

Calvary Baptist Church Facility Use Guidelines

Purpose:

Believing that our facilities are entrusted to us by God to serve and bless others, Calvary Baptist Church welcomes their use for any responsible, Christ-honoring function. These guidelines describe the process for scheduling use of the facilities, establish parameters for their appropriate use, and describe the fees that may be required to compensate church staff and to defray the cost of facility operation.

Disclaimer:

Calvary Baptist Church, its staff, and its members are not responsible for thefts or accidents that take place during the use of the facilities for non-church functions. Please exercise common-sense safety precautions, and do not leave valuables unattended at any time.

General Provisions:

- Official church functions have priority of scheduling over other uses unless another function is already scheduled at the projected time of the church event. Other uses by members, non-members, and outside groups will be scheduled on a “first come – first served” basis.
- None of the facilities may be used for political functions or profit-making purposes. “Profit-making,” however, does not include the sale of books, music, t-shirts and the like by individuals and ministry organizations who have been approved to use church facilities for ministry-related purposes.
- Any member, non-member, or group that has been scheduled to use church facilities is responsible for signing out a key from the church office during regular office hours and returning the key promptly after the scheduled event. Church staff members are not responsible for unlocking the church if a key has not been checked out.
- Any damage – accidental or intentional – that is done to church facilities during use will be the responsibility of the user. The Building and Grounds committee will arrange to repair any damages, with the user being financially responsible for all repair expenses.
- Alcoholic beverages are not allowed on church property.
- Smoking and vaping are not allowed in church facilities.
- At no time may any property (furniture, fixtures, literature, utensils, etc.) of the church be removed from the building for any purpose.
- As a courtesy to our neighbors, all non-church functions should end no later than 10 PM.

Member Use:

- Members wishing to use church facilities for non-church functions can reserve space by calling the church office and having their event placed on the facility use calendar.
- When scheduling events, members are encouraged to reserve space not only for the event itself, but also for any set-up and clean-up that will be required.
- Members will not be charged a fee for the use of church facilities, *provided that any areas used are thoroughly cleaned and returned to their original configuration*. In the event that spaces used require additional cleaning or set-up, a fee of \$75 will be charged. Members can also choose to pay this fee in advance if they would prefer to let the church custodian handle any cleaning responsibilities.
- Members may be required to pay some fees for wedding-related services. Please see the wedding section of these guidelines for additional information.

Non-Member Use:

- Non-members and non-profit groups that serve religious, educational, and humanitarian goals can reserve church facilities for non-church functions by completing a “Facility Request Form” and returning it to the church – along with any required fees – at least two weeks prior to the planned event. Reservations are not complete until the form and fees have been submitted to the church office.
 - [Note: non-member weddings require more lead time. Please see the “Wedding Provisions” section of these guidelines for additional information.]
- Non-members and non-profit groups will be assessed a facility-use fee based on the area(s) they wish to reserve. For the Main Sanctuary and Fellowship Hall/Kitchen there will also be a \$75 cleaning deposit, which will be returned after the event as long as the area(s) used is left tidy and returned to its original set-up. A personnel fee will be assessed when the participation of church personnel (i.e. musicians, sound board operators) is required. The fee schedule is as follows:
 - Main Sanctuary: \$400 facility-use fee and \$75 cleaning deposit
 - Fellowship Hall/Kitchen: \$400 facility-use fee and \$75 cleaning deposit
 - Chapel: \$200 facility-use fee
 - Classrooms: \$25 per room facility-use fee
 - Church Musician: \$75 per hour personnel fee
 - Audio/Visual Operators: \$75 per hour personnel fee
- Fees for certain non-profit groups with a special relationship to Calvary Baptist will be waived as long as the facility request is made in a timely manner and approved by the senior pastor. These groups include the Surry Baptist Association and its related entities, Surry County and Mount Airy City Schools, any Boy Scout and/or Girl Scout organizations sponsored by Calvary Baptist, and other groups approved by the deacons.

