

PLEASANT GROVE BAPTIST CHURCH

POLICIES AND PROCEDURES

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**POLICIES AND PROCEDURES
BUILDINGS, GROUNDS & EQUIPMENT
PURPOSE STATEMENT**

The buildings, grounds and equipment of Pleasant Grove Baptist Church are dedicated to God for the purpose of worship, evangelism, missions, Christian teachings, training, music, Christian fellowship, recreation and outreach.

Furthermore, the purpose of the buildings, grounds and equipment exists to further enhance the Kingdom of God. Our goal is to reach and develop people to the glory of God, and to offer worship, recreation, fellowship and leisure activities that complement the church and ministries.

To ensure proper use, maintenance and scheduling of the facilities, these policies and procedures have been adopted and revised by the membership.

**GENERAL GUIDELINES
FOR USE OF BUILDINGS, GROUNDS AND FACILITIES
PLEASANT GROVE BAPTIST CHURCH**

The buildings, grounds and facilities will not be used as the site for any service or ceremony that recognizes or pays homage to any god or gods that are in conflict with the Baptist belief or the Creator God concept.

There will be no program or activities conducted in the church buildings or on the church grounds that will interfere with or detract from regularly scheduled services of worship or study.

No program or activity will be scheduled of which the property or conduct of participants will reflect unfavorably on the church.

The church will retain the right to have a representative present at any and all functions held using the church facilities.

No commercial activities unless specifically supported by the church will be scheduled.

All alcoholic beverages will be prohibited at all times from the premises.

Smoking will be prohibited at all times within the buildings.

No food or drink will be allowed in the sanctuary.

All request for use of church facilities will be made to the church office for scheduling on the church calendar to be approved by the Church Council.

All facilities will be restored to its original condition or in proper order for the next regularly scheduled meeting. Rules that govern the use of a specific facility will be observed, such as the Family Life Center, the Fellowship Hall, the Kitchen, etc.

Priority will be given to church members of use of the buildings if two request are made at the same time.

POLICIES AND PROCEDURES
I. BUILDING, GROUNDS AND EQUIPMENT
FAMILY LIFE CENTER

Purpose:

The Family Life Center exists to further enhance the Kingdom of God. Our goal is to reach and develop people to the glory of God, and to offer worship, recreation fellowship, and leisure activities that complement the church and ministries. The purpose of the FLC is:

- * to support, supplement, strengthen, and complement the organization and on-going ministries of the church
- * to seek to lead the lost to Christ
- * to reach and develop individuals to the glory of God
- * to project, plan and execute leisure time activities that are consistent with high Christian standards
- * to strengthen fellowship among church members of all ages through various activities, and
- * to provide multiple worship opportunities through non-traditional styles of ministry and outreach.

Values of the Family Life Center:

- 1) Develop People: The ministry activities undertaken throughout the building will help develop people spiritually, physically, socially, mentally and emotionally.
- 2) Outreach: The building will provide functional space needed to facilitate ministries that will reach out to the community.
- 3) Christian Atmosphere: While using the building, the people will be expected to exemplify Christian values and Christ-like attitudes, with actions that include:

- a) Christ honoring
- b) Building up one another
- c) Practice safety
- d) Showing Christ-like attitudes
- e) Practice good sportsmanship
- f) Team building
- g) Christ-like in speech and dress.

Use of the Family Life Center:

With approval of the Church Council, the following groups may reserve any part of the Family Life Center by contacting the church secretary.

- 1) Pleasant Grove Baptist Church program organizations, committees and ministries.
- 2) Pleasant Grove Baptist church member's family functions such as weddings (see Wedding and /or receptions Policy), family reunions, funeral visitations, etc.
- 3) The Raleigh Baptist Association, NC Baptist State Convention and Cooperative Baptist Fellowship.
- 4) Unaffiliated groups that receive approval of the Church Council.

Regularly church scheduled program activities and events scheduled by the Church Council shall have priority in the event of schedule conflicts.

