

Book: Poplar Springs Baptist Church Policy Manual  
Section 2000 General Church Policies  
Title Use of Church Property by Non-Members  
Number 2400  
Authority Article V Section 1 of the Church By-Laws  
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Section 1 Purpose

Poplar Springs Baptist Church, hereafter referred to as the Church, is committed to serving our community by making its facilities open for use by Christian groups and organizations, schools, and other civic and service associations

Section 2 Event Leader

The event leader is the person who reserves the Church's facilities and is in charge of the group using the building or space. The event leader is responsible for the care of the Church's property during the scheduled event. The event leader must be present during the entire event and in charge of, and responsible for, all those in attendance. The event leader must make arrangements for a Church member to be present during the entire event. The event leader must be a dependable adult of at least 21 years of age.

Section 3 Conduct

All persons taking part in events at the Church should conduct and dress themselves accordingly. Biblical principles will guide all behavior during all events. Neither profanity nor abusive language is permitted on Church property. Neither alcohol nor drugs are allowed on church premises. Weapons are not permitted on church property. Tobacco use in any form is prohibited anywhere on the Church's property. Skateboarding is not permitted on Church property. Animals, with the exception of guide dogs, are prohibited in any church building. Animals may be allowed in the Family Life Center for programs or productions provided that the event leader receives prior permission from the Chairman of the Church's House Committee.

#### Section 4 General Requirements

The property of the Church may only be used in a manner and for purposes consistent with the Christian mission of the Church, its federal tax-exempt status and property tax exemption.

The Church grants the House Committee the authority to refuse participation privileges to anyone or any group for any reason.

The use of the Church's facilities is at the risk of the participants. The Church does not assume liability or responsibility for any injury to a user of the facility. The Church does not make any expressed or implied warranty of the premises, equipment, machinery, fixtures, or furniture. The event leader must report any accident or injury to the church office within one business day of the event.

#### Section 5 Prohibited Use

The use of church property for commercial purposes is prohibited.

The use of church property in support of political candidates in any election is prohibited.

Church properties may not be used for partisan political efforts.

#### Section 6 Care of Property

Extreme care must be exercised while moving furniture. The event leader is financially responsible for any damage to the Church's property, including furnishings, during an event.

The event leader is responsible for insuring that all furniture that was moved for an event is returned to its original location.

Nothing may be attached to pews, furniture, rails, or walls by pins, nails, tacks, tape, or glue. Pew hangers may be used for attaching decorations to pews in the sanctuary.

All decorations, including flowers and plants, must be removed from the Church's facilities immediately following an event. The Church is not responsible for any personal property left on our premises after an event.

Keys will not be issued to individuals or groups using the Church's buildings. The Church's custodian, host, a staff member, a deacon, or other designated member will be responsible for unlocking and locking the appropriate buildings for all events.

At no time shall any tangible property of the church be removed from the Church campus without the expressed permission of the House Committee or a member of the church staff. This includes, but is not limited to, furniture, equipment, kitchen appliances, cookware, kitchen utensils, or musical instruments.

## Section 7 Reservations

Reservations of the Church's facilities are made through the Church's office by completing the necessary forms and payment of deposits and fees. No reservation request will be processed until all deposits and fees have been made.

Reservations will be processed within three business days of receipt of application, deposits, and fees. The event leader will be notified when the reservation has been confirmed.

Church facilities are not available during the month of December.

## Section 8 Weddings

Individuals who are using the church for a wedding are reminded that the Church has a separate Wedding policy that must be agreed to and followed. (Policy 2425)

## Section 9 Audio-Video Services

Events that plan to use the Church's audio-visual services are reminded that the Church has a separate Audio-Visual policy and schedule of fees that must be agreed to and followed.

## Section 10 Family Life Center Use

The event leader must meet with the Church's host/hostess prior to the scheduled event if the kitchen is to be used. The event leader must make the Church's host/hostess aware of any caterer that is to be used. The Church's host/hostess will contact the caterer to make final arrangements.

Secular music may be used in the Family Life Center as long as it is in good taste. The church's Minister of Music is the sole authority to determine if the selected music is in good taste.

The Church has a glass punch bowl, silver ladle, forks, clear glass hostess plates, cups, and serving trays for use. The event leader should discuss the use of these items at the meeting prior to the event.

## Section 11 Sanctuary Use

In general, sacred music or classical music is to be used at any event held in the sanctuary. Other genres and songs may only be used with the prior permission of the Minister of Music.

Only the Church custodian, a Church staff member, or House Committee member may move the sanctuary lectern, Lord's Supper Table, or pulpit chairs and furniture from the sanctuary.

## Section 12 Use of Picnic Shelter and Playground

Spills on the concrete floor should be cleaned using the faucet and hose that is provided. Make sure that all fire is extinguished when grills are used at the picnic shelter. Empty all trashcans and place bags in the trash dumpster behind the Family Life Center. Tabletops should be cleaned and tables arranged in the order they were found. Turn off fans and lights before leaving.

Trash is to be removed from the playground area and placed in the trash dumpster. A responsible adult should supervise children using the playground equipment.

## Section 13 Cleaning Responsibilities

The event leader is responsible for ensuring that the facility that has been used has been left in good order. It is the expectation of the Church that in order for the security deposit to be refunded in full that all tasks listed below have been completed:

- All Church equipment and furniture has been returned to its proper storage place.
- The trash cans have been emptied and all trash placed in the trash dumpster behind the Family Life Center.
- Any kitchen equipment, utensils, and tools must be left clean
- The kitchen floor, when used, has been swept and mopped.
- The carpet has been vacuumed in the rooms that were used.
- The bathrooms had been cleaned.

The Church will withhold all or part of the facility deposit when damage has been done to church property or the facilities that have been used have not been left clean.

Section 14 Facility Rental Fees

The refundable deposit for the use of any facility is \$100.

RENTAL FEES

Sanctuary	\$200 Daily
Family Life Center	\$300 Daily
Picnic Shelter Area	\$0 (No deposit)
Playground Area	\$0 (No deposit)

The Event Leader may request access to the church property prior to an event for set-up purposes provided there is no conflict with any other event. This request should be made to the Church House Committee. The Church House Committee has the sole authority to grant or deny the request. There will be no additional rental fee for a set-up day.

The Event Leader may request a waiver of the rental fee beyond the first day rental for a single event with multiple days of use. This request should be made to the Church House Committee. The Church House Committee has the sole authority to grant or deny the request.

Section 15 Tablecloth Use and Cleaning Fees

The Church has tablecloths available for rent. The Church has tablecloths for:

- Three (3) rectangular tables, 12-feet long.
- Six (6) rectangular tables, 6-feet long.
- Forty-six (46) round tables, 60-inch diameter.

The cleaning fee for tablecloths is \$8 each.

In addition, there is a refundable tablecloth damage deposit of \$50 per event.

The event leader must take care to minimize food and beverage spills on the Church's tablecloths, especially those products that can produce stains that are difficult to remove. Some foods and beverages stain tablecloths quickly. (Red Kool-aid and red Gatorade stains are particularly difficult to remove.)

Tablecloths should be collected by the event leader and left on the kitchen island to be cleaned.