

Maple Springs Baptist Church (MSBC)

Building Use Policy

Approved at Business Meeting (2/1/2015)

Overall Statement

Realizing that every good and perfect gift comes from above, it is our privilege as believers in Jesus Christ to be good and faithful stewards of all that God places in our care. It is our belief that God has gifted us with these facilities to strengthen our relationships with both God and man. Our outlook, rules, and even the designs of the buildings are intended to bring honor to Jesus Christ. Our commitment is to Him. We commit these facilities and all their ministries to the spiritual enrichment of all who pass through these doors.

These church policies governing the use of church properties will be reviewed periodically to ensure an up-to-date ability to administer the activities of the church. A copy of these guidelines is available in the Pastor's Office and a copy will be posted in the kitchen area.

A. Preliminary Guidelines

1. Before scheduling an activity requiring a meeting room or other space assignment, a request for such space shall be made to the Properties Committee by completing a Property Use Request Form, so that all assignments may be coordinated, approved and recorded on the church calendar. The person who makes the request will be notified by the chairman of the Properties Committee when the request has been approved.
2. Use of any portion of the property shall conform to county, state, and fire ordinances.

B. Priority of Who May Use MSBC Facilities

1. First priority is for MSBC sponsored events and organizations.
2. Second priority is active members of MSBC for family events such as family reunions, birthday parties and class reunions. No events will be approved for for-profit events.
3. Third priority is non-profit and charitable organizations that may use the facilities on a limited basis with the consent of the Properties Committee.
4. For-profit entities may not have use of the facilities.

C. Wedding Policy

1. We believe the wedding ceremony to be one of the most sacred moments in the life of any person. It is not a gala social event, but a religious ceremony in which a man and a woman invoke the blessings of God in holy wedlock.
2. It is the desire of the pastor of the church, as well as the church family, to make every such ceremony a beautiful and worshipful event – and to that end, to extend to each party every possible courtesy.
3. Weddings must be approved by the Pastor as well as the Properties Committee to ensure that sound Baptist doctrine will be used in the ceremony.
4. Weddings will normally be officiated by the Pastor of MSBC unless approval for another person is given.
5. Moving of sanctuary furniture must be approved by the Properties Committee, and supervised by a member of that committee or the pastor. Furniture must be replaced immediately following the event. The organ and piano may not be moved. It is the responsibility of the person(s) having the event to actually move any furniture.
6. Nothing may be attached to the walls or ceiling when decorating.
7. No food or drink is allowed in the sanctuary and side wings at any time, with the exception of Communion.
8. If the church's audio visual system is to be used, a church approved operator must be used and compensated for their time.
9. Church musicians may be available to play for weddings. However, they must be compensated for their talent. Outside musicians may use the church's piano or organ with the approval of the primary musician of that instrument.
10. See General Rules and Regulations regarding cleanup following the event, and other building use policies.

D. General Use of Church Buildings Rules and Policies

1. Because our facilities are dedicated to the worship and glory of our Lord, the use of tobacco, alcohol, recreational drugs, or profanity will not be permitted on the church property at any time. Behavior or activities which the church would deem inappropriate is also not allowed. Any questionable circumstance will be left to the discretion of the

pastor or chairman of the Properties Committee of the church.

2. The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Properties Committee. Decorations must be removed immediately following the scheduled activities.

3. Persons wishing to use the church's musical instruments should make arrangements with the primary musician of that instrument.

4. Only authorized members of MSBC may operate the audio visual system and they must be compensated for their time.

5. A representative of the Properties Committee or the pastor shall supervise the moving of all furniture when it is necessary, and shall see that it is in proper place before regular meetings. The actual moving of furniture must be done by those requesting the facility.

6. All facilities must be cleared by 10:00 pm.

7. Lost and Found

a. MSBC is not responsible for lost or stolen property. All lost and found items should be turned in to the Pastor's Office.

b. In case of a loss, report the loss to the Pastor's Office immediately.

c. Every six months, all found items that have not been claimed will be displayed for one week. If not claimed, they will be disposed of.

8. Care of the facilities and equipment is required. The facilities should be left clean and in good condition. Repair or replacement of any damaged, lost, or destroyed property is the responsibility of the sponsoring group or individual.

9. Those using MSBC facilities are to use their own supplies such as plates, disposable utensils, etc. The disposable supplies in the kitchen are for church sponsored events only.

E. Reservations

1. Reservation requests must be made to the Properties Committee, giving complete information on activity planned, and coordinated with the church calendar.

2. Requests to use the facilities must be made in writing through the “Property Use Request Form.” Requests will be taken on a first-come, first-served basis. If approved, confirmation will be sent by the Properties Committee to the individual or group requesting the reservation.
3. The facilities at MSBC are reserved for church sponsored activities on Wednesdays after 5 pm and all day on Sundays.
4. Separate reservations must be made for each area of the church.
5. Reserved areas must be relinquished upon termination of the reserved time.
6. Reservations should be canceled promptly when plans have changed.

