

BETHANY BAPTIST CHURCH FACILITY USE AND RENTAL

GENERAL POLICIES

- 1) The church building and grounds are dedicated to the glory of God, and for the furtherance of the gospel in our community. They shall be used primarily for worship, the study of the Word of God, for evangelistic outreach and for the fellowship and recreational needs of the membership.
- 2) The Stewardship Board of Bethany Baptist Church is responsible to the members of the congregation for the use, maintenance, and repairs of the church building, and as such will set fees and establish the limits and controls to make the best use of the facilities.
- 3) Facilities are available for use by all Bethany Baptist Church groups, the general membership of the church, to the community and other groups provided that in the judgement of the church leadership, their program content is harmonious with Bethany Baptist Church's standards and consistent with the church covenant.
- 4) The Stewardship Board, in consultation with the Elders, reserves the right to deny the use of facilities to any person(s) or group(s) for activities or conduct that it feels would not conform with the stated objectives of the church.
- 5) Bethany Baptist Church subsidizes only its own functions. It has no desire to make a profit, nor to subsidize non-member users
- 6) All functions requiring building use must be cleared through the church office and/or the Activities Administrator and listed on the master calendar. First priority will always be given to programs of Bethany Baptist Church (e.g. Boys & Girls Club)
- 7) The general policies and regulations are intended to ensure the most efficient use of our facilities and to maintain co-operation and goodwill amongst all user groups. All users must agree to and adhere to the regulations.

CODE OF CONDUCT

- 8) All users are to be aware that these are private church facilities and that appropriate Christian conduct is to be expected at all times.
- 9) The following is not permitted on the premises: smoking, consumption of alcoholic beverages, possession or consumption of illegal drugs, gambling, foul or obscene language. Offenders will be asked to leave.
- 10) **Parents or guardians will be held responsible for the behavior and actions of minors.**

GENERAL BOOKING POLICIES & REGULATIONS

Members

- 11) Facility use is coordinated and approved by the Activities Administrator in consultation with the Stewardship Board and church office.
- 11)
- 12) Only those rooms/facilities approved for a specific function may be used. Other rooms are not to be entered.
- 12)
- 13) All church-related meetings and events, which require space, shall be requested through the church office and recorded in the master calendar.
- 14) No equipment, articles, furniture, or material may be removed from church property without written approval being registered in the Building Administrator's loan record book. A deposit may be required. Return shall be made within 48 hours, or as otherwise determined by the Administrator. The Administrator shall issue invoices for unreturned items for follow-up and payment to the church treasurer.
- 15) All damage caused to church equipment will be repaired under the direction of the Building Administrator and the cost to be borne by borrower.
- 16) Events scheduled should be over as follows:
- 37) All signage requests must be made through the Building Administrator.

Monday – Saturday 10:00 PM

Other Churches/ Christian Organizations or Civic Groups/Individuals

- 17) The purpose must be to further the gospel message and/or be of service to the community.
- 18) The Stewardship Board must approve the particular function for which the facility is requested upon consultation with Pastoral Staff/ Elders. Similarly, the pastoral staff or Worship Committee may review program content.
- 19) Functions of other churches are at the convenience of Bethany Baptist Church and will be scheduled at a lower priority than Bethany Baptist Church's use. Bethany Baptist Church reserves the right to deny or cancel use of the facility.
- 20) User-fees and a damage deposit are to be paid in advance of all events to cover the cost of operations. If deemed necessary, conditions of use and rates will be amended or revised at the discretion of the Stewardship Board.
- 21) All individuals and groups shall complete facility-use rental agreements when using church facilities for any purpose.
- 22) Facility use reservations shall not be confirmed without payment of prescribed fees and submission of detailed set-up requests
- 23) Unsupervised events shall not be permitted on church property at any time.
- 24) Events scheduled should be over as follows:

Monday – Saturday 10:00 PM

FACILITY USE - POLICIES & REGULATIONS FOR THE SANCTUARY

25) Since it is in the Sanctuary that the membership corporately worships God, it must be accorded special status within the building. It will not be made available for other than what are generally recognized sacred functions, and activities that respect the reverence of the worship center.

- These recognized functions include:
 - a) The regular and special services of the Church.
 - b) Weddings
 - c) Funerals
 - d) Observance of special anniversaries (e.g.: Golden, Diamond, etc.)
 - e) Special presentations (e.g.: films, drama, concerts, etc.)

