



FACILITY USE POLICY

Statement of Purpose:

The facilities of Coral Hill Baptist Church (CHBC) are generally reserved for use by members only. However, to demonstrate love for and engagement with our community, CHBC makes its facilities available to non-member activities that are consistent with the mission and beliefs of CHBC as expressed in its bylaws, statement of faith, and other governing documents.

Scheduling Events:

The church staff or authorized representative of CHBC makes the final decision about facility use. **Priority of use shall generally be given to members and church ministries.** CHBC will only allow individuals, groups, and organizations to use church facilities if that individual, group, or organization meets the following criteria:

1. The individual's, group's, or organization's **objectives are in general harmony** with the purpose and mission of the church.
2. The individual, group, or organization is willing to **take responsibility for the facility** and equipment, **to properly supervise any activity**, and **to abide by the rules of conduct** as included in this policy and as given orally by the church staff or authorized representative.
3. Requests by individuals, groups, or organizations that are not members of CHBC must have **an active member of CHBC be present at the event** in order to assume responsibility and oversight of the event.

Once the "Facility Use Application" is completed and returned to the church staff or authorized representative, the application will be reviewed. After the application is processed, the applicant will be contacted in order to complete the "Facility Use Agreement". Once this agreement is completed and returned by the applicant, and the Facility Use Fee and Maintenance Deposit are paid, the event will be placed on the church calendar.

Indemnity Agreement

All individuals, groups, or organizations using the facility hereby agree to release, defend,

hold harmless, and indemnify CHBC and its officers, employees, members, and other representatives from and against all claims, damages, loss, actions, cost, and expense (including, without limit, attorney fees) arising directly or indirectly out of the use of CHBC.

If damage occurs to the church facility or equipment, any individual, group, or organization using the facility agrees to accept the replacement costs as determined by the Pastor and Deacons or their designee and agree to reimburse the church upon demand.

Fees

1. General Usage

CHBC charges a facility use fee of \$50.00 per event. This fee is non-refundable and must be submitted prior to the event. This cost is waived if the person securing the facilities is an active member of CHBC. (Active member has attended within the past six months.)

CHBC requires a Maintenance Deposit (refundable) of \$100.00 per event. This deposit must be submitted prior to the event. The fee will be voided/refunded at the conclusion of the event, provided all guidelines are followed and the Cleaning Checklist has been completed.

If your event requires sound, lighting, projection, or any other kind of media, CHBC will charge \$100 to supply a trained CHBC media team member to help with your event. This person will take care of media setup, operation during the event and tear down of all media equipment. Only a trained CHBC media team member is allowed to operate and move equipment.

2. Wedding Usage

CHBC charges a Facility Use Fee of \$200.00 per event. This fee is non-refundable and must be submitted prior to the event. This cost is waived if the person securing the facilities is an active member of CHBC. (Active member has attended within the past six months.)

CHBC charges a Maintenance Deposit of \$150.00 for weddings (usage of the sanctuary, changing rooms/classrooms, and fellowship hall). This deposit must be submitted prior to the event. The deposit will be voided/refunded at the conclusion of the event provided all guidelines are followed and the Cleaning Checklist has been completed. (This deposit is subject to change if, according to the discretion of the church staff or their representatives, a different fee is justified.)

If your wedding requires sound, lighting, projection, or any other kind of media, CHBC will charge \$100 to supply a trained CHBC media team member to help with

your event. This person will take care of media setup, operation during rehearsal, operation during the wedding, and tear down of all media equipment. Only a trained CHBC media team member is allowed to operate and move equipment.

Facility Use Guidelines

1. No alcohol may be served in church facilities or on the church campus.
2. Smoking inside church facilities is prohibited.
3. Individuals, groups, and organizations may only use the areas reserved for the event. Individuals, groups, and organizations must not exceed the capacity limits of the areas reserved.
4. Individuals, groups, and organizations must leave the used areas in good, clean condition. This includes completing the Cleaning Checklist for all reserved areas directly upon conclusion of the event.

