been satisfactorily met and completion of a follow-up inspection by an authorized Church representative and/or Kitchen Consultant. The refund of all deposits are at the discretion of the inspector. Approved refunds will be mailed in a timely manner.
- 8.4 Fees and terms of engagement for the following services are to be determined directly with and paid directly to the Committee/Team Chairman and/or individual(s) providing the service: Kitchen Consultant, Wedding Coordinator, Audio/Visual Team, Custodial and Musician Services.

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8.6 Fee Schedule

Facility/Service	Usage Fees	Refundable Deposit
Active Members (Private Activities)		
Worship Center	\$15/hr.	\$150
Conference Room, Choir Room, Classrooms	\$15/hr.	\$150
Multi-Purpose Room	\$50/hr.	\$150
Kitchen-Limited Use, Kitchen Consultant may be required	\$15/hr.	\$150
Kitchen-Full Use, Kitchen Consultant may be required	\$30/hr.	\$150
Kitchen Consultant, if required	**	
Musicians	**	
Non-Members & Non-Church Groups		
Worship Center	\$50/hr.	\$300
Conference Room, Choir Room, Classrooms	\$25/hr.	\$300
Multi-Purpose Room	\$100/hr.	\$300
Kitchen-Limited Use	\$30/hr.	\$300
Kitchen-Full Use	\$60/hr.	\$300
Kitchen Consultant - required	**	
Musicians	**	
Services Required of All Users		
Audio/Visual Services - if CBC equipment is needed	**	
Wedding Coordinator	**	
Set-Up/Tear-Down Services - for activities held in the sanctuary and/or multi-purpose room	**	
Custodial Services - for activities held in the sanctuary and/or multi-purpose room	**	

* Fees may be adjusted at the discretion of the church Staff on a case by case basis.

** Terms and fees for these services are to be determined directly with and fees paid directly to the service provider.

Section 9 - KITCHEN USE

The chairman of the Fellowship Team must be informed of any use of the kitchen. Kitchen facilities and supplies may be utilized by any officially recognized church group (e.g., Sunday School classes, Youth, etc.).

Limited Use: This includes use of the refrigerators, ice machine, and counters to organize and issue food. Preparation or heating of food is not permitted.

- Use of the kitchen by non-members and non-church groups on a **Limited** basis requires a face-to-face briefing with a Church Kitchen Consultant prior to the event to review cleaning and other responsibilities of the user in accordance with the "Kitchen Checklist".
- This briefing is not required for a member-sponsored event if a member trained in "kitchen use" within the twelve (12) months prior to the event is present. However, a refundable deposit is required (see "Fees").
- If the "responsible person" declines the required face-to-face briefing, permission to use the kitchen will be denied.
- For non-member/non-church groups, all of the following apply: Use Fee, Refundable Deposit, and Kitchen Consultant Fee (see "Fees").
- Refund of deposit will be made following the completion of an after-event inspection. Refund is based on the user's compliance with the "Kitchen Checklist" and is at the discretion of the Kitchen Consultant or authorized church representative.
- Non-members/non-church groups must provide their own napkins, table covers, paper and styrofoam cups and dishes, etc.

Full Use: This provides for the use of all of the equipment in our kitchen.

- Use by non-member/non-Church groups on a **Full Use** basis requires the presence of a church provided Kitchen Consultant at all times the kitchen is being used.
- For non-member/non-church groups, all of the following apply: Use Fee, Refundable Deposit, and Kitchen Consultant Fee (see "Fees").
- For private events sponsored by church members (e.g., wedding receptions, birthday celebrations, and anniversary parties), Refundable Deposit and Kitchen Consultant Fee apply (see "Fees").
- The Kitchen Consultant fee is waived for a member-sponsored event if a member trained in "kitchen use" within the twelve (12) months prior the event is present. However, a refundable deposit is still required (see "Fees").
- Proper operation and cleaning of the kitchen's equipment will be directed by the Kitchen Consultant but is not the Kitchen Consultant's responsibility.
- Refund of deposit will be made following the completion of an after-event inspection. Refund is based on the user's compliance with the "Kitchen Checklist" and is at the discretion of the Kitchen Consultant or authorized church representative.
- Non-members/non-Church groups must provide their own napkins, table covers, paper and styrofoam cups and dishes, etc.

