

FACILITY USAGE POLICY

Bethany Baptist Church Hahira, GA
(2026)

1. Bethany Baptist Church (referred to as The Church hereafter) gladly offers the use of our facilities to members for funerals, weddings, receptions, showers, family, and community interest meetings subject to the doctrinal and ethical position of The Church. The Church reserves the right to decline or cancel any reservation for what seems to be good reasons through the staff and body of Elders.
2. Reservations for the use of any portion of the property must be requested through The Church office in advance, during normal office hours. A copy of the Facility Usage Policy will be made available to all persons authorized to use the facilities. A signed copy of the Facility Usage Policy will be submitted to The Church office by the persons requesting usage. Please understand the regular and special activities of The Church will have priority. Any activity must be scheduled in advance so that proper preparation, arrangements, and removal of any church property will not interfere with the regularly scheduled activities of The Church. **A NOTE ABOUT KITCHEN USE: Any use of kitchen equipment or cooking facilities must be carefully coordinated with The Church office. Kitchen use is not allowed for non-members.**
A NOTE ABOUT CHILLD CARE: The Church is NOT responsible for providing childcare. Any use of the nursery and/or preschool area's must be coordinated with The Church office and Nursery Coordinator.
3. There is no fee required for the use of facilities by any member in good standing of The Church. Other fees will apply as described below.
4. The persons requesting usage will bear responsibility for leaving the facilities in the **same condition** in which they found it. This same person will be responsible for seeing that the persons responsible for decorating are both familiar with, and in agreement with, all policies of usage. Additional fees for damages may be assessed.
5. There will be no allowance for the use of any tobacco products, alcohol, or illegal drugs while on the church property.
6. Restrictions on use of facility are as follows: No flowers, posters, or other objects may be attached to any part of the interior of the facilities with nails, tacks, or adhesive that may damage any part of the facilities. No rice is to be used. Birdseed is allowed; however, nothing is to be thrown inside of the facilities. Any furniture that needs to be moved must have previous approval by The Church office. This includes chairs, band equipment, stands, flags, etc. If using potted plants, candles, or anything that may drip water or wax must have adequate coverings beneath them. No decorations, drinks, coffee cups or other such items will be placed on the piano or other church furniture. **OUR CHURCH IS NOT A WEDDING VENUE. ALL CLEAN UP WILL START BY 8PM WITH THE CUSTODIAL TEAM. IF OTHER ARRANGMENTS ARE MADE, THERE WILL BE ADDITIONAL FEES.**
7. All sound equipment is interdependent and any damage of any one component may adversely affect other pieces of equipment. Use, or moving, of any piece of sound equipment, including microphones, speakers, cables, wires, etc. must have previous approval of the Worship Pastor. All arrangements regarding music while using facilities must have previous approval of the Worship Pastor.

8. Churches and other Christian ministries and schools are welcome to use the facilities with prior arrangements made through The Church office. No usage fees are required. However, a monetary donation is acceptable and appreciated.

9. Institutions will be required to have a copy of their Declarations of Insurance to be able to use the facility prior to usage. This must be kept on file in our office. This form will also be requested annually in an attempt to keep them up to date.

FEES FOR FACILITY USAGE

1. No Usage Fees for Church Members

2. Non-Members Usage Fees (per event/full day)

- Worship Center: \$200
- Gym/Family Life Center: \$200 (\$100 if reserved along with Worship Center)
- Gym Non Profit groups - \$100
- Gym – For profit teams (AAU/community league/kids pay to play) \$75 per hour
- Old Worship Center: \$100
- Old Fellowship Hall: \$100

3. Non-Member Usage Fee (per family event – up to 3 hours)

- Gym *only*: \$50

4. Member Usage Fee (per family event – up to 3 hours)

- Gym *only*: No fee, donation appreciated.

5. Members & Non-member Cleaning Fees (per event)

- Worship Center: \$100(non-members) \$75(members)
- Gym/Family Life Center & Kitchen: \$100(non-members) \$75(members)
- Old Worship Center: \$100 (non-members) \$75 (members)
- Old Fellowship Hall & Kitchen: \$100 (non-members) \$75 (members)

6. Damage Fee

- To be determined upon inspection by The Church

7. Sound Operator

- All Worship Center weddings require the use of a sound operator. This operator must be approved by the Worship Pastor. Sound Operator fee is \$75 (This fee covers the wedding ceremony). Additional fee of \$75 will be for the rehearsal. If sound is required at a reception on campus, the fee is determined by the time required and discussed with the sound operator and agreed upon between the renter and sound operator.

8. Facility Coordinator

- All weddings require the use of a Facility Coordinator. This Coordinator will be responsible for opening & closing the facilities. They will also oversee the use of the building during the event. This fee is incurred as the Coordinator will have to travel to and from The Church for the rehearsal and for the wedding ceremony. Fee for this Coordinator is \$50.

9. Deposit

- A deposit is required when renting the facilities, by members and non-members alike (\$50). The deposit will be left in the Church office and returned when the keys are returned. Deposits will be kept if the facility is:
 - the renter goes over 30 minutes before/past the time of agreed time
 - enters the facilities outside of the agreed upon time
 - kitchen used without permission (the door remain locked)
 - damage to the facility (a larger fee can be assigned if the damage exceeds the deposit)
 - the facilities are left in such a condition that requires more than the cleaning time expected
 - Cleaning time is up to 3 hours.

All fees must be paid through The Church office at least one week prior to the usage date. If the persons responsible for reserving the facilities must cancel the reservation, please contact The Church office as soon as possible. Arranging to get the keys for usage with our offices is the sole responsibility of the renter. This will be done during the office hours of M-Th, 9am-2 pm. Any arrangements outside of that time may incur additional fees.

Check out/leaving instructions:

Members: Make sure the kitchen is how you found it. All dishes are to be washed and put away, all items removed from the refrigerators, no leftovers stored (drinks and food) and the doors locked.

Please place all the trash in the rolling cart that is left for you. Leave it in the corner of the gym.

Cleaning supplies are left in the cart in the event of the spill.

Keys are to be returned the business day after the rental. 9am-2pm. Please call office to arrange a time to bring them back to the office and pick up deposit.

Failure to adhere to the check out and leaving instructions will result in forfeiture of your deposit.

I have read and understand the above stated policy. I agree to abide by all of it and to be responsible for any damage to church property beyond ordinary depreciation. I also understand that The Church is not responsible for the loss or damage to personal property during this function.

Signature

Date