
Facilities and Kitchen Use Policy

Purpose

This document serves to establish official policy governing the use of Aversboro Road Baptist Church (ARBC) property and facilities. Policies, procedures and guidelines for church groups, church-sponsored groups, church members, and non-church related groups are set forth in this document.

Church property and facilities are intended for use primarily for functions, organizations, and the membership of ARBC. However, the church recognizes that its ministry to the community-at-large is enhanced through the use of its facilities. Accordingly, the use of ARBC facilities by charitable, cultural, educational, character-building organizations, selected governmental agencies, and other religious organizations is permitted, provided use by church-sponsored, church member and non-church related groups is in keeping with the church's mission, vision, purposes, and beliefs, does not threaten its tax exempt status, does not create excessive maintenance problems or pose serious liability risks.

Priority of Use

The church staff (office and ministries) will follow the listed priorities when scheduling use of ARBC facilities:

Priority One: Church ministries - examples include Bible studies, church events

Priority Two: Church member groups, not church related - examples include member-hosted family reunion

Priority Three: Outside groups (non-member family reunion)

ARBC property and facilities are not available to outside groups for fund raising, commercial enterprises, profit making activities, private enterprise, or partisan political purposes. See Political Activities Policy, #069.

Official Calendar and Reservations

All users of church space shall schedule events through the church office. No activity or event is scheduled for use of ARBC facilities until it is posted to the official master calendar and necessary fees have been paid where required. The church staff shall act on facilities use requests and maintain the official master calendar of scheduled services, events, and activities at ARBC.

Priority One: Regularly scheduled worship services and church meetings regularly held throughout the year shall be posted to the church calendar as a space priority. Calendar postings for priority one events may be made twelve months or more in advance of an event.

The person-in-charge of ARBC organizational groups is understood to be the organization's minister, leader, director, or chair. The person-in-charge is responsible for seeing that the policies, procedures, and guidelines pertinent to ARBC facilities use are adhered to and complied with.

Application Procedures

Priority Two: To reserve ARBC facilities, priority two groups must submit forms "Request for Use of Church Facilities" and "Waiver of Liability" to the church office not less than forty-five (45) days but not more than twelve (12) months prior to the anticipated use. ARBC-sponsored groups, in coordination with the church member sponsor, should advise the church office of meeting dates and/or other requirements for church space or facilities use as soon as needs are known. Requests will be processed on a "first come, first served" basis.

These groups are allowed to use space and facilities free of charge except as noted in the Fee Structure chart below. Such groups are expected to abide by all policies, procedures, and guidelines regarding the use of church facilities.

The church member person-in-charge of church-sponsored groups will be determined and will vouch for the sponsored group at the time of booking. This person-in-charge, or designee, shall represent the church and is expected to be in attendance throughout the duration of the event and until all parties have departed. However, selected events of long duration may require the services of a paid church representative. If so, the user group shall pay in advance for estimated hours for this paid service.

Members shall be especially diligent about cleanliness of facilities used on Fridays and Saturdays in order for church services to be held on Sunday.

Priority Three: Outside groups may be allowed to use ARBC facilities provided their use does not interfere with the church's primary functions or higher priority use. To reserve ARBC facilities, priority three groups must submit forms "Request for Use of Church Facilities" and "Waiver of Liability" to the church office not less than forty-five (45) days but not more than six (06) months prior to the anticipated use. The church reserves the right to approve or reject requests for facilities use by these groups. Any such action will be non-discriminatory. Priority three group fees are noted in the Fee Structure chart below.

Support Services

In the event sound, media or lighting assistance is desired by any group, a form "Technical Support Request for Special Events" is available from the church and must be completed for this type of support. We will attempt to secure availability, but it is not guaranteed.

Approval Authority

Request for use of ARBC property and facilities shall be acted on by the pastoral staff or church office personnel. In the event of conflicting requests, an effort to resolve such conflict shall be made by leaders of the groups involved in conjunction with the church staff. In the event of request rejection and the requester appeals, the Lead Pastor will make the final ruling.

