

Facilities
Use
Policies

Version 1.1

05/05/2013

Facilities Use Policies

- 1) Church facilities (defined as church assets including buildings, vehicles, property, equipment, and other Church owned assets) will be used for Church-related ministries and outreach activities to our community. We reserve the right to deny the use of Church facilities for any function that we do not deem compatible and supportive of our ministries.
- 2) The priority use of Church facilities will be as follows:
 - A) Regularly scheduled Church services and special Church activities will take priority over all other uses of Church facilities, including Vacation Bible School, Awana's, Sunday School, Revivals, Special worship events, Wednesday night suppers, etc.
 - B) Church-wide events, including Church-wide carnivals, Church-wide recreational activities, Sunday School socials, Church-wide dinner theatres, End Zones, special youth events and team meetings.
 - C) Church members are allowed to reserve and use facilities for traditional activities limited to weddings, rehearsal dinners, receptions, showers, family reunions, birthday parties, and similar activities.
 - D) Finally, the use of Church facilities for community organizations require that the organization be actively involved in a ministry or missions partnership with South Point Baptist and in good standing with the Church prior to a request for facility reservation.
- 3) Contact the Church office to reserve all Church facilities.
- 4) There will be no unscheduled use of Church facilities.
- 5) No activities are to be scheduled for business or personal gain.
- 6) A Church member will be present and responsible for each event.
- 7) Tasteful and respectful music is permitted.
- 8) Formal and respectful dancing is permitted at wedding receptions only.
- 9) Fire codes must be followed regarding use of all facilities, including storage of chemicals and cleaning products.
- 10) Halls, stairwells and exit doors shall remain clear of obstructions.
- 11) Care should be taken to avoid damaging Church property.
- 12) The Family Ministry Center facilities are designated as multi-purpose facilities. Modifying or customizing the facilities is not permitted.

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- 13) All facilities must be cleaned after each use and all trash collected and taken to the dumpster. See Kitchen Facilities Checklist for use of Church kitchen facilities.
- 14) Carpeted areas shall be vacuumed after each use.
- 15) The individual or organization reserving Church facilities shall be responsible for contacting the Maintenance Coordinator to arrange access to and set-up of facilities to be used and to secure maintenance supplies and equipment needed for clean up.
- 16) After the event:
 - A) Clean all facilities.
 - B) Reset thermostats to "unoccupied" settings.
 - C) Turn off all appliances, lights, etc.
 - D) Lock and confirm that all doors are secure.
- 17) Clean up after rehearsals, rehearsal dinners, weddings and receptions will be scheduled by the Church office.

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Revision Notes

| Approved | By | Version | Comments |
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| 05/05/2013 | Church Conference | 1.1 | Format changes. Priority for facilities usage. |
| 05/05/2013 | Approval By Church | 1.0 | Creation of policy |