The checklist should be immediately submitted to the church office (if after hours, please slide under office manager's door) and will be verified for completion. In the event the **Cleaning Checklist items have not been completed, the individual, group, or organization forfeits their deposit submitted upon reservation.** Please take great care that each item is completed as this ensures our facilities are ready for their next use.

The church's custodian is responsible for maintaining/cleaning the facilities following church-wide ministry events only. You are entirely responsible for the cleaning checklist following your private event or your church event that is not church-wide.

5. Lights must be turned off and doors must be locked when the event is complete.
6. Usage of disposable cups, plates, napkins, and/or silverware from the church's stock is prohibited. Such supplies are not included in your use fee. Our stock is regularly monitored to make sure it is replenished as needed. Failure to comply may result in the forfeiture of your maintenance/cleaning deposit.
7. All church equipment must be returned to its original location unless otherwise directed by church staff or authorized representative.
8. Food and beverages are allowed only in the fellowship hall.
9. Drug use, foul or abusive language, and violent or destructive behavior are strictly prohibited. CHBC reserves the right to require any person engaging in such behavior to leave the premises.

10. Individuals, groups, and organizations may not use tables, chairs, or other equipment from areas not reserved.

For example, if reserving the Fellowship Hall for an event, this includes the use of tables and chairs from within the Fellowship Hall storage closet. It does not, however, include gathering additional tables and chairs from other parts of the building that are not included in your reservation. This is to ensure that multiple parts of our church can be used simultaneously and that each group has everything they need per their application and reservation. If you feel you will need additional chairs/tables/equipment beyond what is directly in your reserved space, consult with the church staff as to where to get these from and be careful to note this on your application.

11. Individuals, groups, and organizations agree to abide by additional instructions from church staff or authorized representative before and during use of the facility.
12. All sound, visual and media equipment are restricted to trained CHBC media members. If these elements are needed for your event, you must request them in your application. Note: A \$100 fee will be required to secure a trained CHBC media team member.
13. If your event requires use of the elevator, we ask that great care be taken in its operation. Failure to do so could result in CHBC choosing to void your maintenance deposit after your event.
14. We do allow individuals, groups and organizations using the facility to use the playground. CHBC requires adult supervision to be present at all times while children use the playground.

CHBC limits the use of its facilities because all of its church facilities, whether or not attached to the church sanctuary or auditorium, are set apart for the purpose of worship, biblical education, and fellowship. (See I Corinthians 10:31) Allowing activities or ceremonies contrary to the mission and statement of faith of CHBC would violate the church's beliefs and religious practices, would render assistance to beliefs and practices contrary to its own, produce confusion among its members, and send an inconsistent message to the community. II Corinthians 6:14; I Thessalonians 5:22.

This policy is intended to cover basic concerns about church facility use. This policy does not cover every aspect of church facility use. No CHBC representatives have authority to enter into an agreement contrary to or waive the guidelines and restrictions contained in this church facility policy. This policy, adopted on the ___ day of ___ by CHBC, supersedes all former policies concerning church facility use.

SANCTUARY & WELCOME CENTER CLEANING CHECKLIST

The following are to be completed immediately upon the completion of event.

Sanctuary:

- Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.
- Replace and return any items that were moved in sanctuary (eg. chairs)
- Pick up all trash and song books
- Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)
- Sweep Sanctuary
- Turn out lights and make sure Sanctuary doors are shut

Note: All sound, lighting and media related items will be returned by a trained CHBC media member

Welcome Center:

- Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.
- Replace and return any items that were moved in Welcome Center (eg. chairs in seating area, welcome center desk, stools etc.)
- Pick up all trash
- Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)
- Sweep Welcome Center
- Vacuum entry mats
- Sweep and clean all bathrooms. If more paper towels, toilet paper or hand soap are needed, please inform the office.

Note: *Lights in the Welcome Center are on a timer and will not have to be turned off.*

Name/Signature

Date

Once cleaning has been completed, return this form & key to church manager's office.

