

# DOUBLE SPRINGS BAPTIST CHURCH

## Facility Use Guidelines and Policies

It is the policy of Double Springs Baptist Church that its facilities and grounds are dedicated to the Glory of God and are used for worship, Christian education and discipleship, fellowship, evangelism, outreach, Christian character building, Christian service, and witness to the community. Only activities consistent with this policy can be approved when requesting use of the church facilities and grounds.

### **Requests for Use and Scheduling**

Church Staff, organizations, committees, and members of Double Springs Baptist Church (DSBC) may submit a request to schedule the use of facilities as they deem necessary by notifying the Church Secretary or a member of the Facility Use Committee.

A request for use by a member, committee, or organization of DSBC which is consistent with the above policy may be approved and added to the Church Calendar by the Church Secretary only after consultation with the Facility Use Committee and the Ministerial Staff. Church members cannot schedule the use of the building for non-members.

Non-DSBC organizations or individuals may request use of the facility/grounds by completing the "REQUEST FOR USE OF CHURCH FACILITIES" form. This form and the BUILDING USE CHECK LIST form are included in the *Facilities Use Guidelines and Policies* packet. The request should be submitted to the Church Office at least one month in advance.

Requests from non-DSBC members or organizations which comply with the above stated policy must be approved by the Facility Use Committee in consultation with the Ministerial Staff before being scheduled on the Church Calendar.

Where further consultation is needed or in the case of an appeal from a person or organization denied use of the facility, the Facility Use Committee will bring that request or appeal to the Diaconate for a final determination.

### **Priorities**

Regularly scheduled church-wide services and activities take precedence over all other uses of the facilities and grounds.

Other DSBC related functions have second priority. A DSBC related function is defined as an event sponsored by a duly constituted organization or committee of DSBC. Church organization leaders can schedule standing times for use of a facility by their group (for example, the JOY Club meets at a regular time each month).

Church member requests such as anniversary celebrations, baby showers, family reunions, etc. will be considered as the third priority.

Non-church related, non-profit organizations, groups, or individuals requesting use of the facilities or grounds will be considered as a fourth priority. *Non-DSBC organizations, affiliates, or individuals may not use the facilities for profit making events. Events of a political nature are not permitted.*

The following are standards of use, safety, conduct, supervision, and associated fees for the use of DSBC facilities and grounds.

### **Responsible Party**

1. Whenever DSBC facilities are used, a responsible party must be present and in charge. The Responsible Party is one which makes the facility request and who will provide direct supervision over the activities planned.
2. Any group or individual using the facility or grounds must provide adequate adult supervision. Children and young people are not allowed to be without adequate adult supervision while in any facility or on the grounds of DSBC.
3. In the event that church property and/or equipment is lost or damaged, the Responsible Party will reimburse the church for replacement cost.
4. The Responsible Party must make arrangements with a Facility Committee Member to receive orientation about the use of kitchen facilities, location of tables and chairs, lighting and thermostat controls, dumpster location, building security, and clean-up.

### **Fire and Safety**

1. Use of DSBC facilities must conform to all Federal, State, and local fire and safety codes.
2. The use of the DSBC facilities and grounds will be at the risk of the participant. DSBC does not assume liability or responsibility for any injury to a user of the facilities. DSBC does not make any express or implied warranty of the premises, the equipment, machinery, fixtures and furniture.
3. Any accident or injury shall be reported immediately to the responsible party who will then report it to the church.
4. Skateboarding, roller skating, and rollerblading are not permitted on DSBC property except as part of a Church sponsored event.

### **Prohibited within DSBC facilities or on the Church grounds is:**

1. The use of alcoholic beverages, illegal drugs or other controlled substances.
2. The possession of firearms or fireworks.
3. Profane or vulgar language or any attire that does not reflect the fact that the facility and grounds of DSBC are dedicated to the glory of God.
4. Smoking within any facilities.

### **Security and supervision**

1. A key for the facility can be checked out through the Church Office during regular office hours.
2. Upon receiving the key, the responsible person should check the facility to assure that everything is in proper order and operating correctly. Any damaged, broken items or other problems should be reported to the Church Office immediately.