Weddings

- Members requesting the Sanctuary for a marriage ceremony must make their request through the pastoral staff and the church office.
- If a non-NAB Pastor is asked to perform the ceremony, he must first contact the Senior Pastor. The Senior Pastor shall give final approval in consultation with the Elders. Once approved, contact must be initiated with Bethany's Wedding Consultant.
- All weddings, without exception, are coordinated through Bethany's Wedding Consultant who reports to the Senior Pastor.
- The Building Administrator shall act as the liaison between the wedding party and the various resource people to ensure logistical requirements are coordinated.
- Decorations intended for use in the sanctuary shall receive prior clearance from the wedding consultant. Under no circumstances will rice, confetti, ticker tape, etc. be permitted on church property. Church Decorations may be used only with under supervision by the Event Co-ordinator /Decorating Committee.
- No food or drink will be allowed in the sanctuary except under special circumstances.
- Except for the pulpit, communion table for registry, sanctuary furniture may not be removed.

- Clean up of personal items, such as flowers, decorations, etc. shall be completed the day of the wedding.
- Users shall ensure that facilities are left in a clean and orderly condition, to the satisfaction of the Wedding Coordinator, custodial staff and Building Administration.
- Saturday wedding functions must conclude by 10:00 PM.**

Funerals

- The first contact is to be made with the pastor by a family representative and/or by the funeral director.
- The church calendar will be amended accordingly and the staff advised.
- A user fee will be observed for non-member funerals and must be paid in advance.

POLICIES & REGULATIONS FOR AUDIO VISUAL EQUIPMENT & INSTRUMENTS

- 26) Booking for the use of the overhead projector, TV, VCR and Video Projector and all Sound Equipment shall be under the jurisdiction of the Sound Room Co-ordinator. See Fee Schedule.
- 27) Bethany's musical instruments come under the jurisdiction of the Worship Committee.
- 28) Sound equipment comes under the jurisdiction of the Sound Room Co-ordinator Committee.
- 29) Sound equipment and lighting may only be operated by qualified technicians, or technicians in training, who must be approved by the Sound Room co-ordinator.
- 30) Only persons approved by the Worship Committee may use organ and pianos for practice and performance. Upon approval, use of the organs or pianos must be restricted to times that do not conflict or interfere with other church services or activities.
- 31) No organ or piano may be removed from the church premises. If equipment is moved such as piano, a re-tuning fee may be required.
- 32) Any equipment moved (with written permission) from its original location must be returned within the specified time.
- 33) For non-member events, a sound technician may need to be employed.

FACILITY USE - POLICIES & REGULATIONS FOR ALL ROOMS

General

- 34) The use of tape or tacks to hang items on the walls is not permitted. (wall putty)
- 34)
- 35) Whenever possible, rooms should be left in better condition than before you entered them.
- 36) Pictures, posters, shelving, etc. should not be hung on anything without permission from the Building Administrator.
- 37) All signage requests must be made through the Building Administrator.
- 38) No unwanted items, such as toys, instruments, furnishings, plants, accessories, etc. may not be added to any room without permission and approval by the Building Administrator.

POLICIES & REGULATIONS FOR INDIVIDUAL ROOMS

Kitchen

The Kitchen Co-ordinator is responsible for the use of the kitchen for all functions. She shall be in attendance whenever the kitchen facilities are used.

- Requests for the kitchen for members events shall be made through the Kitchen Co-ordinator and the Church Office.

- Requests for the Kitchen for non-member functions must be made through the Activities Administrator in conjunction with the Kitchen Co-ordinator. A copy of the Kitchen Regulations will be given at the time of application.
- All groups and events approved to use Bethany Baptist Church facilities may also request the use of the kitchen and associated areas. The Activities Administrator and the Kitchen Co-ordinator will review such requests.
- The kitchen co-ordinator can assist in planning the best placement of tables, serving arrangements, decorations, and general use of the food facilities.
- For non-member use, an additional fee will be levied for use of equipment/dishes.
- Catering services, approved by the kitchen co-ordinator, may be used. All arrangements are to be confirmed a minimum of three weeks prior to the event.

Gymnasium

- Booking of the gym by members is to be made through the church office (maximum up to two months in advance) or through the Activities Administrator for non-member functions
- For setting-up functions, the booking party may need to assist with chairs and tables. Cleanup of tables, chairs and all decorations is the responsibility of the booking party. These items may need to be cleaned/washed with appropriate materials on advice of the custodian.
- Staples may not be used to put up decoration or skirting on tables
- Sport footwear in the gymnasium should be restricted to normal cross training shoes.
-
- No tape of any kind is to be used on gym floor (e.g.: hockey tape, duct tape)

The gym is available for:

- Floor Hockey
- Basketball
- Volleyball
- Racquetball
- Other events: voting center

Youth Centre

- The Youth Centre (grades 6 - 12) was created and designed for youth ministry purposes. As such, it will remain predominately for this ministry.

CUSTODIAL SERVICES

- Weekly facility use sheets shall be prepared by the Building Administrator and provided to custodial staff.
- The custodian shall handle lost and found articles