

# **Southside Baptist Church**

## **Building Property and Equipment Usage Policy and Procedure**

### **Purpose of our Building**

Southside Baptist Church has been richly blessed with a beautiful facility. The hopes and prayers of our church is that God will allow us to utilize this facility to its full potential and help all of us to become “fully devoted followers of Jesus Christ”. This building itself is “just a tool” to help us accomplish our mission and the people that comprise Southside Baptist Church are the true work of the ministry. However, our facility makes much of our ministry possible and therefore the building must be handled with great care, diligence and most importantly, prayer.

The primary purpose of our building is to encourage activities or ministry events that should both support the following five purposes: ministry, evangelism, discipleship, fellowship and worship. In addition to both church and ministry events the building is available to celebrate the life of our church family for events such as weddings and funerals. We encourage members to utilize this facility to its full capacity.

Included in this statement are general guidelines that reflect our values as a church and do not supersede policies and practices that are contained in the Southside Baptist Church Constitution and Bylaws. We ask that as you use this facility that you treat it with great care and respect as you would your own home because it is our church home and its soul purpose is to be used to do great work for the Kingdom of God.

Should any conflicts arise regarding the use of the building, they shall be considered according to the policy below according to their priority. The priority of use of our building would be as follows:

1. Regular church functions (worship services or Sunday School)
2. Special church ministry functions (such as bible study groups and outreach ministries of the church).
3. Christian events sponsored or co-sponsored by Southside Baptist Church (music concerts, conventions, or conferences)

While the above lists the general priority for use of our building, rarely should a commitment for use be broken to do a subsequent request.

### **General Guidelines for Use**

1. All activities must be in agreement with Southside Baptist Church beliefs and accepted Christian conduct.
2. All activities must be conducted in agreement with other church policies of Southside Baptist Church.
3. All activities must be conducted in agreement of governmental rules and regulations (state and city ordinances regarding noise, fires, public gatherings, etc.)

4. All building or land usage requests must go through the church office during normal business hours and be approved by the church staff.
  - a. All requests must be made a minimum of three weeks in advance. Confirmation will be given following the next appointed staff meeting by phone or email.
  - b. All requests must be a ministry related event.
  - c. Non-ministry requests will not be allowed (birthday parties, family gatherings, etc.)
  - d. Requests by non-ministry groups or organizations will not be allowed.
5. Church Office business hours are from 8am-4pm, Monday through Friday. The building is closed on the following holidays: Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following day after, Christmas Eve, Christmas Day, New Years Eve and New Years Day.
6. Safety and security considerations are highly valued and must be adhered to at all times.
7. No guns or weapons will be allowed on any church property except law enforcement personnel.
8. No alcohol, illegal drugs will be allowed in the building or on any church property.
9. No smoking will be allowed inside the church buildings.
10. Southside Baptist Church will not be responsible for any items that are stolen or lost. All unclaimed items will be kept for a short period of time and then donated to a worthy organization.

## **Building Specific Policies**

### **Building Usage**

- a. All activities must be in accordance with other church policies of Southside Baptist Church.
- b. All building usage requests will require a minimum of 2 adults (at least age 21) with any group event where those attending are under age 18. The two adults must be on site in a supervisory capacity within a specific group event.
- c. The church building is not to be used in connection for profit ventures from non-ministry groups or organizations regardless whether transactions are made or not.
- d. Overnight use of the building or properties will only be permitted for church ministry use (youth lock-ins, class fellowship functions, etc.)
- e. Use of the building on Sunday is discouraged due to the usage by multiple ministries of the church (services, meetings, etc.)
- f. Care must be taken that Saturday usage does not interfere with regular Sunday activities of the church (Sunday School, Worship Services, etc. setups)
- g. Anyone using the building for ministry related events should take special care to see that trash is gathered in waste containers.
- h. All users of the building or properties will be responsible for any deliveries and must make arrangements to meet the delivery personally or schedule in advance during normal business hours with church staff.
- i. All ministry events must be led by a member of Southside Baptist Church. No events will be allowed by non-members of Southside Baptist Church.

- j. All building thermostats must not be reprogrammed during events. If temperature adjustments need to be made, please see a custodian.

