



PURPOSE

Spotswood Baptist Church (hereinafter "Church") adopts this Facility Use Policy in order to inform interested parties as to who and under what terms and conditions the Church Facilities (hereinafter "facilities") may be used.

The facilities of Spotswood Baptist Church are provided through the sacrificial generosity of Church members, present and past. As such, the Church desires that its facilities be used in a manner consistent with the Church's doctrine and practice. While the facilities are not generally open to the public, the facilities may be made available to non-members for activities that do not contradict the church's doctrine and practice.

The Church does not allow use of its facilities by persons or groups holding, advancing, or advocating beliefs or practices that conflict with the Church's historic faith or moral teachings, which are summarized in, among other places, the Church's Constitution and Bylaws and the Baptist Faith and Message 2000. The Senior Pastor, or Executive Pastor when designated by the Senior Pastor, is the final arbiter of whether a person or group advocates beliefs or practices in conflict with the Church's moral teachings.

The Church's restricted Facility 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 would be a grave violation of the Church's faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important that the Church present a consistent message to the community, and that the Church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. 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 severe, negative impact on the message that the Church proclaims.

Therefore, in no event shall persons or groups who advance or advocate beliefs or practices that contradict the Church's faith or moral teachings use any Church facility. Nor may Church facilities be used in any way that contradicts the Church's faith. This policy applies to all Church facilities, regardless of whether the facilities are connected to the Church's auditorium/sanctuary, because the Church sees all of its property as holy and set apart to worship God (Colossians 3:17).

APPROVED USERS

Church facilities may only be reserved for use by Church members, churches, ministries of like faith and practice, and external groups that the Senior Pastor or Executive Pastor determines do not violate the Church's statement of faith.

The Executive Pastor, or his designee(s), must approve all uses of Church facilities. Generally, priority shall be given to ministries of the Church, members and organized groups that are a part of the ministry, organization, or sponsored activities of the Church.

Church facilities and equipment will be made available to non-members or external groups that meet the following qualifications:

1. *Groups or persons requesting facility use must affirm that their beliefs, practices, and planned uses of the facilities do not violate the Church's statement of faith and practice.*
2. *Persons or groups seeking facility use must submit a signed "Facility Request & Agreement Form."*
3. *Persons or groups seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the Church's rules of conduct and "Facility Use Guidelines," as stated below and as described in any additional instructions by Church staff.*

FACILITY USE GUIDELINES

1. All facility use applicants must complete and sign the "Facility Request & Agreement Form" and pay all deposits and fees prior to reservation of Church facilities. **Upon notification of approval all users shall ensure all requirements are satisfied at least 10 days prior to the proposed use.** Funerals and necessary emergency uses are to be coordinated as soon as practicable.
2. No alcohol or controlled substances may be processed, consumed, or used in any manner on the grounds and within the facilities of the Church.
3. The use of tobacco products in any manner is prohibited on the grounds and within the facilities of the Church. Smoking, chewing, dipping, E-cigarettes, vaping, and similar materials/products are equally prohibited.
4. Groups/Users are restricted to only those areas of the facilities and/or grounds that have been reserved for the approved event dates and times.
5. Church facilities must be returned to the condition in which they are found:
 - church equipment
 - tables
 - chairs
 - stands

Any equipment approved for use must be returned to original placement. All users are expected to return the facilities/grounds used to an "as found" condition. All trash, waste material, and debris shall be collected and properly disposed of. **Failure to comply with this requirement and/or failure to return all keys will result in forfeiture of the security/cleaning deposit.**

6. All signage, decorations, event notification, and advertising must be used and displayed as to not damage the physical property of the Church. All such materials must be removed and disposed of at the conclusion of the event or activity. No signage or decoration may be displayed on the grounds or the exterior of any portion of the facilities/grounds without the approval and written consent of the Director of Facilities.
7. Abusive or foul language, violent behavior, and any inappropriate conduct are strictly prohibited on Church premises. Any person exhibiting such behavior will be required to leave the premises. All users shall be considerate of others on the premises and adjacent properties with respect to the behavioral conduct and noise levels.
8. No materials, decorations, signage, or advertising shall include or infer reference to any message, belief, or practice not consistent with the policies and beliefs of the Church.

