

# FACILITIES USE POLICY

## Philosophy Statement

Spotswood Baptist Church (SBC) has been blessed with a wonderful facility. The hopes and prayers of our church family is that God will allow us to utilize the facility to reach our community and help all to become “fully devoted followers of Jesus Christ.” The building itself is a tool to help us accomplish our mission and the people that comprise Spotswood Baptist Church.

Our facility allows for much of our ministry to be possible and therefore the building must be handled with great care, diligence and prayer. The primary purpose of our building is to encourage activities and ministry events that support any of the following five godly pursuits: ministry, evangelism, discipleship, fellowship and worship. In addition to church/ministry events the building is available to celebrate the life of our church family such as weddings and funerals. We encourage members to utilize this facility to its full capacity.

Our facilities are also available to approved non-members as a witness to our faith and as a means of demonstrating the Gospel of Jesus Christ in practice. But our facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which align with the [Baptist Faith and Message of 2000](#). Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings. The Executive Pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity and a grave violation of the church’s faith and religious practice (2 Cor. 6:14, 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a negative impact on the message that the church strives to promote.

Therefore, in no event shall persons or groups who hold, advance, advocate, or engage in practices or beliefs that contradict the church’s faith use any church facility. This policy applies

to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17)

Included in this statement are general guidelines that reflect our values as a church and do not supersede policies and practices as contained the Spotswood Baptist Church Policy Manual. We ask that as you use this facility you treat it with great care and respect as you would your home. This facility is a resource that has been entrusted to us by God, and we seek to steward the resources He gives us for the purpose of glorifying Him and advancing His Kingdom.

## POLICIES AND PROCEDURES

### General

These procedures are not designed to make it more difficult to administer our programs and ministry, rather they will help us use our limited resources in the most efficient way possible to better support our congregation. In addition, we need to ensure that we have taken the necessary precautions to limit our liability in areas such as fire, safety, and security. It will be the responsibility of each staff member to communicate these policies of facility use to congregants of Spotswood Baptist Church and our guests.

### Facility Use

In general, the following priority schedule is followed when our facilities are requested for use:

**Priority 1:** Ministry activities of Spotswood Baptist Church (those ministries directly overseen by SBC, i.e. Sunday morning services, Midweek Activities, children's ministry events, and other SBC sponsored events).

**Priority 2:** Spotswood Baptist Church related organizations (Connect Groups, Prime Timers, SBCV, etc.) and ministry partners.

**Priority 3:** Member events (activities such as weddings, anniversaries of 50+ years, etc.) and funerals.

**Priority 4:** Outside Organizations – groups that are not ministry partners with Spotswood Baptist Church.

While the above hierarchy lists the general priority for resolving conflicts regarding request for building use, SBC reserves the right to reject any individual or group should another event of higher priority arise. If an individual or organization has a special request that is hindered by this policy they can make their request known to the Facilities Manager or Executive Pastor.

Our Criteria to Determine Building Use are:

- Is the activity consistent with who we are and what we believe?
- Is the space available?
- How does the use impact our church programs/activities?
- Are there safety/legal issues?
- Does the person/group understand and respect the primary purpose of the property requested?

### **Building Use Guidelines**

1. Upon notification of approval the user should make arrangements to discuss any support details that are associated with event requirements. The user must ensure all requirements are made known and resolved at least 10 days prior to event commencement.
2. The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
3. Events, programs and activities are limited to the space that is assigned only.
4. Smoking and the use of alcoholic beverages or illegal substances are not permitted in any church facilities.
5. No weapons are allowed on church property.
6. No open flames are permitted at any event. Candles with globes may be used with prior authorization from the Facilities Manager.
7. The user is expected to leave the building in the same condition it was prior to the event and must remove all items associated with their event upon conclusion.
8. Any new or pre-existing damage to facilities, equipment or furnishings should be reported to the Facilities Manager.
9. The user will ensure the area is clean, all trash is removed, and all items associated with the event have been removed (signs/posters/items/approved tape/decorations/etc.).
10. If furniture or equipment is to be moved, it must be pre-arranged and approved in writing with the permission of the Facilities Manager to maintain its quality and prevent damage.
11. All decorations, signs or posters in the facility and on the grounds of SBC must be approved by the Facilities Manager.