All reservations by Pleasant Grove Baptist Church organizations, committees, ministries and approved affiliated groups shall be made through the church office at least two weeks in advance. Wedding receptions, family reunions and other functions should be made well in advance to avoid conflicts. Reservations shall be cancelled promptly if plans are changes. The facility will not be available to groups (for decorating or set-up) on Sundays until the conclusion of the morning worship service at approximately 12:00 p. m.) (For Weddings and Wedding Receptions, please refer to the Wedding Policy.)

The Church Council or the Deacon body may require some groups reserving the building to provide a Certificate of Insurance, listing the church as an additional insured party. This requirement will be made with consideration of the intended use and/or activities.

All other groups, families or functions requesting to use the facility should submit a signed request form through the church office at least six weeks in advance but no earlier than two months in advance to minimize schedule conflicts.

The church reserves the right to refuse the following groups if they do not fall within the Mission purpose and Christian Values of Pleasant Grove Baptist Church:

- 1) Political groups
- 2) Groups or organizations in business for profit
- 3) Business or commercial groups
- 4) Groups that may dishonor the Purpose or Mission Statement of the church.

The use of the facility and equipment at the Family Life Center shall be at the risk of the participant. Pleasant Grove Baptist Church does not assume any liability or responsibility for any injury to a user of the facility. Each person upon entering the building will check in at the "intake station" and fill out a Registration/Medical Release Form which will be kept on file. Then each time the person comes into the facility, they must sign in and out at the "intake station". When signing in at the "intake station", the person is acknowledging that they understand that the use of the facility and equipment of the Family Life Center shall be at the risk of the participant and that the church does not assume any liability or responsibility for injury to a user of the facility. Also they are acknowledging that they will abide by the Policies and Procedures.

GUEST AND VISITORS are always welcomed at the Family Life Center.

A) GUEST must be accompanied by an active church member. (Active member is one who attends worship on a regular basis.) If the member leaves, then the guest must also leave. The member is responsible for the conduct of his/her guest. All guests shall check in at the "intake station".

B) VISITORS are individuals who are with unaffiliated groups such as teams from other churches, leagues, spectators with other teams, or participants of special functions. Visitors are the responsibility of the church or group with which they came .

C) ALL GUEST AND VISITORS will be expected to abide by the regulations set forth in this policy.

All groups requesting reservations shall provide adequate supervision and one adult active church member must be named as the "Adult In Charge". The "Adult in Charge" shall be responsible for interpreting and enforcing the policies during the scheduled event.

All groups making reservations shall be responsible for their program, activity, or event. Prior arrangements must be made for use of the kitchen, fellowship hall and other facilities through the church office on a form provided. Last minute arrangements may not be feasible.

SAFETY:

Participants and staff safety is very important in the use of the Family Life Center and all buildings and property, thus adherence to the Family Life Center Operational Policies/Procedures is warranted.

- * for all participants, an updated signed Registration/Medical History Form must be on file
- * rules for equipment use may be posted in the area of usage
- * exercise participants should confer with their physicians prior to beginning any exercise/walking program
- * no direct supervision is available
- * participants will exercise at their own risk.

HOURS OF OPERATION: With the organization of volunteers, there will be scheduled, designated open times for the membership to use the facility. With our growth, we hope to hire a Recreational Minister in the future who would help with the scheduling, calendaring and operations of the Recreational Ministry.

The Family Life Center shall be closed during regularly scheduled church-wide meetings and will be closed 15 minutes prior to all worship services unless a simultaneous church sponsored event is being held in the building.

Youth/Children/Preschoolers are not to play in the multi-purpose room during regularly scheduled church activities for youth/children/preschoolers. (Youth meetings, R.A.'s, G.A.'s, Acteens, Challengers, His Hands and Feet Ministry, Choirs, Etc.)