9. Weapons of any type are prohibited on the premises.
10. The use of open flames or any potential source of ignition (including but not limited to candles, torches, fire pits, grills/smokers, fireworks, pyrotechnic devices) are prohibited without the approval and written consent of the Director of Facilities.
11. The use of glitter, confetti, chalk, chalk paints, water guns or balloons, odor or vapor producing devices and any other product requiring additional custodial services are prohibited without the approval and written consent of the Director of Facilities.
12. All facility users must be supervised by not less than two adults 21 years of age or older. Children under 12 years of age must be in line-of-sight supervision of an adult at all times. All facility users and guests are restricted to the area of the facilities reserved.
13. The use of amusement devices, inflatables, playground/sports equipment, energized or motorized equipment, equipment for games or entertainment devices proposed are subject to approval. Any permits required for the same are the responsibility of the user and must be obtained with proof provided to the Church, not less than 10 business days prior to the event. The Church reserves the right to request a certificate of insurance or be named as additionally insured on any policy required prerequisite to permit issuance. Requests including such equipment or devices should be placed no less than 30 business days prior to the event and must be detailed on the "Facility Request & Agreement Form."
14. All facility users are encouraged to use parking most adjacent to the facility they are using. All parking signage and facility site signage must be obeyed. Parking must be in designated parking spaces only. No parking is permitted on the adjacent property of Stine Chiropractic. Towing may be enforced at the vehicle owner's expense.
15. The user is responsible for security and facility access during their event. At the conclusion of the event all lights and equipment must be turned off, restrooms/plumbing fixtures checked to assure they are turned off/not running and the facility locked and secured.

SPECIFIC GUIDANCE FOR FACILITY USE

1. Any proposed use, wherein the user wishes to charge for admission, food/drinks/refreshments, merchandise, services, or uses wherein the users wish to solicit funds or contributions require written approval of the Executive Pastor or his designee. Users must submit the "Facility Request & Agreement Form," along with a written explanation detailing any commerce/funding to occur at the event, not less than 30 days prior to the proposed date of use. Approval may be subject to additional terms and conditions not specifically set forth in this document at the discretion of the Senior or Executive Pastor.
2. Church facilities are not available for the following uses when not held as an exclusive event for a connect group or ministry of the Church and submitted by the leader of that connect group or ministry:
 - Birthday parties
 - Engagement parties, wedding showers/parties for the bride or groom
 - Anniversary parties
 - * *Wedding anniversary celebrations are restricted to Church members only who are celebrating their 50th or greater anniversary.*
 - Graduation parties
 - Retirement parties
 - Holiday celebrations
 - Baby showers/Gender reveal parties

3. Weddings will not be scheduled during the months of July or December. Wedding reservations may include one rehearsal, a rehearsal dinner, and reception. Weddings and associated activities will not be scheduled on Sunday. Weddings and any associated event(s) scheduled on a Saturday must be concluded no later than 10P. All wedding requests must list the officiating Spotswood pastor. Any officiating pastor who is not currently on staff at the Church must be approved through the Executive Pastor's office.
4. Church facilities are not available for political events.
5. All users accept full responsibility/liability for safety of all persons in attendance of the scheduled event, as well as any damage to the facilities, physical property, furnishings, and equipment of the Church. The Church reserves the right to request a certificate of insurance from any potential user as a prerequisite to approval of the event.
6. It is the responsibility of all users to provide complete and accurate details of the event (including set-up requests, A/V support, and any special conditions outlined in this document that may require additional written approval) on the "Facility Request & Agreement Form." The request will be reviewed but not approved if the form is not completed. Questions regarding the availability of tentative dates for events can be made through the "Event Inquiries Form."
7. All requests must be sponsored by a pastor currently employed by the church. The pastor's name must be provided on the "Facility Request Form." It is the responsibility of the user to contact and discuss the request with a pastor prior to listing the pastor on the "Facility Request Form." All ministry requests should be sponsored by the pastor who oversees that ministry. Users who don't already have a sponsoring pastor will be assigned one by the Executive Pastor's office. Request forms without a pastor's sponsorship will not be considered.
8. Funeral Requests must be submitted by the officiating pastor to the Calendar Coordinator by emailing events@spotswood.org.