- NO items may be affixed to any surface without written consent.
  - NOTHING may be tacked or nailed/screwed into any surface to include walls, ceilings, woodwork or fixtures.
  - Scotch/Duct Tape is NOT to be used on walls, ceilings or any other area that may leave unwanted marks. Painters tape and poster putty are the only approved items for hanging items on any surface. Ceiling clips and monofilament may only be used for hanging items from the ceiling.
  - Signs on the exterior doors or grounds are not permitted without prior approval.
  - Any decorations or signs deemed inappropriate for any reason can be removed at the discretion of the Facilities Manager and/or any church staff employee.
12. Events in any area that require the use of audio-visual equipment must have one of the church's designated AV Technicians on duty. The cost for an AV Technician is listed in the fee section of this Building Use Guidelines.
  13. When children are in attendance at any event, they must be under the supervision of their parent or a designated adult at all times and are not permitted to roam freely on church property.
  14. All children's or youth activities must be supervised by a minimum of two (2) adults over the age of 21 at all times.
  15. Food consumption is only allowed in designated areas. Exceptions must be approved prior to the event.
  16. No church furnishings/equipment/supplies (F/E/S) may be removed from the campus/facilities unless it is a church sponsored event and only with approval from the Facilities Manager. Personal use of any church F/E/S is strictly prohibited.
  17. Each event group is responsible for their own supplies unless otherwise arranged.
  18. Any storage of materials for an event will need prior authorization and approval by the Facilities Manager.
  19. No group or individual soliciting business for personal or company profit may use the church facility/equipment.
  20. Selling merchandise or charging admission to an event must be approved in advance and consistent with the law that establishes the church as non-profit.
  21. Loitering or soliciting of donations or accosting patrons or staff for any purpose that disrupts their use of the facility is prohibited.
  22. Non-SBC advertising materials may not be displayed or distributed without authorization from the Facilities Manager.
  23. No activities inconsistent with Christian principles are allowed.

24. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. A damage loss insurance waiver must be provided prior to use and for certain events, a certificate of liability insurance may be required.

*Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the church facility.*

## **Application Process**

Individuals or groups desiring to use our facilities must fill out an online "Facility Use Form" located at [www.spotswoodconnect.org](http://www.spotswoodconnect.org), under "Forms." All requests are forwarded to the appropriate church staff, so it is important to allow **at least two weeks** for your request to be processed. Note: Depending on the nature of the event and the group, a group may be asked to provide a certificate of liability insurance. The calendar coordinator will notify the applicant upon approval or denial of the request.

Most requests can and will be approved by the Facilities Manager, Tech Director and Calendar Coordinator (Facilities Request Team), however, there are certain events that extend beyond the authorizing purview of the Facilities Request Team. They are as follows:

- The sponsoring pastor (explained below) and Worship Pastor (leader) must approve of all worship/music related activities.
- The Pastoral Staff must approve all weddings prior to them being entered on the church calendar.

***Please note: ALL events must be sponsored by a pastor employed by SBC.*** This will require that the individual or group make contact with, discuss and have their approval from a pastor, for a particular event, ***PRIOR TO*** submitting an event request. The request form will require you to put in the "sponsoring pastor." Any events not sponsored by a pastor will be denied.

By filling out a facility request form you are affirming that:

1. You understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of your knowledge the purpose for which you are requesting use of church facilities will not contradict the church's faith, and you commit to promptly disclose any potential conflict of which you are aware or become aware to church staff.
3. You are not aware of any beliefs that are professed by you or the organization you represent and which is requesting use of the church's facilities that contradict the beliefs of the church. You agree to promptly disclose any potential conflicts to the church staff.

4. You understand that upon approval of your facilities request, you will need to provide payment, a certificate of insurance (if applicable), and any other fees required by the church.
5. You understand that your use of these facilities is subject to the Executive Pastor's approval, which is conditioned in part on your agreement to the requirements in this policy, which you have read and understood.
6. You understand that you will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

### **Available Facilities**

1. Auditorium/Main Foyer
2. Fellowship Hall
3. Main Kitchen
4. Encounter Building
5. Mobile Units
6. Large and Small Classrooms (Within the Main Building)
7. Church Grounds
8. Parking Lot

\*\*The church will not be available for weddings in the months of December or July.

### **Security**

Spotswood Baptist Church works to maintain a secure environment within the facilities and on the church property. However, maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure and ensure compliance with all current and approved policies and safeguards.

Access codes and keys can be issued via the incumbent security guidelines.

### **Safety**

Spotswood Baptist Church works to maintain a safe environment within the facilities and on the church property. Fire extinguishers are located throughout the building. All users of the building for events should make themselves aware of where the fire extinguishers are located

in case of an emergency. Any exterior use of open flames or heating devices must be pre-approved by the Facilities Manager. No open flames (i.e. candles, etc.) are allowed inside the building.

## **Parking**

Spotswood Baptist Church has over 500 designated parking slots located adjacent to the campus buildings. Restricted parking/no parking signage is clearly displayed in all lots. The understood speed limit is 10 mph in all lots. Event users are invited to use the parking most convenient to their activity. All users are urged not to park along curbs (no parking), and to observe special signage. *Please note that there is absolutely NO PARKING allowed in the adjacent Stine Chiropractor business parking lot.*

## **Entering/Exiting the Facilities**

Facility access should be discussed prior to your event.

