

## **V. USE OF CHURCH FACILITIES POLICY**

### **Purpose**

The facilities of Union Baptist Church are primarily for worship, Christian education, fellowship, and service to the community. Use of these facilities must be consistent with UBC's foundational beliefs. Any group whose purposes or values are inconsistent with the vision and values of Union Baptist Church or any group whose purpose would put at risk the tax exempt status of Union Baptist Church will be denied use of all church facilities and property. The Senior Pastor and/or Deacons will evaluate all requests.

### **Use of Facilities for Church Events**

Requests for the use of the facilities by members for church related activities (such as Sunday School class parties, Youth activities, etc.) should be made through the church office. Generally this request will be made by a Director or staff member. The request will be placed on the calendar on a first come, first served basis. This procedure also applies to use of the church bus.

### **Use of Facilities for Non-Church Events**

When the facilities are used for a non-church event, an authorized overseer must be present. This person must be a ministry staff member, Deacon, or a church member authorized by the ministry staff to oversee an event. This person will be responsible for lock up, lights out, etc., and ensuring that proper clean up takes place. An application must be filled out and submitted to the church office.

### **Who May Use the Facilities**

1. Church members may use the facilities for events such as weddings (see Wedding Policy), receptions, funerals, showers, socials, etc.
2. Non-church members may be approved to use the facilities. Those who will be considered are:
  - a. Children of Union Baptist Church members (natural children or children for whom you have served as guardian).
  - b. Friends of Union Baptist Church (non-members who attend regularly and who support the ministries of this church with their presence, prayers, talents, and finances).
  - c. Members of another church with a recommendation from the current pastor of that church.
3. The facilities may be used by non-profit organizations provided an application is submitted and approved.
4. Church facilities may be utilized as a polling place for Federal, State and County elections.
5. The church reserves the right to deny use of its facility to any individual or group for any reason.

### **Those Who Will Not Be Considered for Use of Facilities:**

1. Groups or individuals advocating election of specific public officials.
2. Groups with goals inconsistent with the vision and values of Union Baptist Church.
3. Groups that are attempting to fund ministries not consistent with the vision and values of UBC.
4. Groups, individuals, or business concerns seeking personal profit or gain (garage sales, home parties such as Pampered Chef, Tupperware, Avon, Mary Kay, etc.).

### **Specific Guidelines for Use of Church Facilities**

1. Union Baptist Church is a place of worship, and users of church facilities will conduct themselves accordingly.
2. Music and programs should be in keeping with the sacredness and dignity of the church.
3. Audio/Visual equipment may only be operated by persons who have been authorized to do so.
4. The group making arrangements is responsible for cleaning facilities it uses and leaving all furniture and equipment exactly as it was found.
5. Kitchen facilities are available, but must be reserved separately. See "Kitchen Guidelines" below.
6. Decorations or other material should not be attached to the furniture or walls in any manner that will cause damage. Stapling, nailing, and gluing is strictly prohibited. Painter's tape is allowed, as are floral pins on the sides of chairs. All decorations must be removed immediately after use of facilities.

7. Youth and children must be supervised at all times. This includes in the church building, playground, church grounds, and parking lot areas.
8. No alcoholic beverages or illegal drugs may be served or consumed on church property at any time.
9. No person under the influence of alcoholic beverages or illegal drugs will be permitted to enter or use church facilities.
10. Use of tobacco is not permitted on church property.
11. Dancing is not permitted, except when approved for ministry purposes.
12. Church furnishings and equipment are not to be moved from one location to another without proper approval.
13. Use of facility is confined to the specific areas listed on the application.
14. Outside organizations and non-members using the facilities agree to hold harmless the church, the pastors and church members for all expenses arising out of any injury or damage occurring during the facility use by the organization and guests. Outside organizations or non-members using the facilities may be required to obtain liability insurance for a minimum of \$1,000,000, naming Union Baptist Church as an additional insured. If required, Certificate of Insurance must be presented to the church seven days prior to the event. Outside organizations or non-members using the facilities agree to assume responsibility for all damage to the facilities and its contents resulting from use.

### **Kitchen Guidelines**

1. If the kitchen is used, it must be cleaned and left in at least the same condition as it was found. (See check list posted in kitchen for cleaning requirements.)
2. Paper products and other consumables in the kitchen and pantry are for church use only. Other groups must provide their own supplies.

### **Sanctuary**

In general, the Sanctuary is not available for use unless coordinated directly with the Senior Pastor. If permission to use the Sanctuary is obtained, the following guidelines apply:

1. The sanctuary is to be used primarily for religious activities. Exceptions must be approved by the Senior Pastor and Deacons.
2. No food or drink is allowed in the Sanctuary.
3. No furnishing in the Sanctuary, including the piano, may be moved, covered, or altered in any way from their intended purposes without permission of the Senior Pastor.

### **Fees and Deposits for Use of Church Facilities**

1. Members: There are no fees or deposits required for members. However, since utility costs can be expensive, a donation to help offset these costs would be appreciated when used for personal reasons.
2. Outside organizations and non-members: A compliance deposit and/or usage fee may be required.
3. If a compliance deposit is required, it is due when the reservation is made. All other fees must be received by the church seven days prior to the event. Deposit checks will be returned within two weeks of event provided all compliance has been met.
4. There is no charge for funerals.

### **Use of Church Furnishings and Equipment Away from Church Property**

1. Certain church furnishings and equipment may be taken off church property when needed for a church event or ministry. The approval of the Senior Pastor and Chairman of Deacons or a majority vote of the Deacons is required.
2. Certain church furnishings and equipment may be loaned to approved ministries and organizations.
3. Arrangements to borrow items are to be made through the church office. The borrower is responsible for returning the items in the same condition as when borrowed.
4. In general, no furniture or equipment may be taken off church property for personal use (non-church function) by any member, non-member, or outside organization.

**Security of Buildings**

The church buildings will be kept locked when not in use and the security system activated. Keys and access codes will be assigned to those who have a need to regularly enter the building. Others who need access to the building during closed periods will need to coordinate with the church office.