**CALVARY FACILITIES GENERAL USE POLICIES**

Calvary Baptist Church built and dedicated the church facilities for the glory of God and His worship. In accepting the use of the facilities of the church, all members, non-members, and public service organizations must accept the rules regarding their use. Staff members will abide by the guidelines and are responsible for informing all workers under their supervision of the rules for all activities including Life Groups, Vacation Bible School, Awana, Student Events, etc. All church activities including, but not limited to, Life Groups classes and their fellowships, dinners for special occasions, student programs, children’s events, receptions, meetings, etc. are to follow the policies and clean the facilities which have been used. Both members and non-members who use the facilities for personal events are to follow all policies. Church facilities may not be used for personal gain or partisan political rallies, and they are not to be used for events that oppose church doctrine or policy.

***Scheduling:***

All events must be scheduled through the church office by submitting a request form, which can be obtained from the church office. **Requests for the use of any part of the church or Student Center must be made at least twenty-one (21) days prior to the event. Equipment must be reserved at least seven (7) days prior to the event.** If any equipment is requested, one person involved in the event must be responsible for checking with the office and being trained to use it properly. If training has not taken place, the office will not make the equipment available. The person who makes the building use request as the party accountable will be notified of the approval or disapproval of the request.

Events will be scheduled in the order received, but church activities will have priority. Requests for facilities are not to be made through ministerial staff or the custodial staff, nor will events be placed on the church calendar by any of them. All events will be placed on Calvary’s calendar by the Church Administrator after the reservation form has been reviewed.

***Please Note:*** Events which are not church related will be limited during the month of December due to the large number of church activities held during December. No weddings except “walk-in” weddings requiring no preparation or clean-up will be scheduled during December.

***Times available for facility use:*** The Church and Student Center facilities may be requested by Calvary groups, members, non-members, and public service organizations during times when regularly scheduled church activities are NOT taking place. **The facilities must be vacated no later than 5:00pm on Saturday, 8:30pm on weeknights and 7:00pm on Sundays.** Non-church related activities will not be scheduled on Mondays without special approval. Any deviation from this time for church related activities must be cleared with the Church Administrator/Church Staff and the Custodial Staff. Access to the facilities will be scheduled with the Church Staff, Host/Hostess, and/or the Custodial Staff.

***Supervision:*** Supervision of all non-member and public service groups is required. When a member of the Church or Custodial staff is available, he/she will provide supervision. Otherwise, a specified Church Host/Hostess will supervise. All groups are to abide by the decisions made by Staff or the Host/Hostess and respond respectfully to any requests. All supervisors have both the responsibility and authority to enforce Calvary’s policies. If a member volunteers to supervise an event, he/she will have the same responsibility and authority as a paid supervisor. A written account should be made by the supervisor concerning any injury or incident which occurs during an event as well as any damage to the building. (An Accident/Incident Report form is available in the Church Office.)

A Host/Hostess will be assigned to all events held in the Church or Student Worship Centers by individual members, non-members, or public service organizations. A Host/Hostess will be assigned to all events in the gymnasium requiring the setup of tables and/or chairs. A Host/Hostess will be assigned to all events in the Fellowship Hall scheduled by non-members. Host/Hostess assignments are to be assigned by the Church Administrator, a member of the Church Staff or a member of the Custodial Staff.

When church member groups are using the building, the individual listed as the person accountable will be responsible for supervision and enforcement of church policies. If for some reason that person cannot attend the event, another member will be designated by the Church Administrator or a member of the Church Staff.

Building use is to be confined to the areas reserved specifically for the specified event. Participants are not to enter any other parts of the facilities. (The Student Center second floor is strictly off-limits except for special circumstances approved by the Church Administrator.)

**Minor children and youth must be accompanied and supervised at all times by parents and/or responsible adults age 18 and older with a minimum ratio of 1:10. Children are not to wander around any parts of the facilities without direct supervision.**

**Please Note: Calvary property is monitored by multiple cameras and security personnel.**

***Church and Student Center Accessories Usage:***

No event participant may ever move furniture, chairs, floral arrangements, trees, tables, benches or other property from the lobby, restrooms, hallways, classrooms, Fellowship Hall, Worship Centers, or any other room/area to any another location for the event. Any requests for changes in the location of any furniture or other items throughout the Church or Student Center **MUST** be made at the time the reservation application is submitted. Any requests for tables and chairs beyond the number normally located in the area to be used should also be made with the reservation.