### **Gym and Recreational Use and Equipment**

- a. The gym will only be allowed for church sponsored events.
- b. No recreational equipment will be allowed to be removed with out consent by the church staff. All equipment must be checked out and checked in through the church office during normal business hours.
- c. Only indoor sports equipment will be allowed to be used in the gym.
- d. Anyone using the gym must make sure that all lights are turned off when activities are over.
- e. All gym usage requests will require a minimum of 2 adults (at least age 21) with any group event with children and youth under age 18. The two adults must be onsite in a supervisory capacity within a specific group event.

### **Kitchen Use and Equipment**

- a. The kitchen, kitchen equipment, linens, etc are to be used for ministry related events only by members of Southside Baptist Church.
- b. Anyone using the kitchen facilities must make sure that all dishes are washed, dried and put in their proper places (cabinets are marked accordingly).
- c. No kitchen appliances, containers, linens, etc. may be removed from the building by any member of Southside Baptist Church without consent through the church office. All items must be checked out and checked in through the church office during normal business hours.
- d. All plastic tables are to remain in the building. If tables are needed for an event outside of the building, wooden tables are available and must be checked out and checked in through the church office during normal office hours.
- e. All table service (plates, cups, etc.) is to be used for church events only and not to be removed from the building unless it is for a church sponsored event. Anyone removing table service must notify the church office before removing table service supplies.

### **Electronics and Equipment**

- a. Any electronic equipment may only be removed from the building for ministry purposes. Equipment must be checked out and checked in through the church office during normal office hours.
- b. Only authorized and trained persons will be allowed the operate any electronic equipment owned by the church.
- c. Any church equipment is not for personal use and may not leave the building or properties.

## **Food and Drinks**

- a. No food or drink will be allowed on any carpeted area of the church with the exception of bottled water.
- b. Food or drinks in open containers except for bottled water will not be allowed on the sanctuary platform or on the carpeted areas of the building.

## **Decorations**

- a. No items may be tacked or nailed into the walls, woodwork or fixtures. Scotch tape is not to be used on painted walls.
- b. Signs on the exterior doors will not be permitted without approval from the church staff.
- c. Small items such as rice, birdseed, glitter, play dough, confetti are not allowed in the carpeted areas of the church.
- d. No pyrotechnics are allowed in the building or on the properties owned by the church.
- e. All permanent building decorations require prior approval from church staff before removal can be made.

## **Funeral Usage**

- a. The building may be used for the funeral or memorial service of a member of Southside Baptist Church.
- b. Any arrangements for usage must be approved by the church staff.

## **Wedding Policies**

- a. See separate document

## **Wedding and Baby Showers**

- a. Wedding and Baby Showers may be held for church members only and must be sponsored by a Sunday School Class or church group (WMU, etc.). Showers held on Sunday must begin by 1pm and end by 3pm. Showers must not interfere with any regularly scheduled church event. Approval must be obtained through the church office by church staff at least three weeks in advance.
- b. Showers held on days or evenings other than Sunday must require a custodian to be on the premises. Approval will only be made if a custodian is available for that date and time. A building and custodial fee will also be required and must be paid before the event will be placed on the church calendar.

## **Outdoor Property Polices**

The church membership is encouraged to enjoy the grounds for fellowship and to build relationships. Usage will be by church members or groups (Sunday School classes, etc.) only.

- a. Informal usage will be during daylight hours only. Advance permission is required through the church office during normal business hours.
- b. Events with prior approval will have usage priority.
- c. No fires will be permitted on any church property without approval from church staff during normal business hours. Approved fires must be contained within an established fire ring and fully extinguished before leaving the property.
- d. All trash or debris must be removed following property usage. Area used must be cleaned up and left as it was found.
- e. No hunting on church property will be allowed.
- f. Use of property is discouraged and will not be allowed during service times unless services are being conducted on the properties.

