

## CALVARY BAPTIST CHURCH FACILITIES USE POLICY

Calvary Baptist Church (herein “Church”) may allow, at its sole discretion, the use of its facilities for activities not directly related to the operation of the Church.

### COMPATIBLE USE

*Mission of the Church:* Non-Church related activities may be allowed when the goals of users are compatible with the Church. No activity shall be conducted on Church property that is incompatible with the Christian faith.

As the spiritual authority of the Church, the Ministry Staff and/or Board of Deacons shall have non-appealable authority over a decision relative to whether a use is consistent with Christian theology, doctrine, and witness. Further, if an activity negatively reflects on the Church’s testimony to the community, then the Ministry Staff and/or Board of Deacons, in their sole discretion, may direct the denial of an application or cancel a calendared activity.

*Safety:* The Church may deny an application or cancel a calendared activity if determined that there is an unreasonable level of risk of injury to persons or property. A representative of the Church, given supervisory authority over a use of the facilities for a given event, has the inherent authority to stop said event in progress if, in his or her opinion, such action is necessary in order to protect life, health, and property.

### PRIORITY USE

Church activities take priority over all other uses. For non-Church activities, first priority for space is to Church members.

### PUBLIC ACCOMMODATION

Church facilities are not a place of *public accommodation*.

### PROPERTY TAXES

The facilities are currently exempt from property taxes. Any use that jeopardizes the property tax exempt status of the Church is prohibited.

### TAX EXEMPT RELIGIOUS NONPROFIT

The Church is a nonprofit religious corporation which is exempt from state and federal taxation. The Church will not permit non-Church users to engage in activities which could cause the Church to lose its nonprofit status.

## INSURANCE

Users shall provide a certificate of general liability insurance for the use of the facilities in the amount of \$1 million which names Calvary Baptist Church as additional insured and shall include a waiver of subrogation in favor of the church and additional insureds.

The users agree to indemnify, defend and hold harmless the Church against claims, lawsuits, and damages as result of the use of the facilities.

## CALVARY REPRESENTATIVE

The name and contact information of the official church representative for any event scheduled under this policy will be provided as a part of the usage agreement. The Facilities Manager for Calvary Baptist Church is Blake White. He can be reached at \_\_\_\_\_. Any member of the ministerial staff or the Church Business Administrator may represent the church at all times.

## CANCELLATION OF AN EVENT

The Church reserves the right to cancel or end any event. If the Ministry Staff or Board of Deacons determine an event must be cancelled or stopped, the Church shall refund any fees already paid to the user.

## WEDDINGS

See the Calvary Baptist Church Wedding Policies.

## SCHEDULING AN EVENT

Any outside group wishing to schedule an event must submit the online form available on the church web site. A separate form is available for the ROC. It is advised that said group contact the Pastor's Administrative Assistant to check availability on the church calendar prior to submitting a form. Upon receipt of the completed form, the request will be considered at the next scheduled meeting of the Church Ministry Staff (typically held on Tuesday mornings). Once approved by the staff, the group will be notified as to confirmation or declination of the event by the Pastor's Administrative Assistant or other designated representative of the Church. No event is confirmed without the approval of the Ministry Staff.

## USE FEES

The Church may charge a use fee to cover the performance of services or provision of things such as set up and tear down, staff, security, utilities, supplies, cleaning, wear and tear, damage deposits, etc. A Fee Schedule is included at the end of this policy. The

charge of a use fee does not convert the use of Church facilities into a for-profit commercial transaction.