**Please Note:** Any decisions regarding movement of items on the stages will be made by the Audio/Visual Team Leader.

**Food and Beverage Consumption:**

The consumption of food or beverage is restricted exclusively to the Fellowship Hall, Student Center Lobby and Coffee Bar, or other non-carpeted areas. No food or beverage is permitted in the Church or Student Center Worship Centers, the Student Center Gym, any carpeted hallways, the Church Lobby, or Church Classrooms except with special approval. Drinks, with the exception of water, are prohibited in the Gymnasiums without the floor coverings in place. Dinners and receptions are to be held only in the Church Fellowship Hall or Student Center Gymnasium (with the protective floor covering in place).

***Weddings: (see separate policy sheet)***

***Event Decorations:*** All decorations must be in compliance with this policy and with the approval of the Church Staff, Custodial Staff, and/or Host/Hostess. Decorations are to enhance the setting for an event in a way that will not damage any of the building surfaces (walls, ceilings, floors, furniture, etc.). Table decorations are the most effective way to create an appropriate environment, whether eloquent or casual. Centerpieces made of live, silk plants or flowers, mirrors, candles in containers, fabric, balloons, bowls, and baskets are examples of suitable decorating materials. Plastic pew clips may be used on chairs to attach decorations. Easels or folding stands may be used for displays. A variety of decorative pieces, including arches, pedestals, and candelabras are available for rental at bridal stores.

All floral arrangements must have a waterproof container under them to protect surfaces from water damage or stains. Flowers must not be placed on any musical instruments. All decorations shall be removed immediately following the event.

Decorations shall not be placed on the pulpit or attached to the furniture, chairs, woodwork, or walls by pinning, taping, gluing, thumbtacking, stapling, or nailing in any part of the building. Nothing is to be placed on the walls using Sticky Tack, Scotch Tape, duct tape or any other adhesive, except for blue painters tape. Cork strips, where available in the hallways and classrooms, may be used.

Nothing is to be used to attach any decorations to the ceiling in the Fellowship Hall or other parts of the building, except by using specially designed grid hooks. No wire, string, tape, tacks, or any other material is to be used to place anything on the ceiling tiles, grids, or heater ducts, except by using specially designed grid hooks. The tiles are not to be raised to allow decorations to hang without the use of attachment materials. Only no-drip candles shall be used and a cloth must be placed under candelabras.

Any displays which are a part of Calvary’s seasonal decorations, such as Christmas trees, are not to be disturbed. Any decorations and event themes should be in keeping with the sacredness of the church building.

***Public Service Organizations:*** Public Service Organizations are permitted to use Calvary Baptist Church and the Student Center facilities upon the approval of the Church Administrator. A Host/Hostess who is a member of Calvary is required at all events when the Custodial Staff is not available. The Host/Hostess will be paid $20 per hour.

When public service organization events include more than 50 people or last more than two hours, there is a fee of $100. The Church Administrator, after consultation with the Church Staff and Custodial Staff, may elect to waive or change the fee at his/her discretion. Groups with a prior use relationship with Calvary will be evaluated for consideration of having the fee waived. Any group needing audio/visual equipment outside of what is normally provided, i.e. bigger sound system, will still need to pay the $100/hr audio/visual fee.

***Please Note: Any group which violates any of Calvary’s facilities use policies may be denied future use of the facilities.***

***Funerals:*** Funerals for both members and non-church members may be held at Calvary Baptist Church with no fees at the discretion of the Church Administrator and Church Staff.

***Borrowing Church Property:*** Over one hundred metal folding chairs are stored in the warehouse area behind the Worship Center in the church building. These chairs are available for members to borrow when requested and when their return is guaranteed by the borrower through the church office. No other Church or Student Center property is to be borrowed by members or non-church members. All tables, white folding chairs, Worship Center chairs, Fellowship Hall chairs, classroom chairs, children’s furniture, and all other furniture must not be removed from the church for temporary use by any group or individual. Tables and folding chairs may be used for a church-sponsored activity at the discretion of the staff member responsible for the event.

***Custodial Services:*** The Custodial Staff will prepare rooms which have been requested for events according to the information provided on the Request Form. When using the Fellowship Hall, use of the kitchen is included, if needed, but the group using the facilities is responsible for washing dishes, cleaning the kitchen, and putting the kitchen back in order. A list of expected duties is posted in the kitchen. All other areas of the Church and Student Center used for any event by members or non-church members shall be returned to the order in which it was found. All trash should be placed in trashcans and all materials brought in by the group should be removed. A cleaning cart and supplies will be made available in the Student Center specifically for cleaning up after events.

The Custodial Staff, a Church Staff Member or Host/Hostess will be responsible for locking and unlocking doors, turning off/on heat, air, and lights and supervising activities. The Custodian is to lock off areas and classrooms which are not to be used as part of a scheduled event. After the event, the Custodial Staff will return equipment and furniture to its normal location and clean the building in preparation for the next service/event.

