

# Facilities Use Policy

As Submitted for Approved 11/11/12

## 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 to 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 “**ministry activity**” and “**non-ministry activity**” are described as follows:

- 2.1 ~~Church~~ **Ministry activity - activities, events, and/or use** that are in keeping with the general purposes of Christian ministries (i.e., worship, education, fellowship, and outreach) and that are conducted by *active church members*, defined in the Bylaws of Central Baptist Church, Oak Ridge, NC, Article I, Section C, item 1 **as members who attend regularly and give consistently. These events include, but are not limited to, funerals, small group bible studies, class fellowship events, and approved events which are open to all members or to a recognized entity of CBC, e.g., Wild Game Dinner for all CBC men and boys.**
- 2.2 ~~Non-Church~~ **ministry activity - activities, events, and/or use** by individuals who are not church members and by groups that are not affiliated with or sponsored by CBC, as well as private events held by **active** church members (e.g., weddings, family reunions, **graduation parties**, and birthday celebrations **where participation is “by invitation only” and not open to all members.**

## Section 3 - GENERAL CONDUCT

- 3.1 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.
- 3.2 No roughhousing of any kind is allowed or considered acceptable in the church buildings.
- 3.3 Skateboarding and rollerblading are not allowed on church property, inside or outside the buildings.

## Section 4 - 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.

The Buildings & Grounds Team is responsible for monitoring compliance with the *Facilities Use Policy*. **The rules and guidelines set forth herein apply to all events and to all facility users, i.e., ministry and non-ministry events, ministry teams, members, and non-members.** The general rules of this policy are as follows:

- 4.1 ~~All activities utilizing church property are to be~~ **use of the facilities must be requested through the Buildings Use Coordinator and** posted on the official church calendar **upon approval**. No event is deemed "official" until posted to the church calendar.
- 4.2 ~~An authorized church representative must be present to represent the church's interests whenever the buildings or grounds are being used.~~
- 4.2 All persons using CBC's facilities, equipment, and/or furnishings, whether during a regular church activity or a special event, are expected to leave the facilities clean and in good order.
- 4.3 **Approved ministry activities and events are not subject to the Fee Schedule, but are subject to all other facilities use policies.**
- 4.4 Use of church property is limited to the area assigned to your group.
- 4.5 Use of the ~~Worship Center~~ **Sanctuary** for non-church **ministry** activities, or activities other than the regularly scheduled services and ministries of CBC, must be approved. All such requests should be submitted in writing to the Building Use Coordinator. The exceptions to this policy are funerals for members or their immediate family members.
- 4.6 As a general rule, non-church **ministry** activities will not be permitted on Sundays. Non-church **ministry** activities should be concluded and the building vacated by 6:00 p.m. on Saturdays. **Weddings and wedding receptions may be exempt with prior approval.** Week night activities must be completed and the building vacated by 9:00 p.m., except as approved by the Buildings & Grounds Team and/or pastoral staff.
- 4.7 Each group shall have a sufficient number of responsible adults in attendance at all times during their activity or event pursuant to the ratios and policies currently in use at the time. These adults will be responsible for ensuring compliance with all CBC policies.
- 4.8 Use of candles, sterno, or open flame of any type is not permitted in the multi-purpose room.
- 4.9 Do not put anything on the walls, doors, or floors that cannot be removed, **e.g., paint, without the approval of the Buildings & Grounds Team.**
- 4.10 Do not place anything on walls or doors (e.g., scotch or masking tape, **push pins, other adhesives or securing devices**) that, when removed, will leave marks or blemishes **cause damage of any kind.**
- 4.11 No dye-colored food or drink items (Kool-Aid, etc.) on carpeted areas.

- 4.12 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).
- 4.13 All food and/or soiled diapers and/or trash cans containing same should be removed to the outside dumpster immediately following all activities.
- 4.14 At the conclusion of an activity or event, any furniture or equipment that has been moved should be returned where originally found or placed in storage, depending on the next activity or event.
- 4.15 **Formerly 4.7 & 4.8** Tools, equipment, and furnishings that are the property of CBC must not be moved off the premises or borrowed for personal use without the express permission of the Buildings & Grounds Team and/or a pastoral staff member.

