

**CARMEL BAPTIST CHURCH
BUILDING AND GROUNDS USE POLICY
FOR NON-MINISTRY FUNCTIONS**

POLICY

Carmel Baptist Church is committed to the use of its campus and building as an integral part of its total mission of ministering to the whole person in the congregation, in the community, and in the world. Church space will be used to the fullest extent possible by providing opportunities for worship, fellowship, education and service. In considering these requests we will follow an approach that prioritizes our facility use by first looking at our existing ministry needs (Carmel Baptist Church, Carmel Christian School, and Carmel WEE School), then considering the opportunity we have to serve our community. Use of the campus and building space will be inclusive of individuals, community organizations, and institutions in their efforts to minister to groups and individuals, and to embody Christ-like values of justice, compassion and care.

ADMINISTRATION OF POLICY

The Church Administrator will decide if the requesting group or individual will have use of the church building as well as the part of the building available for use based upon application of the policy. The Property and Asset Management Ministry Team will assist in the administration of this policy only when requested by the Church Administrator.

1. All requests for use of Carmel Baptist Church facilities by non-members or organizations must be referred to the Church Administrator or designee. Each person or organization making a request will be provided with a copy of the “Building Use Policy” and will be required to sign and return the “Agreement to Building Use Policy” statement (found on page 4) to the church office. Any request from non-members or organizations must be sponsored by a ministry area of Carmel Baptist Church.
2. It is the intent of Carmel Baptist Church that no activity within the building or on the grounds of the church be contrary to the basic doctrines of the church or give in any way the appearance of dishonor toward God.
3. The church building shall not be used for personal or corporate business if the primary purpose of such business is monetary gain. ‘For profit’ activity, or an activity designed to generate leads for future ‘for profit’ activity, is not allowed.
4. Groups or individuals who use the church building must treat the property with respect and dignity, abiding in particular by the following stipulations:
 - ◆ Any illegal activity is prohibited.
 - ◆ Alcoholic beverages are not to be served or consumed in or on church property.
 - ◆ No smoking is permitted within the confines of the church building.
 - ◆ Requests for changing heating or cooling will be directed to the church ushers or facilities staff on duty in the church building at the time of the specific function.
 - ◆ Requests for moving furniture or equipment must be directed to the facilities staff the Tuesday prior to the day of the function.
 - ◆ In setting up temporary displays, use bulletin boards, easels, or display racks where possible. At no time is anything to be attached to interior walls.

All displays must be dismantled upon completion of their use.

- ◆ Non-drip candles and protection for carpets and furniture must be used when decorating. The florist or other person providing decorations is responsible for attending to this matter and for any damage resulting from the use of candles.
 - ◆ **Rooms and/or facility should be cleaned up by users and left the same way they were found. All trash and food should be picked up and disposed of into trash receptacles. Failure to do so may result in additional charges.**
5. The church will operate the kitchen and provide all necessary utilities, custodial services, and maid services whenever food service is required. The kitchen will not be used by non-church groups. All food arrangements, including menu and cost, will be made through the church Food Service Director and must be received 30 days prior to the event. If the event is catered it is your responsibility to have the caterer contact the Facilities Manager at least 2 weeks prior to the event to coordinate.
 6. To provide for lighting, heating or cooling and janitorial services, cost reimbursement is required at the then prevailing rates. The cost will be provided when the request is confirmed.
(Set fees for use of facilities by organizations as outlined in paragraph 4.3 of the *Carmel Baptist Church Policy and Procedures Manual* are as listed below. Fees associated with weddings are listed in the Wedding Handbook.)

Facility	Fees
ROC Gym	\$40.00 per hour** \$200.00 for full day
Rooms in the ROC	\$10.00 per hour**
Any main building or CCS classroom	\$10.00 per hour**
Carmel Room	\$10.00 per hour**
Worship Center Main Sanctuary	\$40.00 per hour** \$200.00 for full day
Gathering Space	\$20.00 per hour**

**All by-the-hour charges carry a \$50 minimum for non-member usage

A 50% security deposit will be required on all charged facility uses to reserve the room, with the remainder due at the time of the event.