***Liability:*** All groups other than Calvary Baptist ministries and members will be required to show proof of insurance or sign a statement releasing Calvary Baptist Church of any liability when submitting a request for use application. All injuries are to be reported to the Church Administrator. All property damages are to be reported to the Church Staff Member, Custodial Staff Member or Host/Hostess, supervising the event. The responsible person(s) will be required to pay for repairs or replacement. The use of the facility and all equipment will be at the risk of each participant. Calvary Baptist Church does not assume liability or responsibility for any participant outside Calvary Baptist ministry events. Calvary Baptist Church does not make any express or implied warranty of the premises, equipment, machinery, fixtures, or furniture.

***Event Guidelines:*** All scheduled events and patrons, including staff members, Calvary members, non-church members, and public service organizations must comply as follows:

1. Alcohol, illegal substances, weapons, profanity, and vulgarity are prohibited on the premises. Any person under the influence of alcohol or drugs will not be permitted on the premises.
2. No smoking is allowed anywhere inside the building or outside the building at any time, including in vehicles on premises.
3. Food and drinks will be allowed in designated areas only. No food or drinks are to be served in carpeted areas without special approval.
4. Rooms which have not been requested for the event are not to be entered or disturbed.
5. No furniture, chairs, trees, floral decorations, tables or other property of Calvary are to be moved in any part of the building. The Custodial Staff will arrange the facility according to your advance request.
6. No nails, pins, tape (other than blue painters tape), staples, or glue will be used to attach decorations to any church furniture, chairs, walls, or fixtures in any part of the building.
7. No decorations are to hang from the ceiling without the approved grid hooks.
8. Dances are prohibited from being held at the Church and Student Center facilities.
9. Pets are prohibited in the buildings, except working animals used in assisting a disabled person.
10. Music used at all events shall be in keeping with the sacredness and dignity of the Church.
11. All event participants should dress in good taste.
12. Irreverent language or discourteous actions are out of place on Church premises.
13. Any decorations or event themes should be in keeping with the sacredness of the Church building.

The Church Administrator and Building and Grounds Team have the privilege of giving needed interpretation and direction to this document. The Church Administrator and Building and Grounds Team will review and recommend changes to the Church as needed.

**CHURCH FACILITIES SPECIFICS**

Seating for 600 is available in the Church Worship Center. The number of chairs set up for worship will remain unless additional chairs are needed. Outside sections of chairs may be roped off, but none will be moved or removed to accommodate smaller groups. Furnishings on the platform may be removed except for the piano. Instruments, sound equipment, and lighting equipment in the Church Worship Center may only be moved/removed with approval from the Audio/Visual Team Leader.

**Please Note:** Custodial Staff, Ministerial Staff, and volunteers do not have permission to move or alter any instruments, sound or lighting equipment.

Fees per day for the use of the Worship Center are as follows:

 Members Non-members

Deposit $250 $500

Worship Center $350 $700

Sound Technician\* $100/hr $100/hr

*\*Only a qualified, Calvary Technician is permitted to use the church sound and lighting equipment unless a member of the renting party has been trained by a Calvary Technician at the rate of $100/hr per person.*

Any deposit will be refunded after the event unless it is used to cover damages or additional fees for supervision. The Host/Hostess is available for up to eight hours the day of the event and will be paid $20 per hour. Hours beyond those will be considered to be overtime at the rate of $30 per hour (to be deducted from the deposit).

***The Church Fellowship Hall***

Sixteen (16) round tables that seat 8 will fit in the Fellowship Hall. Rectangular tables six feet long are also available throughout the building. Capacity in the Fellowship Hall with tables and chairs is one hundred forty-four (144) with an additional fifty-six (56) in adjoining Room 406.

Calvary members may use the Fellowship Hall at no charge for receptions and other personal events; however, donations will be accepted to offset custodial expenses. When non-members use the Fellowship Hall for any event, a fee of $200 is required at the time of the reservation along with a $100 deposit.

***Church Building Classrooms***

Food and drinks are prohibited in carpeted classrooms unless specific permission is granted. Some classrooms have televisions mounted to the walls; these televisions shall not be removed. Classrooms are available in the church building for Calvary members at no charge. Requests for the reservation of classrooms in the Church will be directed to the Church Administrator. Fees will be charged non-church members based on the size and use of the room with fees starting at $25 per hour.

**STUDENT CENTER SPECIFICS**

The usage of the entire Student Center building is permissible for both members and non-church members. The usage of the entire building must be approved by the Church Administrator. **Requests for the usage of the entire building must be made a minimum of six (6) weeks before the event.** A deposit of $250 is required for both members and non-members at the time of reservation and will be refunded after the event unless it is used to cover damages or additional fees for supervision. A fee of $500 is required at the time of reservation for both members and non-church members.

