

Hocutt Baptist Church Facility Use Policy

We desire our facility to be used for the fellowship of the Body and always to God's glory, focused on our mission of Growing Biblically, Connecting Locally and Reaching Globally. **Members are encouraged to utilize this facility as a catalyst for outreach and ministry.** Although the facility is not generally open to the public, we may make it available to approved non-member groups as a witness to our faith in Christian charity, demonstrating the Gospel of Jesus Christ in practice as part of the church's service to the community. However, facility use will not be permitted to persons or groups that conflict with the church's faith or moral teachings, or for activities that are inconsistent with or contrary to the church's faith or moral teachings as summarized on our Statement of Faith.* Each leader of an outside group must affirm that the groups' beliefs, practices and planned uses of the facilities are in harmony with Hocutt Baptist Church's (HBC) faith and practice, agree to abide by HBC's rules of conduct for facility use, submit to a background check, and provide a Certificate of Liability listing HBC as additional insured. The pastoral staff is the final decision-maker on whether a group is allowed to use church facilities.

When using the facility, two simple rules of thumb should guide you:

1. These buildings are gifts of God, and represent the sacrificial giving of a lot of people. Do your best to take care of them and protect them.
2. When you are done, remember that others will follow who also want to use the facility to minister to people. Leave it like you would want to find it if you were coming in to do ministry.

Who may use the Church? (in priority order)

1. Ministries of HBC, ministries supported by HBC, and guests or groups invited by HBC
2. Members of HBC using the facilities for non-ministry, family-oriented activities such as bridal showers, weddings/receptions, baby showers, anniversary or birthday celebrations, family reunions and graduation parties
3. Service and/or charitable organizations for *one-time use only*, with pastoral approval
4. Social, civic, educational and non-service groups for *one-time use only*, with pastoral approval; these groups will be charged fees as listed

A member of HBC (the "host") must be present at and responsible for activities/events held by non-members or groups, and must be listed on the facility reservation.

Partisan political groups, groups operating for personal or commercial gain and organizations whose activities conflict with the mission and doctrine of HBC will NOT be permitted to use our facilities.

How do I reserve the venue and personnel?

Requests for facility use must be made through the online reservation form at least *three* weeks prior to the event. Following requests for HBC ministries, guests of HBC and HBC-supported ministries, requests are scheduled on a first-come basis. Should scheduling conflicts arise, approved requests are subject to change according to the broader needs/goals of the church. Facilities are considered reserved and events placed on the calendar only after proper approval. Additionally, requestors must read, understand and agree to abide by the Facility Use Guidelines, as indicated by their initials and signature. Reports of misuse or non-compliance may result in loss of privileges for future use of the facilities.

If the Choir Director, Pianist, Organist, A/V Technician, or other church personnel are to be used for the event, they must be contacted personally by the requestor. (Please note: only HBC trained/approved audio/visual technicians may be used.) If the Pastor is to be used for weddings or other events, he must be contacted personally as well. If another pastor is to be used, the Pastoral staff of HBC must approve the selection.

What about fees?

1. All fees shall be paid in advance to HBC. Some fees may be waived or reduced at the discretion of the pastoral staff. Fees will be refunded if facilities are not available, or if reservation is cancelled 48 hours prior to scheduled usage.
2. A refundable security deposit of \$50 (paid by check to HBC) will be required for non-members two weeks prior to the event; this deposit will be returned when the facility is left in good condition. If damage to the facility or equipment occurs during a non-ministry function, the member, non-member or organization will be held responsible for all damages. Our insurance deductible is \$2500.
3. A refundable key deposit of \$20 (paid by check to HBC) will be required from non-members when the key is picked up; this deposit will be returned when the key is returned. Keys must be picked up during regular office hours; keys may be returned using our after-hours drop box.
4. A kitchen use fee, if equipment other than ice machine and sink are used, paid to HBC, will be required at reservation for non-members and outside groups.
 - a. Service charge = \$100 if cooks have been trained in equipment usage, sanitation and fire safety by HBC-approved instructors
 - b. Staff charge = \$20 per hour per employee with 3-hour minimum per function to cover the preparation and service of food, as well as clean-up
 - c. Per-plate charge is dependent on menu selection when HBC staff is responsible for purchase of food being served; disposable service ware will be used when serving fewer than 70 people
5. A building maintenance and operation fee based on the location and the number of guests, paid to HBC, will be required at key pick-up for non-members and outside groups.
 - a. Annex, Fellowship Hall, Chapel = \$100
 - b. Worship Center 1-100 people = \$150
 - c. Worship Center 101-200 people = \$200
 - d. Worship Center 200+ people = \$250
6. A host fee, paid to the individual, will be required at set-up for non-members and groups.
 - a. Annex, Fellowship Hall, Chapel = \$20
 - b. Worship Center = \$30

What about recurring events?