Sanctuary Provisions

The Sanctuary is a place for the worship of God and His Son, Jesus Christ our Lord. As such, all users of the Sanctuary should treat it in a manner that respects its nature as the Lord’s house. To promote the sanctity of the space and to safeguard its furnishings, the following guidelines are to be observed:

- All users of the Sanctuary’s musical instruments must be pre-approved by church staff.
- The Sanctuary’s sound equipment shall only be operated by members of Calvary’s AV team.
- All structures and decorations must be temporary and free-standing on the floor without bolts, nails, tape, tacks and so on affixing them to any part of the structure; including walls, pews and railings.
- No sawing, painting, or construction is allowed inside the sanctuary.
- No cords, cables, or ropes are to be run across the floor in front of the exit doors.
- No electrical wiring (except for UL approved extension cords that are connected to existing outlets and are routed properly) is allowed without permission of the Building and Grounds committee and without installation by an insured, state-licensed electrician.
- Only dripless candles can be used within the Sanctuary.
- Serving food and beverages in the sanctuary is prohibited.
- Glitter, birdseed, and bubbles are not permitted *inside* the Sanctuary; and if used outside, the person or group reserving the facility must insure that they are removed from the Sanctuary steps, porch, and sidewalks immediately after the function.
- It is the responsibility of those who use the Sanctuary to collect any bulletins or trash from the pews and to leave the area in orderly condition. Failure to do so will result in loss of the cleaning deposit.

Fellowship Hall/Kitchen Provisions

The Fellowship Hall and Kitchen are designed for celebration and togetherness. As such, we encourage their use by members and non-members alike. However, to insure that their beauty, functionality and safety are maintained, the following guidelines are to be observed:

- The Fellowship Hall's AV equipment shall only be operated by members of Calvary's AV team.
- Decorations in the Fellowship Hall should be free standing or should be affixed to the wall with removable mounting putty rather than masking tape or scotch tape.
- No cords, cables, or ropes are to be run across the floor in front of the exit doors.
- No electrical wiring (except for UL approved extension cords that are connected to existing outlets and are routed properly) is allowed without permission of the Building and Grounds committee and without installation by an insured, state-licensed electrician.
- Fellowship Hall furnishings are not to be removed from the Fellowship Hall.
- Food is to be kept in the Fellowship Hall/Kitchen and not taken to other parts of the church.
- Any food left after an event is to be removed by the user.
- It is the responsibility of those who use the Fellowship Hall/Kitchen to wash any dirty dishes, dispose of all trash in the outside dumpster, and leave the area in orderly condition. Failure to do so will result in loss of the cleaning deposit.

Wedding Provisions

Calvary Baptist Church affirms that marriage is a covenant relationship in which a man and woman commit themselves to each other before God and their families and friends. As such, the special guidelines pertaining to weddings held at the church are intended to honor the sanctity of marriage and to promote the proper use of church facilities.

- Anyone wishing to use church facilities for a wedding and its related activities should reserve the necessary space (including space for rehearsals and/or receptions) at least 2 months – *but not more than 8 months* – in advance.
- Members can reserve the facilities by contacting the church office. Non-members must complete a "Facility Request Form" and submit it to the office along with any necessary fees. (See the fee schedule in the "Non-Member Use" section above.)
- Members will not be charged a facility use fee. However, members should be prepared to provide an appropriate honorarium to any church musicians and/or sound operators that are asked to participate in the service, and members may be assessed a cleaning fee of \$75 for the Sanctuary and/or \$75 for the Fellowship Hall/Kitchen if the area(s) used is not left tidy and returned to its original configuration.
- Wedding parties who wish to move sanctuary furnishings (i.e. pulpit, altar table, podium seats) are asked to notify the church office in advance so that these items can be safely disconnected and moved to an appropriate area.
- Use of the Sanctuary and/or Fellowship Hall/Kitchen for wedding-related activities should be conducted in accord with the provisions provided above.

Adopted: January 2006

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