## **Church Vehicle Usage**

- a. All church owned vehicles must be operated by a licensed driver at least 21 years of age.
- b. Any person driving any church owned vehicles must maintain a good driving record.
- c. Any person driving any church owned vehicles must provide a copy of their license to the church office to be kept on file before operating any church owned vehicle.
- d. All regular van drivers will be given a set of van keys that will be checked out and checked in upon termination of bus committee membership from the bus committee chairman.
- e. Any person driving the church bus (45 passenger) must have state certified Class B CDL license with passenger and air brake endorsements. A photocopy of their license and medical examination certificate must be on file in the church office before they will be allowed to operate the church bus.
- f. The usage of church vehicles will not be allowed for any non-ministry event or for personal use.
- g. All requests for usage of any church owned vehicle must be approved through the church office during normal business hours. Keys must be obtained and checked out through the church office also during normal business hours.

## **Building Key Usage and Policies**

In order to ensure the safety of people using the buildings and properties of Southside Baptist Church and to protect the resources God has provided, the issuance and use of building keys shall be strictly controlled and accounted for. Records of key holders will be maintained by the church secretary.

Certain people will be authorized to hold entry door keys by the virtue of their office within the church to hold entry door keys. These people include paid employees, certain officers of the church, certain chairs of committees and others as deemed necessary with the approval of the church staff and trustee chair.

It will be the responsibility of the key holder to make sure that all doors are secured and all lights are turned off at the end of the event. The key holder shall never lend the key to others without permission from the church office. The key holder shall never attempt to duplicate their assigned key.

All keys shall be returned to the church office when:

- a. The holder of the key is no longer an employee of the church,
- b. The holder of the key is no longer holds the office for which the key was issued (the ending of a particular chairmanship (Trustee, Finance, church treasurer), the ending of programs that are not year round (Aerobics, volleyball, Awana) or when a specific ministry event for which a key has been checked out is over (conference, Sunday school class function, bible study group).
- c. The return of the key is requested by the Staff, Trustee Chair, or Personnel Chair.

Upon the return of a key, an appropriate entry will be logged to indicate the date when the key is returned.

All key holders must familiarize themselves with the Building and Properties Policies and agree to uphold them. All key holders are asked to sign a copy of this page stating they have read it and they agree to use their key according to these guidelines.

## **Ministry Use of Church Building and Property**

- a. All ministries of the church are expected to follow these guidelines and policies.
- b. Regularly scheduled ministry events of the church will have priority in building use.
- c. Anyone using an area of the church for a ministry event should take special care to return that area to the condition it was found. Our building is used for many events and purposes. Leaving it as it was found is vital to continue with ongoing ministry functions.
- d. Anyone using the building must contact the custodian pertaining to unlocking and locking for events following approval by church staff.

## Southside Baptist Church Building Usage Form & Fee Schedule

Name of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_

Beginning Time of Event \_\_\_\_\_ Ending Time \_\_\_\_\_

Contact Person \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_



Area(s) requested:

- Sanctuary       Fellowship Hall       Gym       Cadiz Road Property  
 Library       Classroom       Kitchen

Estimated Number of People Attending \_\_\_\_\_

Will Food Be Served \_\_\_ Yes \_\_\_ No

Equipment Requested:

- TV/DVD Player       Projection & Screen       Podium  
 Kitchen Appliances/Equipment

\_\_\_ 8' Tables      \_\_\_ 6' Tables      \_\_\_ Chairs

Additional Needs:

\_\_\_\_\_

\_\_\_\_\_



Will there be an admission, collection or funds solicited? \_\_\_ Yes \_\_\_ No

Date \_\_\_\_\_ Name of Organization \_\_\_\_\_

By Authorized Representative \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

(all events must have approval and fees paid before being entered onto the church calendar)

Bldg./Property Fee Schedule	Members	Non-members
Sanctuary	No Charge	\$100
Fellowship Hall/Kitchen	No Charge	\$75
Gym	No Charge	\$75
Library	No Charge	\$50
Classroom	No Charge	\$50
Cadiz Road Property	No Charge	\$100

All fees are for two (2) hours. An additional charge of \$10 per hour may apply if event is longer than two (2) hours.

Custodial Fee Schedules	Members & Non-members
Sanctuary	\$100
Fellowship Hall/Kitchen	\$50 each
Gym	\$50
Library	\$40
Classroom	\$40
Cadiz Road Property	\$50

All fees must be paid in advance before an event is placed on the church calendar.