

## **General Building Use Policy Northbrook Baptist Church**

The following policies govern the use of our building for all purposes except weddings. Use of the building for weddings is covered by a separate policy document.

### ***Priorities for Building Use***

1. The ministries of the church take first priority for all building usage.
2. Other Christian ministries may use the building if it is not in use by a church ministry, at the discretion of the pastor. This includes, but is not limited to, sister churches and community parachurch ministries.
3. Church members may use the building for private activities, if not scheduled for use by the church or by other Christian ministries.
4. Neighbors and community groups may use the building if it has not been scheduled for use by the church, by other Christian ministries, or by a church member.
5. Funerals obviously cannot be planned more than a few days in advance. The funeral of a church member, regular attender, or member of their family will be given high priority in building usage. Scheduled events may have to be cancelled to accommodate funerals.

### ***Scheduling***

1. All requests for building use should be made and coordinated with the church office. Simply writing an event on the church calendar does not reserve the building. The church secretary, under the pastor's direction, will have an official building reservation calendar. Events that require a fee will not be considered booked until the fee is paid and these policies have been acknowledged in writing. If no fee is required, then only the written acknowledgement of the policies must be received.
2. Church events and other ministries should be scheduled as far in advance as possible.
3. Final scheduling of private use of the building by either members or non-members is permitted no more than three months in advance, and only if church or other ministry events have not been scheduled.
4. Private events may be tentatively scheduled more than 3 months in advance, but may be bumped by church or other ministries. The event will be confirmed three months prior to the event, if no church or other Christian ministry requests the building.

## *Fees*

Fees are not designed to make profits, but to allow the church to reasonably recover costs and to help with replacement costs incurred as the building is used.

1. There are no fees for the use of the building for church ministries or for other Christian ministries if approved by the pastor. Those ministries may voluntarily contribute to help defray expenses.
2. Fees for private use of the building by members and non-members will be as follows. For this purpose, all who regularly attend the church and participate in its events are considered members, whether they are officially on the church membership rolls or not.
  - a) There will be no fee for the use of the building for those who regularly attend the church.
  - b) There will be a \$50 use fee for non-members for building usage by private parties. There will be an additional \$50 fee if the kitchen is used.
  - c) A janitorial fee will also be charged for private building usage, whether by members or non-members. The fee will be \$50 for general building use, \$100 if food is served using the new kitchen as well.

If a church member wishes to do his own janitorial work, the fee will be charged, then refunded if the work is done adequately and no further janitorial help is needed.

- d) If the church sound system is used during the event, a member or designee of the church's audio/visual committee must be enlisted. A \$50 fee will be charged to non-members. Members will pay a fee of \$30 for use of the sound system for private events. Any use of the sound system must be approved by the pastor as pertains to content.
- e) If the church nurseries are to be used, there will be an additional \$25 fee for each nursery room used. This fee will not apply to members. Toys must be picked up and the room straightened after usage. The church does not supply nursery workers. That is the renting party's responsibility.
- f) If an event lasts over 2 hours, additional fees may be incurred. If more than 150 people will be in attendance, additional fees may be incurred. The office will determine these when the event is scheduled.

### ***Building Use Policies for Events***

These policies apply to all who use the building, whether private parties, Christian ministries, or church groups. They do not apply to church ministries.

1. No alcohol products on the premises, including the parking lot. Anyone who arrives on the premises under the influence of drugs or alcohol should be asked to leave the premises.
2. No smoking in the buildings. We would prefer no smoking on the premises, but if people have to smoke, it must be in the covered entry area at the north entrance to the building. The cement front entry area is a no-smoking area. Cigarette butts should be properly disposed of, not thrown on the ground.
3. No dances are allowed on the church premises.
4. All guests should remember that they are in a church and behave in a manner that is appropriate for a church setting. The booking party is responsible to enforce this policy.
5. Children must be well-supervised at all times. They must not be allowed to play in the nurseries unsupervised, and they must not play on the church stage or around the piano and organ.
6. Set-up and take down of tables, chairs and furnishings is the responsibility of the party using the building. If tables or chairs are taken down or set up or if any furnishings are moved, they must be returned to the way they were before the event.
7. There will be no food on the blue pew chairs in the multi-purpose room. Those chairs may be used for seating, and may be moved if more room is needed, but they must be set back up as they were when the event is finished.
8. The party who uses the facility is responsible for anything that is broken.
9. It is expected that all events which use the multipurpose room or the kitchen be finished by 6 PM on Saturday evenings, so that the building can be put in order before Sunday morning.
10. Please walk through the building before you leave, checking for lights left on or items out of place.
11. Any religious ceremonies or services, prayers or liturgies, conducted on site must be in accord with the doctrines and practices of this church.