Kitchen Consultant Responsibilities:

- Kitchen Consultant must meet with "responsible person" for any event involving any use of the kitchen to understand the level of usage (Limited/Full) and will be compensated, based on the fee schedule established and provided by the Fellowship Committee.
- Kitchen Consultant must always be in the kitchen during any event that **Full Use**, as described above, is required and will be compensated based on consultant rate (see "Fees").
- Kitchen Consultant rate is charged during planning, training, kitchen management, cleaning, or any other activity connected to a specific event that consulting time is required.

Kitchen Cleaning Requirements:

Follow all instructions on the “Kitchen Checklist” provided. Trash bags, rags, towels, cleaning agents, brooms, and mops are provided by the church. Use the appropriate cleaning agents and supplies as provided. If the kitchen is not cleaned in accordance with the “Kitchen Checklist”, the deposit will be forfeited.

- Groups handling any food in the kitchen, even just cookies on trays, must sweep and wet-mop the floor before leaving.
- All groups are responsible for removing all leftover food from the premises whether or not custodial services have been engaged.
- Refrigerator and/or freezer, if used, must be emptied and cleaned.
- Clean all surfaces and equipment.
- Wash and dry all cooking utensils, dishes, etc., and return to their appropriate locations.
- Use the appropriate cleaning agents, rags, and towels provided.
- All trash is to be removed to the dumpster in the parking lot.
- Return all cleaning equipment and supplies to their appropriate locations, and place soiled rags and towels in the deep sink.
- Leave the kitchen in good order.

Section 10 - WEDDINGS

The Senior Pastor must be notified and premarital counseling begun no less than six (6) months prior to the wedding.

Scheduling:

The Building, Grounds, & Equipment Use application is to be obtained from the church office and submitted in writing well in advance of the wedding to avoid scheduling conflicts. The church will not schedule other activities during the period reserved for the wedding; however, weddings cannot be scheduled if the requested time conflicts with a previously scheduled service or event.

Personnel:

The Pastor of the church is available to conduct and/or assist in weddings in the church . If an outside minister is to conduct the wedding, the Senior Pastor of Central Baptist Church must be consulted. The church wedding coordinator must be consulted with regard to all matters pertaining to the wedding (see “Fees”). Use of church audio or video equipment must be stipulated on the “Use Application & Agreement” and requires the services of an authorized member of the Audio/Visual Team (see “Fees” and “Audio/Visual Services”). Services of church musicians are available (see “Fees”).

Facilities:

Any changes to the Worship Center furnishings must be approved in advance by the staff administrator. Music used in the wedding should be appropriate to a worship experience and the sacredness of marriage. A listing of all music to be used in the service must be submitted to the wedding planner. Decoration and set-up of the leased facilities may be done only on the day preceding the wedding, unless other arrangements are made. The church offers use of its tables, chairs, dishes, and flatware. These must be cleaned, dried, and returned to their appropriate places. No church paper products are available for use. All “Kitchen Use” policies apply.

Decorations:

- No decorations may be placed on walls.

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- Plants may be used only if placed in waterproof, leak-proof containers.
- No tape, Velcro, glue, etc. may be used to secure decorations to pews, chairs, or other fixtures. Non-marking tie-wraps may be used.
- No candles, sterno, or open flames of any type are permitted in the multi-purpose room.
- Only dripless candles may be used in all candelabras, stands, etc. in the Sanctuary. All surrounding areas must be protected by plastic or “wax-resistant” coverings.
- Rice is not permitted for the “couple send-off.” Birdseed is permitted.

Section 11 - WALKING TRACK, CARDIO ROOM, & WEIGHT ROOM

The walking track, cardio room, and weight room are available for use during regular office hours. Use of these amenities is “at your own risk”. Users must sign in at the church office, check out a key, and agree to adhere to all rules and regulations established for the safe use of these amenities.