Space Available for Use

The sanctuary, selected adult classrooms, fellowship hall and kitchen are available for scheduling meetings and assemblies. Staff offices, preschool and children's classrooms, student classrooms on the lower level and the nursery are restricted to the priority one church

activities for which designed and are not available for other use except upon approval of the appropriate staff minister.

Cancellations

In an emergency, the church may cancel the use of the facility without prior notice. ARBC also reserves the right to cancel or change meeting dates, times, or locations up until forty-five (45) days prior to the meeting date, after which time the reservation may be considered firm provided all fees have been paid and an emergency has not been declared. All users shall notify the church office whenever scheduled meetings are cancelled.

Liability and Indemnification

ARBC does not assume responsibility for personal injury, property damage or loss of any kind suffered by anyone associated with ARBC-sponsored groups, ARBC member groups using the church for non-church events and non-ARBC related groups using its facilities. ARBC-sponsored groups, ARBC member groups using the church for non-church events and non-ARBC related groups and individuals using ARBC property or facilities agree to indemnify ARBC for any and all liabilities and legal actions taken against ARBC, its ministers, its officers, members or employees on account of the activities of that group or individual.

Waiver of Liability

A Waiver of Liability shall be required for all ARBC-sponsored groups, for church member groups using the facilities for non-church events and for non-church related groups using its facilities. Form, "Waiver of Liability", will be completed and signed prior to the event. The church office shall ensure that a Waiver of Liability is procured and on file. Signed Waivers of Liability shall be retained in the church files for a period of three years.

Insurance

Priority Three groups using the church's facilities shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. In addition, these groups may be required to furnish evidence of liability insurance at the discretion of the church staff. If insurance is required, ARBC shall be named as an additional insured under such policy and a Certificate of Insurance evidencing such insurance shall be furnished to the church office upon approval of the group's request.

Guidelines for Personal Conduct and Stewardship of Church Property

ARBC facilities are to be treated by everyone at all times with respect, dignity, and a high level of personal responsibility. All persons using the facilities of ARBC are expected to conduct themselves in a civil manner that is supportive of and in keeping with the mission and purpose of the church. The following guidelines are provided for all users:

- All groups of users are responsible for their own setup, takedown and cleanup activities. See Wedding Guidelines, #080, for exceptions.
- Users are responsible for the safety and actions of all persons the users bring onto ARBC property.
- Only service animals that meet the American with Disabilities Act (ADA) definition and requirements are permitted in the church building.

- Offensive, loud, and boisterous behavior is not allowed on church property.
- Users shall leave all utilized space in a clean condition ready for subsequent use.
- Users shall be responsible for restoring furnishings to an as-found condition unless directed otherwise by church staff.
- Extraneous materials brought in by the user group will be removed by the user group. Church storage space is available only for church materials and supplies.
- In order to prevent property damage and to reduce the risk of personal injury which may be caused by slips and falls, church furniture shall be used only for intended purposes.
- Church finishes such as carpet, paint, tile, and walls shall be protected to the degree necessary to prevent soiling, drips, staining and damage.
- Bulletin boards, easels, tack boards, tack strips or removable wall tape are to be used for displays, posters, instructions, announcements, etc. in order for walls, doors, windows and trim to remain unscarred/unmarred.
- When children will be in attendance the user group shall provide adequate supervision, maintain discipline and keep the children within the space boundaries agreed to. The user group shall be responsible for providing a safe, secure, and protective environment for children in attendance. All children's activities shall be supervised at all times by a minimum of two (2) adults over the age of 21. Additional requirements for child care may be found in the ARBC Protection Policy for Children, Students, Special Needs, #073.
- Users are responsible for providing adequate security to ensure that unauthorized persons do not gain access to church buildings.
- Use of church facilities shall be in conformity with Town of Garner and Wake County fire, safety, and environmental ordinances.
- Freestanding temporary structures may be installed on the premises only with the consent and under the supervision of a church staff.
- Attachment of temporary structures to a floor, wall or ceiling is prohibited.
- Church decorations, including seasonal displays, shall not be moved except under direct supervision of a staff minister.
- Switchable lights are to be turned off and all outside doors secured by the last persons to leave the building.
- Smoking and the use of other tobacco products are prohibited in the church buildings.
- Neither alcoholic beverages nor illegal substances are allowed on church property.
- No weapons are allowed on the premises except those in possession of law enforcement officers and others approved by the Safety Team.
- Damage and maintenance requirements are to be reported to the church office as soon as possible.