### **Building Use Policies for Ongoing Usage**

1. If someone wishes to use the building for an ongoing, repeated event, the following policies apply, in addition to other policies listed above. The pastor will have the final decision over whether an activity is appropriate for the building.
2. There will be no fee for church functions or for Christian ministries that wish to use the building. For all others, an hourly fee for expenses will be charged for usage of the multi-purpose room on a regular basis. That fee is \$12 per hour. Fees should be paid at least monthly.
3. These activities may be preempted by church events. We will try to give reasonable notice, but reserve the right to preempt at any time, if there is a ministry-related necessity.
4. It is expected that groups that use the building will treat it with care and respect. If they do not, their permission to use the building will be terminated.
5. Groups should not enter areas they are not authorized to use.
6. The leader of the group will be issued a door key, and will pay a \$10 deposit for the key, which will be refunded when the key is returned.
7. The group should clean up after itself and replace any furnishings to their original positions.
8. The church may cancel a reservation for ongoing building usage with one month's notice. If these policies are violated, no notice is required.

## Application for Building Use

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE:     -     -     WORK     -     -     CELL     -     -

### GENERAL INFORMATION

Date of Use: \_\_\_\_\_

Time of Use: \_\_\_\_\_ until \_\_\_\_\_

Purpose: (Please how you will use the building.)

Number of People expected: \_\_\_\_\_

<b>FEES</b> (Office Personnel will fill this in)	<b>Total</b>
Fee for Building Use:     \$50     \$100     _____	_____
Fee for Janitorial:       \$50     \$100     _____	_____
Other fees:	
Nursery                    _____ x \$25	_____
Sound System             \$50	_____
Other	_____
_____	_____
_____	_____
_____	_____
Total Fees:	_____

I/We have read and understand the policies for building use document and agree to abide by all policies.

Signed \_\_\_\_\_

We wish to avoid misunderstandings, and make sure that our policies are clearly understood. To that end, we would ask that you individually initial each of the following statements. Thank you for helping us make sure that no misunderstandings occur.

I/We understand that no alcohol is permitted on the premises. \_\_\_\_\_

I/We understand that there is no smoking in the building. \_\_\_\_\_

I/We understand that there will be no dances on the premises. \_\_\_\_\_

I/We understand that there will be no religious activities or ceremonies on the premises that are not in agreement with the doctrines and practices of this church. \_\_\_\_\_

I/We understand that this is a church, and that everyone in our party is expected to behave in a manner that is appropriate at a church. \_\_\_\_\_

I/We understand that children should not be allowed to play on the stage, near any electronic or musical equipment, and are not allowed in the nurseries unless the nursery has been rented for the event. \_\_\_\_\_

I/We understand that we must return all furnishings to their place. \_\_\_\_\_

I/We understand that there will be no food on the blue pew chairs. \_\_\_\_\_

I/We understand that if we are using the building on a Saturday, the building should be ready for cleaning by 6 PM. \_\_\_\_\_

I/We understand that we have not reserved the building until we have paid all fees. \_\_\_\_\_

I/We understand that we will be responsible for anything we break. \_\_\_\_\_

### **Internal Information**

(Not for dissemination to those using the building)

#### ***Distribution of Fees***

Janitorial fees will be given to the janitor who cleans the building. The current janitor will be told there is a special need and will have the option of doing the extra cleaning. If he/she is not able, then the office will contact someone else to do the work.

Building use fees will be divided as follows:

1. Nursery use fees will go into the nursery fund.
2. Building use fees will be divided between the building fund (50%) and the general fund (50%).
3. If the kitchen is used, then the fee will be divided between the building fund (50%), the general fund (25%) and the kitchen fund (25%).
4. Fees for the use of the sound system will be divided as follows:

The \$50 fee to non-members - \$30 to the sound system operator, \$20 to sound equipment fund.

The \$30 fee for members goes to the sound system operator.

These fee distribution policies are the same for weddings as for any other use of the building.