Any modification of the existing room set up will result in additional costs.

- ◆ Building use for certain facility areas less than 4 hours will require the \$50 minimum charge, with a per-hour charge for each additional hour or usage beyond the minimum.
 - ◆ Any costs for additional services not normally covered (washing dishes, parking lot supervision, set up of furniture, fixtures, movie screens, etc.) will be determined by the Church Administrator.
 - ◆ Payment for all cost reimbursements should be made by check payable to Carmel Baptist Church.
 - ◆ All damages beyond normal wear and tear are the responsibility of the organization or individual requesting use of the building.
7. There is no charge for use of the church property for our own denominational meetings.
 8. Please refer to the “Wedding Handbook” for information on using the church facilities for a wedding.

9. There is no charge for use of the building for funerals of church members.
10. If use of church-owned audio, video, or lighting equipment (AVL) is required for an approved event, the event coordinator must provide a detailed list of equipment needs no later than two weeks prior to the event. The request will be reviewed by our Media Technology Administrator to determine the church's ability to meet those needs. Upon review and approval of the request, a member of our technical team will be assigned to the event. A separate cost of \$40 per hour is required to secure a technician. This technician will be required to set up and operate the equipment throughout the event as well as return the equipment to its original state. In the event any group or organization desires to use their sound equipment on our system, this equipment must be approved by the Media Technology Administrator to ensure compatibility with the church system. In addition, a member of our technical team is required to be onsite to offer assistance in connection to our equipment and to monitor its use. Carmel Baptist Church is not obligated to provide AVL or technical service for requests that are not submitted and approved on the initial request form.
11. Any request for building use for a non-church related activity by a church member must be referred to the Church Administrator for approval. Any costs incurred for this activity must be reimbursed by the church member.
12. Exceptions to this policy and situations not addressed by this policy will be referred to the Church Administrator for his consideration and recommendation.
13. Each group shall indemnify and save harmless Carmel Baptist Church and its members and employees of and from any and all claims, demands, actions, losses, and expenses to any kind whatsoever, and from all persons whomsoever, arising out of the use of Carmel Baptist Church's facilities, equipment, or other property by the group's member's participants or invitees.
14. The licensee and all trades people shall provide to Carmel Baptist Church a certificate of insurance certifying such coverage as is required. The certificate must be in the possession of the Administrator prior to use of the property.

AGREEMENT TO BUILDING USE POLICY

This form is to be completed by the organization or individual requesting use of the church facilities and is to be returned to Leslie Sheffield in the church office.

STATEMENT OF INTENDED USE:

DATE AND TIME OF INTENDED USE:

REQUESTED AREA OF USE (Worship Center, Gathering Space, Carmel Room, etc.)

SPECIAL SERVICES OR ARRANGEMENTS REQUIRED FOR ACTIVITY:

I have received a copy of and have read the foregoing "Building Use Policy" and agree to abide by all of the requirements therein. I understand the security deposit and the reimbursement costs that will be charged by Carmel Baptist Church and agree to make payment *prior* to my planned activity.

The Licensee agrees to save and hold harmless Carmel Baptist Church for all claims, including death, arising out of the Licensee's use and or occupancy of the premises and operations incidental thereto and to pay all costs, including defense and attorney fees associated therewith.

The Licensee agrees to secure and maintain insurance in the following types and the following amounts: (i) Automobile Liability, if automobiles are to be used, not less than \$300,000 combined single limit, (ii) Comprehensive General Liability with limits no less than \$300,000, and (iii) if food is to be served, a product liability endorsement with limits no less than \$300,000 is required.

SIGNED: _____

DATE: _____

ORGANIZATION: _____

ADDRESS, CITY, STATE, ZIP: _____

TELEPHONE & FAX _____

Please return completed form to Leslie Sheffield
Carmel Baptist Church
1145 Pineville-Matthews Road
Matthews, NC 28105
704-847-1430 (Fax)
leslies@carmelbaptist.org