#### Building Use Guidelines

1. Upon notification of approval the user should make arrangements to discuss any support details that are associated with event requirements. The user must ensure all requirements are made known and resolved at least 10 days prior to event commencement.
2. The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
3. Events, programs and activities are limited to the space that is assigned only.
4. Smoking, vaping and the use of alcoholic beverages or illegal substances are not permitted anywhere on the church campus.
5. No weapons are allowed on church property.
6. No open flames are permitted at any event.
7. The user is expected to leave the building in the same condition it was prior to the event and must remove all items associated with their event upon conclusion.
8. Any new or pre-existing damage to facilities, equipment or furnishings should be reported to the Facilities Manager.
9. The user will ensure the area is clean, all trash is removed, and all items associated with the event have been removed (signs/posters/items/approved tape/decorations/etc.). Trash should be carried away by the user unless arrangements have been made in advance with the Church.
10. If furniture or equipment is to be moved, it must be pre-arranged and approved in writing with the permission of the Church to maintain its quality and prevent damage. All plans for set up must be submitted and approved by the church no later than ten (10) business days in advance of the event.
11. All decorations, signs or posters in the facility and on the grounds of CBC must be approved by the Church prior to the event.
  - NO items may be affixed to any surface without written consent.
  - NOTHING may be tacked or nailed/screwed into any surface to include walls, ceilings, woodwork or fixtures.
  - Scotch/Duct Tape is NOT to be used on walls, floors, ceilings or any other area that may leave unwanted marks. Painters tape and poster putty are the only approved items for hanging items on any surface. Ceiling clips and monofilament may only be used for hanging items from the ceiling.

- Signs on the exterior doors or grounds are not permitted without prior approval.
- Any decorations or signs deemed inappropriate for any reason can be removed at the discretion of any representative of the Church.

12. Events in any area that require the use of audio-visual equipment must have one of the church's designated AV Technicians on duty. The cost for an AV Technician is listed in the fee section of this Building Use Guidelines. Any media to be displayed as video must be submitted no less than two weeks prior to the event.

13. When children are in attendance at any event, they must be under the supervision of their parent or a designated adult at all times and are not permitted to roam freely on church property.

14. All children's or youth activities must be supervised by a minimum of two (2) adults over the age of 21 at all times. The Church maintains a Child Protection Policy, which is applied to all outside groups. A copy of that Policy may be obtained from the church office.

15. Food consumption is only allowed in designated areas. Exceptions must be approved prior to the event.

16. No church furnishings/equipment/supplies (F/E/S) may be removed from the campus/facilities unless it is a church sponsored event and only with approval from the Church. Personal use of any church F/E/S is strictly prohibited.

17. Each event group is responsible for their own supplies unless otherwise arranged.

18. Any storage of materials for an event will require prior authorization.

19. No group or individual soliciting business for personal or company profit may use the church facility/equipment.

20. Selling merchandise or charging admission to an event must be approved in advance and consistent with the law that establishes the church as non-profit. No games of chance or other forms of gaming for fundraising will be allowed.

21. Loitering or soliciting of donations or accosting patrons or staff for any purpose that disrupts their use of the facility is prohibited.

22. Non-church advertising materials may not be displayed or distributed without authorization from the Church.

23. No activities inconsistent with Christian principles are allowed.

24. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. A damage loss insurance waiver must be provided prior to use and for certain events. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the church facility.

25. The commercial kitchen in the ROC is not available for use by outside groups. The

small kitchen attached may be used to store cold items or for warming purposes. The small kitchen also has a full freezer in which ice may be stored.

#### Available Facilities

1. Sanctuary (capacity 1,200)
2. Fellowship Hall (capacity 300 seated)
3. Classrooms (capacity varies)
4. ROC Gym
5. Fireside Room (capacity 50)

#### Security

Calvary Baptist Church works to maintain a secure environment within the facilities and on the church property. However, maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure and ensure compliance with all current and approved policies and safeguards. A security guard will be provided for all events open to the public in the Sanctuary. Calvary Baptist Church will schedule a security guard and the fees will be included in the usage agreement according to the Fee Schedule below. A ROC staff member must be present for all events in the ROC Gym, Fireside Room or Fellowship Hall. (See fee schedule below.)

