

**Mt. Sylvan Baptist Church
Building & Grounds Ministry
Facilities Use Policy**

Statement of Purpose

The Church's facilities are provided through God's benevolence and the sacrificial generosity of church members. The Church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved persons and/or groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use **will not be permitted** to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or moral teachings. Nor may the facilities be used for activities that contradict or are deemed by the Pastor and/or official designee, as inconsistent with, or contrary to the Church's faith or moral teachings. The Pastor, and/or official designee, is the final decision maker on whether a person or group is allowed to use the Church's facilities.

Approved Users and Priority of Use

The Pastor, or official designee, must approve all uses of Church facilities. Priority shall generally be given to church members, their immediate families, and approved organized groups that are part of the ministry, organization, or sponsored activities of the Church. Church facilities and equipment may be made available to non-church persons or groups meeting the following conditions:

1. Groups or persons requesting facilities use must affirm that their beliefs and practices and planned use of the facilities are in harmony with the Church's faith and practices; and,
2. The group or person requesting facility use must submit a signed "Church Facility Reservation Request and Agreement" form; and,
3. The group or person requesting facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the Church's policies and procedures including any reasonable instructions by the church staff.

Facility Use Hours

Facilities are available for use between the hours of 8:00 AM and 10:00 PM. Use of facilities outside these hours must be approved by the Pastor or official designee. Facilities are not available for use during Church services.

Scheduling Events

Requests for facility use must be made by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the Church calendar **ONLY** when approved by the Pastor or official designee. **Submission of the form does not guarantee the use of the facility.**

Facility Use Fees

Facility Use fees are detailed in the fee schedule Appendix A.

Rules for Facility Use

These rules apply to all people or groups using Church Facilities, Members and Non-members.

- No alcoholic beverages, no smoking, including vaping, e-cigarettes or any illegal substances are allowed on the Church premises.
- Use discretion at all functions and honor God in all you do.
- We do not allow acting, productions, in-person, digital or audio, dancing and/or music that are not in harmony with the Church's faith and practices.
- Photos should be taken of each room used before each use. All furniture and equipment must be returned to pre-use position at the end of events.
- Do NOT attach anything to walls, doors, windows, or furniture. This includes the use of tape, tacks, nails, or any other fasteners.
- Protective sheeting should be placed under any watered plants or candles to be used.
- All users of facilities are responsible for cleaning the rooms or areas used for the event. This includes removal of all trash and/or debris prior to leaving at the end of the event. The Church's dumpster may be used.
- Prior arrangements MUST be made with the Church custodial staff for cleanup. **A fee may be required.**
- Prior arrangements MUST be made for the use of the sound system. Only approved and qualified Church staff will operate the system. **A fee may be required.**
- Events may require the presence of Church Safety Ministry members, Church Building & Grounds Ministry members, or other ministries of the Church at the Church's sole discretion. **A fee may be required.**

- The Piano/Organ are NOT to be used to decorate nor be played with at any time. Only authorized personnel shall be used for playing the piano/organ for an event. **A fee may be required.**
- All children, under the age of 18 **MUST** be supervised by a parent or guardian, at all times. Children should NOT be allowed to run loose unsupervised in the facilities or on the grounds.
- All equipment, furniture, fixtures, and accessories shall be returned to its original place, cleaned and fully functional. Linens & Other laundry items, etc., should be laundered and returned within 48 hours.
- A photo should be taken prior to moving any furniture or fixtures and used to return all items at the end of the event.
- **All doors shall be secured and locked prior to leaving the facilities. Interior lights should be turned off.**
- **All thermostats for Heating and Cooling shall be returned to pre-use temperatures prior to leaving the facility.**
- **Notify Church staff immediately of any damage or if replacement or repairs are needed.**
- Consideration should be given to the need for Church staff for the event. For weddings and funerals, and other events, Pastor, Music Minister, Musicians, Media Team, Safety Ministry, Custodial Staff, Maintenance Staff, or others should be compensated for their time in accordance with the suggested fee schedule attached as Appendix B. Compensation to individuals should be made to the individuals directly at the end of the event. This is in addition to any fees for the use of the facilities.
- Only rooms/areas requested shall be used for an approved event. Other areas of the facilities and/or grounds may not be used or accessible if not previously requested for use.
- Church Staff may inspect facilities and/or grounds prior to deposit being refunded.