During normal business hours, Monday through Friday (8am—4pm), the main office entry door is the primary enter/exit door. This door is camera-monitored during the normal office hours with electronic release to allow entry. All other exterior doors are locked under normal conditions.

The church has two access code doors that operate electronically when an approved code is entered into the key pad. Temporary codes may be assigned to approved individuals based on their church position or function. An access code can be assigned to an event user if approved through current policies and procedures. Temporary codes are approved by the Facilities Manager after the request is properly processed.

Keys are the second method to gain entry via an external door. Keys are normally issued to staff/employees/certain church positions/designated individuals. The key system is tightly managed and issuance of keys for special events/activities must be authorized by the Facilities Manager.

Most external entry/exit doors are designed to prevent entry when locked but will allow exiting. Each user traveling in/out of the church facilities has a responsibility to ensure the door closes/locks after exiting. At no time should a door be opened and left unattended by an adult/or designated individual. Propping doors open and leaving unattended is a compromise of our security policies and is strictly prohibited.

## **Checklist for Closing the Building**

1. Leave the facilities in as good, if not better shape, as found.

2. Put all furniture and equipment back in its original location.
3. Take away or throw away all items you brought with you to the event.
4. Make sure all lights are off, including in the bathrooms and hallways.
5. All toilets should be flushed and not running.
6. Make sure coffee makers and other heating units are turned off and unplugged.
7. Close and lock all windows and doors before leaving the premises. Any damage, breakage or malfunction of equipment should be reported to the church office.

## **Disclaimers**

1. Either party may cancel at least five (5) days prior to the date of the event. Spotswood Baptist Church will allow cancellation only under extenuating circumstances with a full refund of all money paid for usage. However, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
2. The church reserves the right to pre-empt any facility use for its own in case of emergencies, such as funerals with a full refund of all money paid for usage. Notice will be provided as early as possible. Again, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
3. Regularly occurring and occasional SBC events, activities and programs take precedence in scheduling use of the facilities. Otherwise, uses of the facilities are on a first come first serve basis.
4. All needs for an event must be listed in the initial event request. If your needs change unexpectedly, please contact the Facilities Manager, although we cannot guarantee that the additional requests will be fulfilled.
5. All requests must be discussed and approved to proceed by a pastor prior to submission of an event request. The requestor is to attend the pre-event meeting and the actual event as they will be responsible to ensure the observance or the rules applicable to the use of the building, grounds and equipment. The requestor and any designees listed in the event request information will be responsible for clean-up, lights out, lock up and security.
6. Full payment of fees for the event is required at least ten (10) days prior to the date of the event.

# **FEE SCHEDULE**

## **Use and Maintenance Fee**



The following are fees designated for use of church facilities for events to help defray maintenance, utilities, Sexton and custodial. If you are a ministry partner/member of the church, these fees will either be waived or reduced depending on the event. If your event is Monday – Friday between the hours of 8:00am – 4:00pm, there will be no charge. Check payment for the facility fee should be made out to Spotswood Baptist Church:

| <b>Room</b>                      | <b>Base Charge</b> |
|----------------------------------|--------------------|
| 1. Auditorium/Main Foyer         | \$300              |
| 2. Fellowship Hall               | \$150              |
| 3. Main Kitchen                  | \$75               |
| 4. Encounter Building            | \$250              |
| 5. Mobile Units (one classroom)  | \$50               |
| 6. Mobile Units (two classrooms) | \$80               |
| 7. Large and Small Classrooms    | \$50               |
| 8. Church Grounds*               | \$250              |
| 9. Parking Lot*                  | \$250              |

\*These fees are waived when renting any other portion of the facility. These fees are for events occurring solely on the church grounds or in the parking lot.

For questions concerning any of the above Facility Use information, please contact Jesse Beavon at [jbeavon@spotswood.org](mailto:jbeavon@spotswood.org) or 540-898-0757 ext. 230.

### **Audio/Visual Technician Fee**

The following are hourly fees designated for an Audio/Visual (AV) Technician. The cost of the AV Technician will be based on the requirements, needs and specific duration of the particular event. A final cost will be determined once clarification of needs has been verified. SBC has members who are trained to come in and work the events. Check payment for the AV Technician should be made out in the name of the member working the event.

AV Technician (Sound only)                      \$75.00 per hour

AV Technician (Weddings)                      \$150.00 flat

AV Technician (Addt'l tech needs)              \$75.00 per hour

For questions concerning any Audio/Visual needs, please contact Ross Hedges at [rhedges@spotswood.org](mailto:rhedges@spotswood.org) or 540-898-0757 ext. 217.