Requests for ongoing or regularly occurring facility use must be made through the online reservation form and approved by the pastoral staff. These requests are evaluated on a case-by-case basis.

Facility Use Guidelines

Behavior/Atmosphere

Anything that detracts from the Christian atmosphere promoted within our facilities is prohibited. This includes, but is not limited to weapons, controlled substances, pets, secular music/dancing, and homosexual lifestyle choices. No alcohol may be served or consumed on HBC's campus. *Smoking, tobacco use and non-prescription drugs are also prohibited.* Abusive or foul language and violent behavior are strictly prohibited. Any person exhibiting inappropriate behavior or found with inappropriate possessions will be required to leave the premises immediately. _____

Restricted Access

Groups must confine themselves to only those areas of the facility and that equipment which the group has reserved. It is not permissible to take tables, chairs or equipment from other rooms or areas of the church. It is not permissible to move the group to other areas of the facility. _____

Supervision

Responsible adult supervision must be present at all times. Children are **not** permitted to roam freely on church property. When children are in attendance, groups must provide one adult (21+) for each 5 children younger than 3rd grade and one adult (21+) for each 10 children 3rd-12th grade. _____

Childcare

Church nurseries and childcare facilities are not available for activities, events, programs or classes that are not a direct ministry of HBC without prior approval from the Nursery Coordinator. _____

Equipment

Audio-visual equipment (including but not limited to computers and PowerPoint) in the Worship Center, Annex or Chapel is not available without prior approval from the Media Director. All equipment must be operated by a trained member of the HBC audio-visual team, or an approved designee. _____

Furniture

Furniture (tables, chairs, lecterns, etc.) may not be loaned or removed from the building, except for official HBC functions, without prior approval from the Facilities Superintendent. Non-member groups using the facility may use HBC furniture as their set-up requires, in adherence with the set-up and clean-up guidelines. _____

Set-up and Clean-up

Set-up and clean-up will be the sole responsibility of the group or member making the reservation. For non-ministry events, the member, non-member or group leader will be expected to clean the facilities themselves at the conclusion of the event. Church furniture and equipment must be returned to original placement, unless prior arrangements have been made. *All lights and equipment must be turned off, all thermostats must be returned to their regular setting, all messes must be cleaned up, all trash must be removed to the dumpster, and all doors must be secured before leaving the campus. The space must be left in similar or better condition than it was found. The ministry leader assigned to or associated with the event will inspect the facility to assess the condition of the building and equipment which was used to verify that rooms and furnishing were returned to proper order. If the condition of the building and/or equipment is not left in proper order, the cost of additional cleaning or services required to restore facilities to original condition will be charged to the member or group using the facilities and the deposit will be retained by HBC.* _____

Food/Beverage

No small appliances may be kept in or brought into classrooms or meeting areas. *Use of these items, such as coffee pots and toaster ovens, is limited to kitchen areas in the Worship Center or Fellowship Hall, the 2nd floor Coffee Corner, and the entryway to the Chapel.* Food and drinks may be served in classrooms and meeting areas with caution. Snacks with children must be supervised by an adult. *All trash must be disposed of in the dumpster and all leftovers must be removed immediately following the class or event.* _____

Safety/Building Keys

The facilities will be accessible through all entrances for church-wide events unless otherwise noted. At all other times, exterior doors are to remain locked for the physical protection of the church staff, the children, and the facility. Propping open doors is strictly prohibited. Arrangements with the church office must be made in advance to check out a key or to have a host assigned to the event. _____

Publicity

All publicity and promotion must be approved by the Media Director prior to distribution. No flyers, windshield advertising or solicitation of any kind will be permitted on church property. _____

I, _____, have read and understand the HBC Facility Use Guidelines, and
(printed name)
agree to abide by them and be held liable for them.

Signature

Date