APPENDIX A FACILITY USE FEE SCHEDULE

Fees for non-church members and their immediate family.

A **refundable** deposit of \$250.00 in addition to any fees is required prior to use of facilities. **Space use does not include any refreshments, coffee, etc.** Wi-Fi may be limited or unavailable.

Room/Space	Fee
Building 1 Main Sanctuary – includes restrooms, hospitality room and adjacent kitchen, lobby, foyer, and main parking lot. Audio/video systems not included. Coffee Bar area not included.	\$150.00 per hour including set up and clean up time.
Building 1 Hospitality Room (Small Events) – includes small kitchen adjacent to room and restrooms nearest room. Audio/video systems not included.	\$75.00 per hour including set up and clean up time.
Building 2 Old Sanctuary – includes restrooms and parking. Audio/video systems not included.	\$100.00 per hour including set up and clean up time.
Building 2 Cecil Thomas Hall – includes restroom, small kitchen adjacent to room, and East parking lot. Audio/video systems not included.	\$75.00 per hour including set up and clean up time.
Building 4 E&A Building First Floor ONLY – includes restrooms, kitchen adjacent to main room, and East & South parking areas.	\$150.00 per hour including set up and clean up time.
Main Parking area for Outdoor Events Only – Includes access to restrooms. Does not include water, electricity, or other utility hook ups.	\$150.00 per 4-hour half day. \$250.00 for a full 8-hour day.
Other rooms, areas, or facilities	TBD by Pastor and/or official designee.
Certified Security Officer – (Church may require armed security at its sole discretion) Armed Security - per person. Contracted by Church. Outside armed security officers must be approved by the Pastor and/or the official designee. 4-Hour Minimum.	\$50.00 per hour
Tables, chairs, other furniture, fixtures or accessories. These items may be provided if available as determined by Church staff.	Included with fees above only if available.

APPENDIX B

Suggested Compensation Schedule for Church Staff

These are suggested honorariums for Church staff/Ministry Members to compensate them for their time and efforts during an event. Remember, staff may be working outside their normal hours or taking time away from their work or families for the event. **All Honorariums are to be paid directly to individual staff members.** Honorariums should include all hours including rehearsals, set up and/or reset time.

Staff Member	Compensation per hour
Pastor	TBD
Music Minister	TBD
Youth Minister	TBD
Maintenance Staff – per person	\$25.00 per hour
Custodial Staff – per person	\$25.00 per hour
Pianist/Organist – per person	\$25.00 per hour
Building & Grounds Staff (Set up before and/or reset after event) – per person	\$25.00 per hour
Deacons / Ushers / Vocalists / Audio-Video Staff / Nursery Staff / Other Church Staff – per person.	\$25.00 per hour
Parking Attendants / Valet – per person	\$25.00 per hour
Safety Team Ministry / Camera-Video Monitoring Team (Church may require at its sole discretion) – per person	\$25.00 per hour
Kitchen Ministry (Chef’s, servers, bussers, etc.) – per person	\$25.00 per hour

Church Facility Reservation Request and Agreement

This form must be completed and submitted at least 5 business days prior to the event date. All information is required to process request. A separate form must be completed for each event/date. Submittal of this form is not approval for use of facilities.

Printed Name of person completing form: _____

Cell Phone Number & Email Address: _____

Name of Group/Organization: _____

Mailing Address: _____

Name and Type of Event: _____

Date and Times of Event: _____

Room(s)/Areas Requested: _____

An itemized fees and invoice shall be attached to this Agreement by the Church Financial Secretary. Staff, furniture, fixtures, equipment etc., requested/required shall be attached on the Itemized fees and invoice.

Signature & date

Signature & date of Pastor or Official Designee

By my signature above I hereby attest and affirm that I have read and agree to all terms and conditions of Mt. Sylvan Baptist Church for the use of Church facilities and grounds. I further agree that I and/or our organization relieve Mt. Sylvan Baptist Church of all liability and agree to hold harmless the Church, its members, and staff for the use of the Church facilities. Mt. Sylvan Baptist Church through its Pastor and/or official designee reserves the right to deny all requests at its sole discretion. By signature above, I affirm that my/our beliefs and practices and planned use of the facilities are in harmony with the Church's faith and practices.