GENERAL REGULATIONS:

The Family Life Center and all the buildings and grounds is a ministry of Pleasant Grove Baptist Church. In the interest of influencing others for Christ, the speech, dress, and conduct of all members, guest and visitors will be in accordance with the highest Christian Biblical standards.

The following items *are not to be used* in the Family Life Center or others buildings on the premises:

- * tobacco, in any form
- * chewing gum - as it causes damages to the buildings
- * alcohol

The following items *are not allowed* in the Family Life Center or other buildings on the premises:

- * objects considered as weapons
- * alcoholic beverages
- * controlled substances
- * animals or pets (except Service Animals)
- * "outside" or personal balls and toys
- * skates or skateboards
- * anything that distracts from a Christian Biblical atmosphere
- * shirts and shoes must be worn at all times. Modest attire must be worn to promote a Christian atmosphere.

- * Unchristian speech and unsportsmanlike conduct will not be allowed or tolerated.
- * loitering around the facility or in the parking lots are not permitted.

Persistent and willful violation of these regulations may lead to the loss of personal use of the facility.

The “Adult in Charge” shall be responsible for the interpretation and enforcement of these regulations under the direction of the Church Council and/or Minister of Youth/Minister of Education and Family Life.

The “Adult in Charge” shall be responsible for ensuring that the Family Life Center is left clean. All equipment (chairs, tables, balls, etc.) shall be properly returned to storage or to the “intake station”.

Any athletic equipment, furniture, dishes, etc., which are damaged, lost or destroyed shall be repaired or replaced at the expense of the individual or group responsible. The “Adult in Charge” shall report all damages or missing items to the church office on the form provided.

Tables and chairs which were purchased for a certain building shall NOT be removed from the building except under the authorization of the Church Council for special, church-wide functions.

Pleasant Grove Baptist Church is not responsible for lost or stolen property. Lost and Found items should be turned into the “intake station” or the church office. Lost and Found items not claimed within one month shall be discarded at the discretion of the Church Council and/or the church staff.

Any group using the Family Life Center is responsible for cleaning the area, including the floors and furnishings after use.

All trash should be placed in the outdoor trash bin/dumpster (presently located at the back of the property) and a new liner should be placed in the trash cans located in the building.

Anything damaged or broken must be reported to the church office.

AREA REGULATIONS:

There are several doors in the Family Life Center. Only one, the “front door” facing Hilltop/Needmore Road is considered the “main” entrance and exit.

MULTI-PURPOSE (GYM) ROOM:

No food or drink is allowed in the multi-purpose room except during regular scheduled Church Council approved activities.

An “Adult in Charge” (Active member of Pleasant Grove Baptist Church) must be present when activities are taking place in the gym. The “Adult in Charge” will be responsible for cutting off all lights, heat, air and securing the building.

Personally owned sporting equipment (basketballs, volleyballs, etc.) may NOT be brought in for use in the multi-purpose room. Sports equipment must be checked out at the “intake station “ for use in the building only. No equipment (balls, parachutes, cones, etc.) is to be removed from the building.

No skating or skateboarding is allowing in the buildings.

Basketball Goals are NOT to be raised and lowered by children and youth. The “Adult in Charge” will make adjustments when NECESSARY.

Dunking is allowed as it is a legal part of the game, however, HANGING on basketball rims IS NOT PERMITTED.

All team practices, as well as other group activities must be scheduled through the Church Office.

Only authorized Audio Visual Committee trained members are allowed to operate the audio equipment. (See Fees for Use of Building as noted in these Policies and Procedures.)

FELLOWSHIP HALL:

All scheduling, usage and clean up as stated in the Policies and Procedures for the Family Life Center will apply to the Fellowship Hall.

If assistance is required from the Custodian for a scheduled church function, arrangements should be made in advance through the church office.

Do not sit on the tables at any time - they will bend and break!

Report all spills to the "Adult in Charge" for immediate cleanup.

Only authorized personnel are allowed to operate the audio equipment.

KITCHEN USE:

The Socials/Kitchen Committee shall be responsible for the use of the kitchen located in the Fellowship Hall.