F. Fees

1. Purpose - Fees associated with certain activities will not hinder an individual or group from participating, but will help contribute toward the funds needed to successfully operate the facilities.
2. Payment of Fees – All fees must be paid in advance when the application is approved. Credit is not allowed.
3. Facilities Usage Fees
 - a. There will be no facilities usage fees charged for church sponsored activities.
 - b. A fee will be charged to MSBC church members for non-church sponsored activities.
 - c. A fee is charged for outside groups.
 - d. The fee schedule is as follows:

Classroom	\$20.00	
Fellowship Hall	Half Day (4 hours or less) \$50.00	Whole Day \$100.00
Sanctuary	Half Day (4 hours or less) \$50.00	Whole Day \$100.00
 - e. Events lasting more than one day will be charged for each day used.
 - f. When the sanctuary is rented for a wedding, the wedding party will be allowed the use of two classrooms for dressing, etc. at no additional cost.

G. Liability

The use of these facilities, and all of the equipment herein, will be at the risk of the participant.

MSBC DOES NOT ASSUME LIABILITY OR RESPONSIBILITY FOR ANY INJURY THAT OCCURS WHILE IN THE FACILITIES OR ON ANY CHURCH PROPERTY. MSBC DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF THE PREMISES, THE EQUIPMENT, THE MACHINERY, THE FIXTURES, OR THE FURNITURE.

MSBC reserves the right to refuse the use of its facilities at its discretion.

H. Guests

1. Guests are individuals who are not members of MSBC or any of its ministries but are hosted by a MSBC member.
2. MSBC members are responsible for the conduct of their guests.
3. When the MSBC member leaves, the guests must leave also.

I. Outside Groups and Organizations

1. Facilities will be reserved for outside groups only during times that do not conflict with scheduled MSBC activities.
2. Outside groups are expected to provide adequate adult supervision (at least 1 adult over 21 for every 10 persons under 18).
3. Outside groups must conform to the established policies of the church.
4. Outside groups must confirm the date with the Properties Committee signing a Property Use Request Form and paying an established base fee, both at least two weeks prior to the requested date.
5. The sponsoring MSBC member must be present for the event.

GENERAL RULES AND REGULATIONS

MSBC wants everyone's participation to be pleasant and enjoyable. Therefore, please accept these rules to help you enjoy your involvement and get maximum benefits from Christian

fellowship and recreation.

A. Responsibility

1. The church member or activity leader in charge is responsible for the group's adherence to the MSBC Building Use Policy.
2. Questions concerning interpretation of the Building Use Policy should be directed to the pastor or chairman of the Properties Committee.

B. Loss of Use

Violations of the Building Use Policy shall be investigated and acted upon according to the degree of severity. Violations of policies can lead to loss of participation privileges.

C. Dress

1. Those participating in activities are expected to dress and conduct themselves in a Christian manner.
2. No apparel with inappropriate advertisements will be allowed.
3. No clothing deemed "revealing" will be permitted on church property.
4. When participating in recreational activities, appropriate protective gear should be worn.

D. Food Use

1. No eating or drinking will be allowed in the Sanctuary and the side wings. (exception: Communion).
2. Eating and drinking in carpeted classrooms is discouraged.

E. Kitchen and Fellowship Hall

1. Dishes, pots, pans, etc. must be properly cleaned and put in their storage spaces after use.
2. The kitchen should be left clean and orderly at the end of its usage.
 - a. Turn off appliances.
 - b. Properly clean stovetop.

- c. DO NOT put grease down the drain.
- d. Leftover food should be disposed of by the sponsor of the activity. Any food left in the kitchen, refrigerator, or freezer will be discarded as deemed necessary by members of the Hospitality or Properties Committees.
- e. Properly clean all small appliances – i.e. coffeepot, microwave, etc.
- f. The church is not responsible for personal dishes left in the kitchen.
- g. Trash is to be emptied and placed in outside cans for disposal.
- h. Paper plates, disposable utensils, napkins, and other supplies stored in the kitchen are only to be used for church sponsored activities. Member and other events must provide their own supplies.
- i. Check bathrooms for cleanliness.
- j. Sweep and mop kitchen, and vacuum fellowship hall.
- k. It is not the responsibility of the church custodian to clean up following events. If event sponsors wish to have the custodian clean up, prior arrangements must be made at the sponsor's expense.

F. Classrooms

1. Trashcans are to be emptied and refuse placed in outside cans.
2. Sweep/vacuum area.
3. Check bathrooms for cleanliness.
4. Turn off lights, check all outside doors, and adjust HVAC as instructed.

G. Sanctuary

1. Vacuum floor.
2. Pick up litter on seats.
3. Replace any furniture moved.
4. Turn off lights, adjust HVAC as instructed, check all outside doors.
5. See that the sanctuary is left in the same condition as before event.

H. Other

1. All music played should be wholesome and God-honoring and is subject to censor by the Church Staff.
2. Temperature controls will be operated by authorized members unless otherwise instructed by the Properties Committee.