***Student Worship Center:***

Seating for 250 is available in the Student Worship Center. The number of chairs set up for worship will remain unless additional chairs are needed. Sections of chairs may be roped off, but none will be moved or removed to accommodate smaller groups. Instruments, sound equipment, and lighting equipment in the Student Worship Center may only be moved/removed by the Audio/Visual Team Leader if available. Custodial Staff, Ministerial Staff, and volunteers do not have permission to move or alter any instruments, sound or lighting equipment.

 Members Non-members

Deposit $200 $400

Worship Center $300 $600

Sound Technician\* $100/hr $100/hr

*\*Only a qualified, Calvary Technician is permitted to use the church sound and lighting equipment unless a member of the renting party has been trained by a Calvary Technician at the rate of $100/hr per person.*

Any deposit will be refunded after the event unless it is used to cover damages or additional fees for supervision. The Host/Hostess is available for up to eight hours the day of the event and will be paid $20 per hour. Hours beyond those will be considered to be overtime at the rate of $30 per hour (to be deducted from the deposit).

***Student Center Gymnasium:***

A $100 non-refundable deposit is required with the reservation application when non-church members are requesting the use of the Gym for all events except league practices. The Gym will be rented at the rate of $50 per hour (not included in the deposit) for both members and non-church members. This fee is to be paid two weeks prior to the event based on the number of hours requested.

For sports league practices a $50 per hour fee is required with each reservation. All sports league practices will be limited to one (1) hour per day per team. Available days for league practices will be limited to Tuesday and Thursday afternoons and evenings. Two teams practicing together may split the cost of the hour. No deposit is required for league practice.

Twenty two (22) round tables with seating for eight (8) are available totaling 176 chairs. Tables and chairs shall not be moved onto the gym floor without permission from Custodial or Church Staff. Floor covers will be used for events requiring the use of round tables and chairs in the Gymnasium. The capacity in the Gymnasium with tables and chairs is four hundred (400). **A request for use must be made a minimum of six (6) weeks in advance.**

***Student Center Coffee Bar:***

Use of the Coffee Bar is limited to normal church related activities. Usage at any other time must be approved by the Church Administrator or Student Pastor and operated by a qualified individual. Storage of items in the refrigerator is allowed pending space and availability. Usage of the refrigerator must be requested and noted on the Building Use Request Form.

***Student Center Lobby and Activity Area:***

Usage of the lobby and activity areas is subject to availability. Tables, chairs, and couches may be moved, but must be returned to their proper locations. Use of gaming equipment must be noted on the Building and Equipment Use Request Form and returned in excellent condition.

***Public Service Organizations:*** Public Service Organizations are permitted to use Calvary Baptist Church and the Student Center facilities upon the approval of the Church Administrator. A Host/Hostess who is a member of Calvary is required at all events when Church or Custodial Staff is not available. The Host/Hostess will be paid $20 per hour ($30 per hour for any overtime hours).

***Concessions Sales***

No OUTSIDE food or drinks may be made available for purchase during any activities. Concessions will, however, be made available for purchase through Calvary Baptist Church.

**Fees Work Sheet** (circle your fees and total at bottom)

 Calvary member  Non-member

**Church Building Fees (non-refundable)**

Facility Use Deposit for Church Worship Center $250.00 $500.00

Facility Use Fee for Church Worship Center 350.00 700.00

Sound Technician 80.00 80.00

Host/Hostess Fee (for 8 hrs) 20.00/hr 20.00/hr

Host/Hostess Overtime (deduct from returned deposit) 30.00/hr 30.00/hr

Fellowship Hall Usage Fee donation 200.00

Fellowship Hall Deposit 100.00

Church Classrooms Usage Fee 25.00

**Student Center Fees (non-refundable)**

Facility Use Deposit for Student Center Worship Center $200.00 $400.00

Facility Use Fee for Student Center Worship Center 300.00 600.00

Sound Technician 80.00 80.00

Student Center Conference Room #1 25.00 25.00

Student Center Conference Room #2 25.00 25.00

Student Center Gymnasium Deposit (Non-Refundable) 100.00

Student Center Gymnasium Usage Fee 50.00/hr 50.00/hr

Sports League Practices 50.00/hr 50.00/hr

Entire Student Center Complex Deposit 250.00 250.00

Entire Student Center Complex Usage Fee 500.00 500.00

Student Center Classroom Usage Fee 25.00

**Public Service Organizations** (50 people or lasting more than 2 hours)

Student Center Usage Fee $100.00

Audio/Visual Equipment Fee 80.00

**Weddings** (see separate policies and pricing forms)

*Total Amount Due*