When kitchen appliances and equipment are used (excluding the ice machine) at least one member of the Socials/Kitchen Committee (or trained kitchen adult volunteer) shall be present to supervise.

Any group using the kitchen is responsible for cleaning the area, including the floors and counter tops, after use. All pots, pans, eating utensils, tables, etc., should be cleaned and returned to its place.

All trash should be placed in the outdoor trash bin/dumpster presently located at the back of the property and a new liner should be placed in the kitchen trash can(s).

Groups using the kitchen must remove **all** food items that were brought to the kitchen by that group. Unused paper items supplied by the church must be stored and returned to the proper storage area.

Anything damaged or broken must be reported to the Social/Kitchen Committee using the form provided, and will be repaired or replaced at the expense of the individual or group responsible.

Kitchen items or equipment may NOT be loaned out or removed from the building unless for a church-related program or ministry as would be authorized by the Church Council. The silverware and china and crystal are NOT to be removed from the building. Groups using the kitchen must complete a "Checklist for Kitchen Clean-Up" sheet and leave it in the kitchen upon departure.

RESTROOMS:

The Restrooms shall be kept clean and orderly at all times. Personal items shall not be left unattended in the restrooms.

SANCTUARY:

The Sanctuary is a Worship Center. Please refer to the Wedding Policy for more information about the use of the sanctuary - worship center.

INTERPRETATION OF POLICIES AND PROCEDURES:

The Ministerial staff and/or the Church Council will be responsible for interpretation and enforcement of the policies and procedures.

Policies and procedures may be revised as needed with the approval of the church.

Any situation not specifically covered in this list of policies will be acted upon if and when the need arises, at the discretion of the church staff and the Church Council.

INSURANCE:

Liability insurance coverage for the facilities, grounds, staff, volunteers and groups using the facilities and grounds will be maintained in accordance with the policy of Pleasant Grove Baptist Church.

POLICIES AND PROCEDURES

II. FEES FOR USAGE OF THE BUILDINGS

Family Life Center: Multi-Purpose Room

- * \$100.00 per hour fee and Security deposit of \$100.00 for members
- * \$150.00 per hour fee and Security deposit of \$200.00 for non-members

In the event that the sound system in the Family Life Center is needed for an activity not sponsored by the Church Council, a member of the Audio Visual Committee who has been trained to work with the system will be called upon to assist. The cost for the assistance of this 50.00 for the event.

Fellowship Hall and Kitchen

- * \$50.00 - fee and Security deposit of \$100.00 for members
- * \$150.00 - fee and Security deposit of \$200.00 for non-members

Sanctuary

- * \$0 fee and Security deposit of \$100.00 for members
- * \$150.00 fee and Security deposit of \$200.00 for non-members.

Grounds

Appropriate fees and use of the Recreational Fields will be determined upon completion of their construction and will be submitted to the church for approval. Areas to be considered are as follows: Softball Field, Soccer Field and Play Ground. Another consideration is the parking lot and remaining fields.

The Pleasant Grove Baptist Church Cemetery also has guidelines. Please refer to these for further information concerning the Cemetery.

A deposit of ½ of the total required fee (based on the number of hours of anticipated need) will be due when scheduling the use of any of the buildings/property. The balance of the deposit and the Building User Fees will be due in the church office 30 days before the time of the event. The facilities used will be inspected and the total deposit will be returned within one week after the event, provided the facilities have been "left as found". If buildings/property is

not "left as found" a determination based on cleanup times/damages will be accessed from the deposit. This could result in a deposit not being returned or further cost to the scheduler for cleanup/damages.

(After one year and on January 1, 2007, the Policies and Procedures relating to cost will be updated and revised. Prices may be subject to change within 6 months of the date of occupancy. A cost analysis will be done after the 6 months period to see if prices are feasible.)

Each area of the building to be used must be reserved. Each use of the building is considered as a separate booking and fees shall be charged accordingly.