#### Safety

Calvary Baptist Church works to maintain a safe environment within the facilities and on the church property. Fire extinguishers are located throughout the building. All users of the building for events should make themselves aware of where the fire extinguishers are located. AED units are also located at the end of hallways and are marked. Please note that each exit door is marked with the exact address of that door for the purposes of contacting 911.

#### Parking

During normal business hours, Monday through Thursday (8:30am—4:30pm) and Friday (8:30am to Noon), parking is available in the Upper Lot located between Limestone St. and Rodes Ave on the south side of EB1. Other lots are unavailable during the day. Additional parking is available after hours. A map of parking may be found on the Church web site.

#### Entering/Exiting the Facilities

Facility access should be discussed prior to your event. During normal business hours, Monday through Thursday (8:30am—4:30pm) and Friday (8:30am to Noon), the main office entry door is the primary enter/exit door. This door is camera-monitored during the normal office hours with electronic release to allow entry. All other exterior doors are locked under normal conditions. The church has two access code doors that operate electronically when an approved code is entered into the key pad. Temporary codes may be assigned to approved individuals based on their church position or function. An access code can be assigned to an event user if approved through current policies and procedures. Temporary codes are approved by the Church after the request is properly processed. Keys are the second method to gain entry via an external door. Keys are normally issued to staff/employees/certain church positions/designated individuals. The key

system is tightly managed and issuance of keys for special events/activities must be authorized. Most external entry/exit doors are designed to prevent entry when locked but will allow exiting. Each user traveling in/out of the church facilities has a responsibility to ensure the door closes/locks after exiting. At no time should a door be opened and left unattended by an adult/or designated individual. Propping doors open and leaving an entrance unattended is a compromise of our security policies and is strictly prohibited.

#### Checklist for Closing the Building

1. Leave the facilities in as good, if not better shape, as found.
2. Put all furniture and equipment back in its original location.
3. Take away or throw away all items you brought with you to the event.
4. Make sure all lights are off, including in the bathrooms and hallways.

Any damage, breakage or malfunction of equipment should be reported to the church office.

#### Disclaimers

1. Either party may cancel at least five (5) days prior to the date of the event. Calvary Baptist Church will allow cancellation only under extenuating circumstances with a full refund of all money paid for usage. However, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
2. The church reserves the right to pre-empt any facility use for its own in case of emergencies, such as funerals with a full refund of all money paid for usage. Notice will be provided as early as possible. Again, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
3. Regularly occurring and occasional CBC events, activities and programs take precedence in scheduling use of the facilities.
4. All needs for an event must be listed in the initial event request. If your needs change unexpectedly, please contact the Church, although we cannot guarantee that the additional requests will be fulfilled.
5. The person responsible for the event is to attend any pre-event meetings and the actual event as they will be responsible to ensure the observance of the rules applicable to the use of the building, grounds and equipment. The person responsible and any designees listed in the event request information will be responsible for clean-up, lights out, lock up and security.
6. Full payment of fees for the event is required at least ten (10) business days prior to the date of the event.

#### FEE SCHEDULE

##### Room Rental

Sanctuary - \$2,000  
Chapel - \$500  
Fellowship Hall - \$300  
Fireside Room - \$100  
Education Building 1 rooms - \$50  
Education Building 2 rooms - \$50

Fee Schedule

Custodian fees - \$30/hour per person for set up, clean up, etc.  
Staff fee - \$30 per hour  
Sound and lighting fee – Fellowship Hall - \$40/hour per person  
Sound and lighting fee – Sanctuary - \$60/hour per person  
Security - \$60 per hour

Additional Hours and Other Considerations

All room rental fees are per event up to four hours. Additional hours may be added per hour at 25% of the initial rate.

Events related to schools may request a waiver of the room rental when requesting the use of the space. Calvary Baptist Church reserves the right to waive room rental at its sole discretion. Other fees required that involve payment for services shall not be waived under any circumstances.