Sanctuary

The church sanctuary is a most holy place of worship. As such, use of the sanctuary requires a higher level of user conduct and care. The following additional guidelines are relevant to the sanctuary:

- For personal safety and care of church furnishings, standing on sanctuary pews is strongly discouraged.
- Church owned musical instruments in the sanctuary shall be used only by those persons familiar with them and then only upon approval of the church staff.
- Sound, light, and projection systems in the sanctuary shall be used only with the approval of the Sound and Light Committee and/or the church staff. Non-church programs or events in the sanctuary that require a Sound and Lights Technician shall have usage fees applied for this support service..

- Furniture, furnishings, instruments, and equipment assigned to the sanctuary shall remain there, in place, unless movement is authorized by church staff.
- In order to effect emergency evacuation, wheelchairs and walkers shall be parked in areas designated for such and will not be parked in the sanctuary aisles.
- Attachment of items to sanctuary walls is prohibited.

Fellowship Hall, Kitchen and Food Service

ARBC has provided the Fellowship Hall for multiple uses and the Kitchen for food preparation and cooking. The Fellowship Hall is available for permitted use other than food service and may be used for meetings without scheduling the Kitchen. The Kitchen should not be scheduled for use when the adjoining Fellowship Hall is scheduled by a different group.

- Fellowship Hall sound system users shall have received operating instructions for start and stop playback devices and volume adjustment prior to use. If available, ARBC will provide a Sound and Lights Technician during an event if requested by and paid for in advance by the user group. The Technician will be paid the total amount received by the church.
- Fellowship Hall sound, light, and projection systems shall be used only with the approval of the Sound and Light Committee and/or the church staff. Non-church programs or events in the sanctuary that require a Sound and Lights Technician shall have usage fees applied for this support service
- Food brought in and temporarily stored must be adequately packaged for protection against contamination and labeled with the name of the owner.
- Caterers hired for church sponsored events shall be permitted by Wake County Environmental Services in accordance with regulations. Proof of liability insurance shall be provided by caterers having more than three employees. Caterers shall not be allowed to fill the roles of group person in charge, group leader or church representative during a meal event.
- The church does not provide storage space for users of the facilities because Kitchen space, refrigeration, freezer capability and storage are limited. It is important for all users to be considerate of others' rights in sharing the facilities. Food may be brought in not earlier than the day of the event.
- Meats shall be properly enclosed to prevent dripping during refrigeration.
- Raw meats should be placed on the bottom shelf during refrigeration to avoid possible drippings from contaminating other foodstuffs.
- The users shall remove leftovers from food and beverages brought in. **DUE TO LIABILITY RISK, THERE ARE NO EXCEPTIONS ALLOWED.**
- Church groups may leave condiments in the Kitchen or refrigerator but they should be labeled with the group name and date opened. Other users are expected to furnish their own condiments but may leave unused condiments for church use with a label showing opened date. The Kitchen Committee, at its discretion, will periodically dispose of outdated condiments.
- Stovetops and splashboards are to be cleaned and wiped after use.
- Countertops are to be cleaned and left free of clutter.
- Tables and chairs are to be wiped clean.
- Any surface used for meat preparation shall be thoroughly cleaned and disinfected after use.
- All pots, pans and utensils used are to be washed and sanitized with hot water after use and returned to their appropriate storage area.