- 11.1 Walking Track - Children under twelve (12) must be accompanied by an adult. Walkers should walk in a counter-clock-wise direction and joggers should jog in a clock-wise direction. At all times, please be respectful of others using the track and the multi-purpose room below.
- 11.2 Cardio and Weight Rooms - The cardio and weight rooms will remain locked at all times. Time spent in each room is limited, as set forth in the “Rules and Regulations” for these amenities, and the key must be turned in before the end of regular office hours.

Section 12 - AUDIO/VISUAL SERVICES

Use of the church’s projectors, screens, lighting, and sound system must be arranged through the Church’s A/V Technical Team. Trained church A/V Technical team members must be used to operate the equipment (see “Fees”). The use of this equipment must be requested on the “Buildings, Grounds, & Equipment Use Application & Agreement”.

Section 13 - SUPPLIES

Church staff and custodian have keys to the custodian closets where the vacuum cleaner is stored. Non-church groups must provide their own napkins, table coverings, paper plates, etc. and not use those belonging to the church.

Section 14 - SAFETY AND SECURITY

Keeping people safe and buildings secure is the responsibility of all groups and they must follow these procedures:

- First, keep outside access to the facilities to a minimum. Unlock the fewest exterior doors that will allow people access to the activity and provide a good sense of who is coming and going. Church buildings will be kept locked when not in use. If in doubt, lock a door to prevent unauthorized access.
- Video security/surveillance cameras are in use on the property to memorialize and identify unsafe and illegal activities. Violators will be prosecuted to the fullest extent of the law.
- Restrict people to only those areas of CBC where authorized use has been given.

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- When multiple groups are using the church facilities, each group should coordinate with all others and the last group to leave must take initiative and responsibility to secure the building (e.g., turn off the lights, lock exterior doors).
- Before you leave the building, ensure all attendees have left. Look in the restrooms and kitchen. Check for possible fire hazards. You are responsible for closing the windows, turning off the lights (including those in restrooms) and locking all exterior doors before you leave the building. Pull on a door to make sure it is secure.

In Case of Emergency: Call 911 for an ambulance or the Guilford County Sheriff's Department. Tell them our address:

Central Baptist Church of Oak Ridge
1715 Highway 68 North
Oak Ridge, NC 27310

If someone has a serious accident call 911, keep the victim calm, and do not attempt to move them. Administer First Aid only if you are properly trained. The "responsible person" should know the location of the first aid kits and the nearest available phone. Notify the victim's family. Get the names and telephone numbers of any witnesses. Avoid undue panic - explain the situation calmly. Tell the family that you've called an ambulance and that help is on the way. If an ambulance has already arrived, tell the family which hospital the victim is being taken to. Cooperate with police and fire department investigators. Complete the Accident/Incident Form and turn it in to the church office.

If a fire should occur, warn everyone to leave the building. Pull a Fire Alarm. Call 911 if possible. Make sure that no doors are blocked. Do not go back into the building to call. Count heads once safely outside. DO NOT RE-ENTER THE BUILDING. Tell the Fire Department if anyone is missing. Have the Fire Department call an ambulance for anyone injured.

For emergency evacuation procedures see CBC's Security Policy.

Section 15 - DAMAGE AND LIABILITIES

All users will assume full responsibility for any damage which may result from use of buildings, grounds, equipment, and any other property of Central Baptist Church. Abuse of CBC's property or violations of the general rules of conduct shall be grounds for denial of further use. Repair and/or replacement of all damaged facilities will be required.

Users must agree to assume responsibility for any legal liability for injury or damage to the persons or property of the user group and its attendees in connection with use of the building(s) or grounds, and, further, must agree to hold CBC harmless in the event of any injury or damage. The applicant's "responsible person" must sign the following agreement on the "Buildings, Grounds, & Equipment Application & Agreement" form:

"I have read the applicable portions of the *Building, Grounds, and Equipment Use Policy* for Central Baptist Church as provided and agree to abide by it. I will assume full responsibility for the enforcement of this *Policy*. If not a member of Central Baptist Church, I will submit to the church, prior to the event, a certificate of comprehensive general liability insurance with bodily injury and property damage liability limits of not less than \$1 million that covers the activity described above and names Central Baptist Church, Inc. of Oak Ridge as an insured party. I am the "responsible person" for this activity. I have also read and signed the church's Hold Harmless Agreement."