## 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 "Facilities Use Application & Agreement" to request permission to use CBC's buildings, grounds, and equipment. Forms are available in the church office, **on the website, or may be requested from the Building Use Coordinator through the reservations email address: [reservations@oakridgecbc.org](mailto:reservations@oakridgecbc.org). Team/Committee meeting reservations and other ministry activities reservations may requested by email.**
- 6.2 **Formerly 4.12** ~~Except as specifically noted,~~ All inquiries, "Facilities Use Application & Agreement" forms, **deposits,** and facility use fees are to be submitted to the church office **or to the Building Use Coordinator.** **Required deposits must accompany the application & agreement form when submitted or as soon as an estimate of costs is provided. Facility use fees must be submitted no less than five (5) business days prior to the event.**
- 6.3 Applications ~~must~~ **should** be submitted to the church office **or to the Building Use Coordinator** in writing at least thirty (30) days prior to the requested date for an **activity event whenever possible.** ~~The earlier an activity is registered~~ **event date is requested,** the greater our ability to accommodate the request.
- 6.4 **Formerly 6.2** All ministry teams **and/or individuals conducting ministry activities/events are asked to submit the details of their activity/event, bible study materials, etc. to the appropriate pastoral staff member for approval. The ministry team leader or individual should then contact the Building Use Coordinator by email or submit a "Facilities Use Application & Agreement" to the church office or Building Use Coordinator church office** in order to avoid scheduling and facilities use conflicts. ~~Approval will be determined by the staff administrator.~~ **Reservation requests (facilities use applications) submitted for ministry activities without pastoral approval will be delayed in processing until such approval is received.**
- 6.5 **Formerly 4.14** All groups scheduling events must provide the church with 24/7 contact information in the event of emergencies.

- 6.6 **Formerly 4.9** Every group approved to use CBC's buildings and property must have a designated adult representative named as the "responsible person." **That individual is responsible for complying with these policies and identified policy compliance, is required to be on site during the event, and will be the designated** as the contact person for the event.
- 6.7 **Formerly 4.13** Non-church **ministry** groups that use CBC's facilities on an ongoing basis are required to make annual application and to pay all required fees monthly in advance.
- 6.8 **Formerly 4.3** Non-church **ministry** 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 Central Baptist Church of Oak Ridge, Inc. as an additional insured.
- 6.9 **Formerly 6.4** **The Building Use Coordinator, in cooperation with the Buildings & Grounds Team and pastoral church office staff and, will:**
- 6.9.1 Maintain a master calendar of all CBC activities.
  - 6.9.2 Process requests for the use of facilities.
  - 6.9.3 Forward requests to the appropriate authority for approval, **when applicable**.
  - 6.9.4 Notify all parties concerned of the event, i.e., Audio/Visual, custodial, and Kitchen Consultant, and/or Wedding Coordinator services.
  - 6.9.5 Notify applicants of decisions, concerns, and cancellations.
  - 6.9.6 Determine use fees and deposits based on the approved Fee Schedule.
  - 6.9.7 Provide applicant with estimate for other services when possible, e.g., audio/visual services, based on the approved Fee Schedule.
  - 6.9.8 Request the refund of deposits, upon **satisfactory** completion of ~~follow-up~~ **post-event inspections**.
- 6.10 **The Building Use Coordinator, or a designated** church representative, will coordinate with the "responsible person" regarding their group's activity **and/or event**, walk them through the **building facilities** as needed, **review their event needs**, discuss CBC's requirements and rules ~~listed~~ **contained** 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.

- 7.1 If a group or individual must cancel a scheduled activity, they must notify the Building Use Coordinator, at [reservations@oakridgecbc.org](mailto:reservations@oakridgecbc.org), or the church office, at [centralbaptist@oakridgecbc.org](mailto:centralbaptist@oakridgecbc.org), **in writing** as far in advance as possible.

