

## Building Use Guidelines for Grace Baptist Church

1/04

We believe that the use of our facility by community organizations is a part of our service to the local community. It is both an act of stewardship as well as an outreach to the community.

In allowing community organizations to use our facility, we have several guidelines that we ask you to follow:

1. That the requesting group is supportive of the community, be non-profit in nature, and not hold core beliefs or values which may be in direct conflict with those of Grace Baptist Church (see Bylaws).
2. That there be a single responsible contact person from your organization with whom we deal.
3. That an appropriate facility space be available for your use.
4. That your group not unduly interfere with Grace Baptist Church functions, which will have scheduling precedence over any and all outside organizations which use our facility.
5. That the expense of hosting your organization is borne by you. This includes the approximated cost of utilities and janitorial expenses where applicable.

Below are the policies and procedures for use of the building space at Grace Baptist Church.

1. Liability Waiver & Acknowledgement Statement: As a condition of use, a responsible officer of your organization must sign the form attached which absolves Grace Baptist Church of all liability for injury or loss of any kind to any person or property while on church property as well as indicates that your group has read and understood these policies and procedures governing the use of our building. This waiver includes any property stored on church grounds. The user group agrees to look to its own resources and/or insurance company should a claim need to be made. A certificate of insurance may be required from your group, depending upon the nature of your event.
2. Use of the facilities for weddings and funerals is determined by the pastoral leadership of the church.
3. Contact Person: Please let the church know the name, address and phone number of the responsible person for your group.
  - a) This person may be issued a key to use should your group be determined to be a "regular" user of our facility. Should access be required, the contact person of your group is responsible for entry to the building. Please do not contact our pastor(s) at home for assistance.
  - b) If no key is issued, then the building will be unlocked for your group by a member of our custodial staff.
4. Fire Regulations: All aisles and exits must be kept clear at all times. Use of lighted candles is prohibited. Nonflammable decorations may be used but may not be attached to church property without expressed written consent of the Facilities Coordinator or the Administrative Coordinator. Parking is not permitted in fire lanes and all handicapped parking signs should be observed.

5. Sound System and Instruments: A piano is available by reservation. However, any reservation for use of the church sound system will require contracting with one of the church sound technicians for the event at an agreed upon rate with that technician. No other church instruments may be used.
6. Doors and Locks: As noted in #2, the contact person for your group may be issued a key. The building is locked after 9:30 pm and we ask that all those who leave the building pull the doors closed securely behind them. All keys remain the property of Grace Baptist Church and must be returned upon the completion of the contract for use of the facilities.
7. Windows & Lights - Please close all windows and turn off all lights when your group is finished.
8. Set Up and Clean Up:
  - a). It is the general policy of the church that all "outside groups" clean up after themselves. You should attempt to leave the facility in the same condition that you found it. Manual sweepers are in most of the first floor rooms for your use to sweep up crumbs or debris from the floor.
  - b). We generally will not "set up" rooms for outside groups, but will attempt to ensure that the tables and chairs or equipment are in close proximity to the room for your use. Please return the tables and chairs to their original location when you are done.
  - c). If your outside group requires our custodian to set up and/or clean up after them, an additional fee will be added to the room-use charge to cover the custodial time.
  - c) Occasionally, groups are of such significant size that a custodian is required to be on the premises during the function. In this situation, the room use fee would reflect that additional expense as well.
  - d) Please take your trash out to the trash bin behind the building when you are done.
  - e) Please report any damage to any equipment or the facilities in the event any is observed.
9. Other Important guidelines and policies:
  - a) No alcoholic beverages are allowed on the premises.
  - b) No food or beverages are allowed in the sanctuary without prior approval.
  - c) No red-colored beverages are permitted in the building. (They contain permanent dyes which cannot be removed from carpeting).
  - d) No smoking is allowed in the building.
  - e) Any use of nursery rooms require that the toys and surfaces be sanitized with a 10% bleach solution after their use.
  - f) Minors must be under adequate adult supervision at all times.
  - g) No animals of any kind are permitted without prior written permission.
10. Alarms and Emergencies:
  - a) Fire Alarm: In the event of a fire alarm, please evacuate the building immediately. Call the Facilities Coordinator (Bob Hanson at 508-508-4817973 or cell phone 978-621-3779) The fire department is dispatched automatically to a fire alarm.
  - b) Other alarms (septic, boiler, fire panel trouble) - please notify the Facilities Coordinator (Bob Hanson at 508-508-4817973 or cell phone 978-621-3779) .