FEE SCHEDULE

1. All fees are to be paid to Spotswood Baptist Church, unless specifically stated otherwise. All deposits and fees must be paid within ten (10) days of event approval notice and not less than three (3) days in advance of the event. Payment of all fees is to be made by check or through the Church website. A separate check shall be issued to cover the security/cleaning deposit. The security/cleaning deposit will be returned once the facility has been inspected by staff and all keys and property have been returned to the Church.
2. Cancellations may be made with a full refund of paid fees up to five (5) days prior to an event. In the event a cancellation is made by the user less than five (5) days prior to a scheduled event, only the facility use fee will be refunded. The Church reserves the right to cancel/reschedule events, as necessary, for ministry purposes of the church, funerals, emergencies, and circumstances beyond the control of the Church, in which case a full refund will be granted. In no case shall a cancellation by the user, or the Church bring about responsibility for any loss of the user or any other party associated with the event, monetary or otherwise, to the Church.
3. Spotswood Baptist Church reserves the right to waive fees in whole or part on a case by case basis without any one case setting precedent for future decisions. No fees will be charged to Church-sponsored events.

FACILITIES FEES

FACILITIES	FACILITY USE FEE	SECURITY/CLEANING FEE
Auditorium/Main Lobby	\$300	\$300
Fellowship Hall	\$150	\$150
Fellowship Hall Kitchen	\$100	\$100
Individual Classrooms or ½ Mobile Unit	\$50	\$50
Full Mobile Unit	\$100	\$100
College Building	\$200	\$200
Student Building – both Assembly Areas/Lobby	\$300	\$300
Student Building – one Assembly Area/Lobby	\$200	\$200
Student Building – Kitchen/Café	\$100	\$100
Student Building – Outside Patio Area/Restrooms	\$100	\$100
Grounds/Parking Lot Only (Per 100 Spaces)	\$100	\$100

AUDIO VISUAL AND TECHNICAL SUPPORT FEES

AUDIO VISUAL SUPPORT

FEES

Funerals

\$100.00

· Base price - includes one audio person.

Weddings/Other Special Events (does not include church-hosted events)

\$75/hour (\$75 minimum)

- Base price - includes one audio person.
- Will take setup and tear down time into account.
- Full price to be determined after event is done.

ADDITIONAL SERVICES

Video/Slide Operator

\$25/hour (\$25 minimum)

· Not necessary for looping video.

Audio Recording

\$25

- Includes audio recording of the service and editing of audio post-service.
- Family to provide flash drives or CDs to store the audio.

Video Recording

\$50

- Includes audio recording of the service, a single wide shot of the service, and additional editing of the audio and video post-service.

Picture Slide Show

\$25

- Includes a produced-from-scratch slide show video that loops before, during, and/or after the service.
- Pictures would be provided by a single representative of the family and given at least 48 hours in advance.

The total cost of A/V technical services will be established once the full scope of services has been agreed upon by the user and the Church A/V team. Users wishing to use A/V equipment other than what is provided on campus must explicitly request this in their application.

APPLICATION PROCESS

- 1. Large events, requests using the Auditorium, Fellowship Hall, large portions of the church, or events that require technical support must submit the "Facility Request & Agreement Form" no less than 30 days prior to the event.**
2. All applicants should fully review this Facilities Use Policy to determine whether the intended event falls within policy. Please note required sponsorships by pastors or any pre-requisite or specific approvals necessary. Incomplete request submissions will not be considered. All requested information must be provided.
3. All applicants shall complete a "Facility Request & Agreement Form" online and submit to events@spotswood.org as far in advance of the event as possible. In no case will requests be accepted with less than two weeks' notice from time of submission to event date. Typically, events are submitted for review by staff within one week of submission and a determination/response is made within two weeks from date of submission. Please allow enough time for event coordination and planning between the submission date and the event. This is particularly important for larger events requiring set-up, A/V support and additional coordination and approvals.
4. Upon approval, a copy of the "Facility Request & Agreement Form" will be provided to the applicant. The form will include a summary of all information pertinent to the approved request, including, but not limited to, event identification/description, user contact information, location, date(s), time(s), relevant Church contact information, summary of set-up and A/V support services, tabulation of all fees collected and possibly additional instructions for facility use. The user should retain this for their records along with the "Facility Use Check List" provided.
5. "Facility Request & Agreement Forms" and "Event Inquiry Forms" are available at spotswood.org/facilities.