- Dish towels, potholders, and other cloth items to be cleaned are placed in the container under the sink for the Kitchen Committee to wash and return them to the Kitchen weekly.
- All trash and garbage shall be removed from the Kitchen and Fellowship Hall immediately after the event and placed in the Dumpster using extreme care to avoid spills. Liners are best left in the cans when transporting garbage to the Dumpster. Any spills are to be tended to immediately.
- Trashcan liners are to be placed in the trash/garbage cans after emptying.
- Bulletin boards, easels, tack boards or tack strips are to be used for displays, menus, policies, rules, instructions, etc. in order for walls, doors, windows, trim, etc. to remain unscarred/unmarred.
- When the Kitchen is used for food preparation and/or cooking, floors are to be cleaned, mopped, and disinfected.
- Spills and food dropped on the floor of the food serving area are to be cleaned up and the area mopped as needed in order to leave the area clean.
- Tables, tablecloths, table arrangements, chairs, podium, fencing, etc. are to be placed back in the Fellowship Hall as found unless authorized otherwise. The general rule is "leave it as you found it."
- Church owned Kitchen equipment shall not be used off the church property except with prior approval of the Kitchen Committee.

Church Parking Lots

Church parking lots are provided for church-related uses and for use by persons attending activities being held in the church building. Parking and recreation activities by others should be by permission of the church.

Weddings

Wedding Guidelines, #080, are pertinent and unique to weddings, wedding rehearsal dinners and wedding receptions and are separate from but are generally in agreement with this Facilities Use Policy.

Funeral Services

Funeral services held in the church for church members and their immediate families shall be coordinated with church staff. Other scheduled activities may be rearranged to accommodate these funeral services. Funeral Policy, #067 is pertinent and unique and is separate from but generally in agreement with this Facilities Use Policy.

Custodial and Clean-up

Clean-up is required. The custodial service is mandatory for Friday and Saturday events for Priority two and three.

The user can elect to self-clean for events Sunday through Thursday. But in the event Priority two and three users fail to leave the premises in an acceptable condition, the church reserves the right to charge the user the custodial service fee.

Security Deposits

A refundable security deposit shall be required for Priority Three users to cover any cost incurred by the church for damages, clean-up, repair, restoration, security alarm responses, etc., caused by the users. Recurrent users may be allowed to leave their security deposit intact for the duration of their annual facilities use agreement. Security deposit balances shall be released by the church staff and returned to the appropriate user within two weeks following the event. Key deposits are required for Priority Two and Three users. Key deposits will be returned subsequent to return of the key to the church office.

Fees Structure, Per Event/Day

No fees will be charged for Priority One. Refer to the matrix below to see which fees apply to Priority Two and Three. The current charges are contained on Form 079A Request for Use of Church Facilities maintained in the church office.

<u>Description</u>	Priority Two	Priority Three
Sanctuary		Yes
Fellowship Hall		Yes
Kitchen, Non-Cooking		Yes
Cooking		Yes
Classrooms		Yes
Sound & Lights Technician, (2 hr minimum)	Yes	Yes
Custodial Service, (if required, post-event)	Yes	Yes
Security Deposit		Yes
Key Deposit	Yes	Yes

Fees, Personal Services and Security Deposits

Fees, charges, and security deposits agreed to on the “Request for Use of Church Facilities” are due at the time of the request. Reservations may be entered on the church calendar but are confirmed only after all payments are made to the church. Funds received for personal services rendered by technicians and church representatives will be passed on to them. Funds received for space usage and retained security deposits shall be credited to the church 07 Plant Operations & Maintenance Account. Transactions for refundable security deposits and fees held in escrow shall be debited and credited via a Designated Fund Account.

Use of Church Facilities is a Privilege Abuse of church property and facilities or violation of these policies, procedures and guidelines may result in withdrawal of facilities use privileges

Policy Recommendations The church staff shall review this policy annually and refer recommendations to the Policy, Procedure and Bylaws Committee for action. The Church in Conference has the final say in any change in policy. See Policies, #050.

Effective Date of This Policy This policy shall be effective upon adoption by the church in conference.

Forms: 079A Request for Use of Church Facilities & 079B Waiver of Liability Form are available in the church office.