- 7.2 Cancellations received less than five (5) business days prior to a scheduled event will result in the full forfeiture of the deposit.
- 7.3 Severe weather conditions sometimes require cancellation of activities at CBC to ensure everyone's safety.
  - 7.3.1 Generally, if the Guilford County Public Schools are closed for inclement weather, then CBC will be closed for all activities.
  - 7.3.2 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.
  - 7.3.3 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.
- 8.2 The fee schedule will be reviewed annually by the Building & Grounds Team and any revisions recommended will be submitted to the church for approval.
- 8.3 All use fees and refundable deposits must be paid to the Church in advance of the scheduled event.
- 8.4 Deposits are refunded when all requirements of the "Facilities Checklist" and/or "Kitchen Checklist" have been satisfactorily met and a post-event inspection by an authorized church representative and/or a Kitchen Consultant is completed. The refund of all deposits ~~are~~ is at the discretion of the inspector. Approved refunds will be mailed in a timely manner.
- 8.5 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 Services, and Musician Services.
- 8.6 **Fee Schedule - see Appendix A to this policy.**

## **Section 9 - KITCHEN USE**

**Use of the kitchen may be requested in writing through the Building Use Coordinator and is subject to the "Fee Schedule" contained herein as Appendix A.** The chairman of the Fellowship Committee will be informed of any requests made for the use of the kitchen and will oversee its use. ~~Kitchen facilities and supplies may be utilized by any officially recognized church group (e.g., Sunday School classes, Youth, etc.).~~ **The complete *Kitchen Use Policy* is available from the Fellowship Committee. A "check-list" is posted in the kitchen and should be followed by every group and/or individual using the kitchen.**

## **Section 10 - WEDDINGS**

- 10.1 The Senior Pastor must notified and premarital counseling begun no less than six (6) months prior to all weddings.

## 10.2 Scheduling

- 10.2.1 The Facilities Use Application & Agreement form may be obtained from the church office, on the website, or from the Building Use Coordinator and **should be** submitted in writing well in advance of the wedding to avoid scheduling conflicts.
- 10.2.2 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.

## 10.3 Personnel

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

## 10.4 Facilities

- 10.4.1 Any changes to the ~~Worship Center~~ **Sanctuary** furnishings must be approved in advance by the **Building Use Coordinator and/or Wedding Coordinator** staff administrator.
- 10.4.2 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 coordinator.
- 10.4.3 Decoration and set-up of the facilities may be done only on the day preceding the wedding, unless other arrangements are made.
- 10.4.4 The church offers use of its tables, chairs, dishes, and flatware. These must be cleaned, dried, and returned to their appropriate places.
- 10.4.5 No church paper products are available for use. All "Kitchen Use" policies apply.

## 10.5 Decorations

- 10.5.1 No decorations may be placed on walls.
- 10.5.2 Plants may be used only if placed in waterproof, leak-proof containers.

- 10.5.3 No tape, Velcro, glue, etc. may be used to secure decorations to pews, chairs, or other fixtures. Non-marking tie-wraps may be used.
- 10.5.4 No candles, sterno, or open flames of any type are permitted in the multi-purpose room.
- 10.5.5 Only dripless candles may be used in all candelabras, stands, etc. in the Worship Center.
- 10.5.6 All surrounding areas must be protected by plastic or “wax-resistant” coverings.
- 10.5.7 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)~~ **eighteen (18)** 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**

- 12.1 Use of the church’s projectors, screens, lighting, and sound system must be arranged through the church’s Audio/Visual Team (A/V Team).
- 12.2 Trained church A/V Team members must be used to operate the equipment (see “Fees”).
- 12.3 The use of this equipment should be requested on the *Facilities Use Application & Agreement.*”

### **Section 13 - SAFETY AND SECURITY**

Keeping people safe and buildings secure is the responsibility of all groups, and they must **follow the *Security Policy*. The complete policy is available from the Security team, and is provided upon approval of a use request.**

### **Section 14 - DAMAGE AND LIABILITIES**

- 14.1 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.



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- 14.2 Abuse of CBC's property or violations of the general rules of conduct shall be grounds for denial of further use.
- 14.3 Repair and/or replacement of all damaged facilities will be required.
- 14.4 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.
- 14.5 The applicant's "responsible person" must sign the following agreement which is included on the *Facilities Application & Agreement*" form:

"I have read the applicable portions of the *Building, Grounds, and Equipment Use Policy, the Kitchen Use Policy, and the Security Policy* for Central Baptist Church as provided and agree to abide by them. 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 additional insured. I am the "responsible person" for this activity. I have also read and signed the church's Hold Harmless Agreement."