3. A group or individual reserving a facility is responsible for leaving that facility in an orderly manner, disposing of trash in the dumpster, and leaving the equipment and furniture set up as it was prior to their use. (see Facility Use Check List)
4. The user is responsible for turning off all lights, resetting thermostats, making sure all kitchen equipment is off, and locking all entry doors to the facility.
5. The key should be returned to the Church Office the next business day after usage.

### **Care of Facilities**

1. Recreational equipment is to be used for its intended purpose. Participants are not to hang from the basketball goals. Balls are not to be thrown against the walls or at the ceiling tiles.
2. Food and drinks are only allowed in the Multipurpose Room (Gym) and the Small Dining Room of the FLC and in the fellowship hall of the educational building. (Use common sense).
3. Nothing may be attached to the painted or covered surfaces that will damage or mar the facility's appearance. All notices or announcements should be posted on a bulletin board.
4. The use of decorations, the changing of furniture arrangements, attachment of material to walls, and items of similar nature shall be done only with the permission and approval of a Facilities Use Committee Member. The stated rule is that no items may be routinely fastened, taped, wired, or secured to the walls or ceilings.
5. Only dripless candle tapers may be used. To prevent damage to the floor and carpets, candles must be placed in candelabras or surrounded by globes which will catch and contain all drippings.
6. All decorations including flowers and plants as well as other equipment shall be removed from the church building immediately following the ceremony, reception or activity. The church cannot be responsible for anything left on our premises.
7. The use of bird seed rather than rice should be used for weddings or wedding receptions.

### **Music, Audio-Visual Equipment, Musical Equipment, Officiates**

1. A trained DSBC audio-visual technician must operate the sound or projection system in the Sanctuary and the sound system located in the multi-use area of the FLC. Contact the technician 2 weeks in advance to discuss types of audio-visual equipment, microphones, etc. that is needed for the event.
2. The portable sound system in the FLC may be used by individuals after receiving instructions on its proper setup and operation.
3. Use of the Sanctuary organ or facility pianos must be approved by the DSBC Minister of Music.
4. The Minister of Music at DSBC must give approval of music to be used or performed in wedding services. A list of songs or music is to be submitted 2-3 weeks prior to the event.
5. Any music played in DSBC facilities or grounds should be suitable for a church facility, not containing profane lyrics or inappropriate content.
6. The Pastor of DSBC must give approval of any licensed and ordained officiates that will be conducting weddings held in a DSBC facility. DSBC church follows the guidelines set in the 1963 Baptist Faith and Message, which recognizes that "Marriage is the uniting of one man and one woman in covenant commitment for a lifetime."

### Family Life Center Kitchen

1. If the kitchen is to be used, the responsible party must meet with a Facilities Use Committee Member for orientation. Limited kitchen use allows the responsible party to use the microwave, warming bins, preparation tables, refrigerator/freezer, and sinks. Full kitchen use allows the responsible party to use all cooking equipment and the dishwasher. Full kitchen use requires the presence of a Facilities Use Committee Member / DSBC representative or an approved caterer.
2. Non-DSBC uses of the kitchen, whether by others or church members, must provide their consumable supplies such as paper products, condiments, and table covers.
3. Linens are to be used by church members only. After use linens must be cleaned, properly folded, and returned to storage.

### User fees and other costs

There is no charge for church members to use church facilities and grounds for church related functions or for gatherings such as weddings, family reunions, baby showers, etc. All preceding rules and guidelines should be followed.

The following apply to all uses of the facilities not directly related to DSBC activities. The Daily Use Fee does not apply to a wedding when the bride, groom, or at least one of their parents is a member of DSBC.

Daily Use Fee*	Charge
Sanctuary	\$250.00
FLC Small Dining Room (includes limited kitchen use)	\$250.00
FLC Multi-use Room (includes limited kitchen use)	\$500.00
Full use of Kitchen	\$200.00
Deposit	\$250.00 (refundable)**
Audio-Visual Technician	\$25.00 per hour (2 hr. minimum charge)
Kitchen Representative	\$20.00 per hour (2 hr. minimum charge)

\*Daily Use Fee: The daily use fee for weddings includes both rehearsal and ceremony. No Daily Use Fee is charged when the bride, groom, or at least one of their parents is a member of DSBC.

\*\*If the building is not cleaned as required or by the time required for its next use, the refundable deposit will be forfeited.

*(adopted 10/28/2012)*  
*(Revised 10/2014)*

Current: July 2, 2015