

Facilities Use Policy and Procedure

Shannon Park Baptist Church

1. Facilities Use Philosophy

The facilities and equipment of Shannon Park Baptist Church are available to the members of Shannon Park Baptist Church, other Christian ministries and community services that are compatible with the goals of the church. In keeping with our mission to minister to our community, the following guidelines for the use of these facilities are established as an extension of our stewardship of the resources God has placed in our care, and for uses that are consistent with the mission and ministry of Shannon Park Baptist Church.

2. Scheduling

While Shannon Park Baptist Church would like to extend its facilities to all groups, approval will be made in accordance with the following general priorities:

- a. Church worship service, including weddings and funerals.
- b. Meetings of other core ministry groups within the church (i.e. Men's Ministry, Women's Ministry, Children's Ministry, Youth Ministry)
- c. Community service and educational organizations.
- d. Other non-profit organizations will be considered upon receipt of an application.

In addition,

- Groups advocating values or actions contrary to Christian character and the example of Christ are not permitted use of church facilities.
- Activities in support of commercial enterprise are not permitted.
- Use of church facilities and/or equipment for personal celebrations (e.g. birthday parties, baby showers) is not permitted.
- Wedding requests are guided by our Wedding Policy, which can be found on our website at www.shannonparkchurch.com under "Resources".
- The church buildings, equipment and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable or community benefit.
- Non-church groups may not conduct fund raising or profit making activities on the Church premises.

Meetings

Availability will be subject to church programs scheduled on the church calendar. A Facilities Request Form should be completed and submitted to the Church Administrator as early as possible prior to the meeting date. When your request is received we will

- 1) check the church calendar to determine if the date is available; and
- 2) notify the requesting party if the request has been approved or not approved within two business days of receiving the request (office hours are Tuesday– Friday, 9:00 – 5:00).

If approval is gained, the meeting will be placed on the church calendar.

Fees

There is no charge for a meeting held at Shannon Park Baptist Church for the following groups:

- 1.) Ministry related
- 2.) SPBC sponsored and
- 3.) SPBC supported

Scheduling of more than two consecutive meetings is discouraged due to the large amount of activities of the church.

Custodial

Groups having meetings on Thursdays, Fridays and Saturdays may require a custodial fee (\$100), so that the church facilities may be properly prepared for worship services.

Groups or organizations using the facilities will be responsible for any and all damages to the church property caused during the meeting. The church will not be liable for personal belongings that may be left or damaged as a part of the meeting.

Please be aware that several groups may use the facility at one time. It is important to stay in your designated area to avoid interfering with other activities.

Rooms

The rooms that are available to schedule are the Fellowship Hall (120 person capacity).

Worship Center is reserved for weddings, funerals and events with a max capacity of 200 people.

A calendar of all church activities will be maintained by the church office secretary.

Cancelations

If it is necessary to close the Church due to inclement weather, scheduled users may visit our fb page and/or website for any weather closure updates. For any other emergency closings, the office staff will notify the scheduled users.

3. General Guidelines:

Housekeeping

- Please leave the area designated for your use in a clean and orderly condition. Use only the areas assigned to you to help keep custodial costs to a minimum.
- If a room is used on a Thursday through Saturday, please return the room to its “Worship ready” condition. It will be in “Worship ready” condition when you arrive.

- Report to the Facilities Manager any unclean or irregular situation you may find.

The week prior to the event, a contact number will be given for emergencies and to report problems.

- If food is to be served in your designated area, be sure to remove all trash and leave the room in the same condition as you found it. Trash should be taken to the Farmer’s Loop transfer site.

Safety

- If another room is being used for childcare, it must be approved by the Office Administrator, along with the child/worker ratio. The room must be returned to the same condition in which it was found. All toys must be cleaned and sanitized and the trash must be taken out.

- No peanut products are allowed in the Children’s Center.

- It is required that children (anyone under the age of 12) be supervised and in the company of an adult at all times and not allowed to wander throughout the building.

- For the safety of the facility and those in it, this facility is designated as smoke-free.

- Alcoholic beverages are not permitted on church property.

Security/Lock-Up

- The requestor must be present at all times and is responsible for the building and the people in it. Appropriate phone numbers will be made available to the requestor the week prior to the event in the case of an emergency.
- Entry is through the front doors. The week of the scheduled event, it is the responsibility of the requester to call the church office to schedule a time to meet someone to have entry into the church.

Administrator

- The requestor is responsible for contacting a church staff member before exiting the premises, to ensure the building is locked and secure.
- Check all rooms to be sure the lights have been turned out. Open the bathroom doors and make sure those lights are out also. If the kitchen was used, the lights should be off and the doors shut to this area.

4. Equipment Use

- Audio/Visual Support - \$100 for non-SPBC ministries. Only trained SPBC personnel will be allowed to operate equipment in the building.
- The Facilities Manager will be responsible for set-up and service to the party using the facility, which may include opening and closing of the building, supervising the custodial staff, maintaining the HVAC settings and making sure all furniture and equipment is in place for the meeting. There may be a fee charged to have custodians set up, break down, clean or secure the facility.

5. Procedures

- In order to ensure that there is adequate space for church activities, Shannon Park Baptist Church will not make reservations for outside groups any earlier than 3 months before the requested date.
- The church office will attempt to honor all reservations and to resolve any scheduling conflicts by suggesting alternative times or facilities.
- Request for the use of church facilities/equipment must be made in advance by completing a Facilities Request Form. All facilities are used on a regular basis by the

church; therefore, all non-church uses must be scheduled around church uses.

- Approval for use of church facilities/equipment will be granted based on the appropriateness of the request, with preference given to church organizations and members. Appropriateness of the event will be determined by the Office Administrator and/or the Senior Pastor.
- Calendar will be checked for availability.
- All special requests/instructions will be forwarded to the appropriate department.
- Contract is entered into between church and outside group.
- It will be the responsibility of the group requesting the use of facilities to follow-up with church staff for all services required.
- With prior approval from the Office Administrator, a non-SPBC group using the facility may post a temporary sign (not to exceed 3 ft x 3 ft) at the entrance to the parking lot one hour prior to the event. The sign must be removed at the conclusion of the event. We request that you do not post any other signs on the grounds, parking lot or exterior of the building.
- Also, please do not tape or otherwise affix signs to painted surfaces inside the building. Please consult the Office Administrator for suggestions on how to post signs inside the building.

Facilities Use Request Form

Requestor: _____

(The requestor is responsible that all policies and procedures are met for the event.)

Date of Event: _____

Time of Event - beginning time: _____ ending time: _____

Contact Information:

Home #: _____

Cell #: _____

Email: _____

Type of Function (please describe): _____

Number of Participants: _____

Special Requirements:

Audio _____ Video _____ Visual _____

Room Set-Up (i.e. # of tables and chairs and how they need to be arranged). This must be submitted to the church office 2 weeks prior to function.

Is a room requested for childcare? _____

If yes, how many children? _____ Age range of children: _____

Specific requests:

I have read, understand and agree to the policies of Shannon Park Baptist Church

Signature

Date