FELLOWSHIP HALL, PLAYGROUND, CONFERENCE ROOM & THE PATIO CLEANING CHECKLIST

The following are to be completed immediately upon the completion of event.

Kitchen:

- ___ Clean Sink
- ___ Wipe Counters
- ___ Sweep/Mop Floor
- ___ Items used from the kitchen should be washed, dried and returns to their designated place. *(Pots, pans, dishes, utensils, etc. For your convenience, cabinets and drawers are labeled.*
- ___ Refrigerator: Remove all food items brought and clean any spills/messes. Clean handles, knobs, etc with disinfectant wipes.
- ___ Microwave and conventional ovens: Clean any spills/messes. Clean handles, key pads, etc. with disinfectant wipes.
- ___ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.
- ___ Clean all door knobs (both sides of door), chairs, tables, counters that have been used in any of these areas with disinfectant wipes)
- ___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag).
- ___ Turn off all lights

Fellowship Hall:

- ___ Sweep/Mop Floor
- ___ Clean Glass Doors (Finger prints, knobs/handles use Windex/Disinfectant wipes)
- ___ Chairs and tables returned to original location.
- ___ Remove all decorations, party supplies, paper
- ___ Clean all door knobs (both sides of door), chairs, tables, counters that have been used in any of these areas with disinfectant wipes)
- ___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag).
- ___ Turn off all lights and lock doors upon exit.

Restrooms:

- ___ Sweep/Mop Floor
- ___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag).
- ___ Wipe Counter
- ___ Clean toilet handles, seats, stall doors etc. with disinfectant wipes
- ___ Clean all door knobs (both sides of door), chairs, tables, counters that have been used in any of these areas with disinfectant wipes)
- ___ Turn off all lights

Conference Room

- ___ Sweep/Mop Floor
- ___ Clean all door knobs (both sides of door), chairs, tables, counters that have been used in any of these areas with disinfectant wipes)
- ___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag).
- ___ Turn off all lights

Playground:

- ___ Pickup all belongings
- ___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag).

Name/Signature _____ Date _____

Once cleaning has been completed, return this form & key to church manager's office.

STUDENT WING CLEANING CHECKLIST

The following are to be completed immediately upon the completion of event.

- ___ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.
- ___ Replace and return any items that were moved in student wing (eg. chairs)
- ___ Pick up all trash
- ___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)
- ___ Vacuum (located in closet on the right of the stage)
- ___ Turn out lights and make sure doors are locked
- ___ Clean up any spills (Make note of spills on carpet so our facility manager can follow up if additional cleaning is required)

Note: All sound, lighting and media related items will be returned by an trained CHBC media member

Name/Signature

Date

Once cleaning has been completed, return this form & key to church manager's office.

Notes/Comments:

ADULT SMALL GROUP ROOMS CLEANING CHECKLIST

The following are to be completed immediately upon the completion of event.

Classroom # _____ *(Each classroom is numbered)*

___ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

___ Return all church property to original location

___ Sweep/Mop if needed

___ Clean up any spills

___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

___ Turn off lights

Restrooms: ___ Sweep floor ___ Empty trash and place in receptacle outside

___ Wipe Counter ___ Clean toilets-handle, seat and stall door
with disinfect wipes

Hallway: ___ Sweep/Mop if needed ___ Return church property to original location

Name/Signature

Date

Once cleaning has been completed, return this form & key to church manager's office.

THE PAVILION CLEANING CHECKLIST

The following are to be completed immediately upon the completion of event.

___ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

___ Return all church property to original location

___ Sweep and mop if necessary

___ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

Restrooms: If used

___ Sweep floor

___ Mop floor

___ Empty all trash and replace with liners

___ Wipe counter

___ Turn off lights

Kitchen Area: If used

___ Clean Sink

___ Wipe Counter

___ Sweep Floor

___ Mop Floor

Name/Signature

Date

Once cleaning has been completed, return this form & key to church manager's office.

FACILITY USE AGREEMENT

1. I acknowledge that I have read and agree to abide fully by the terms and guidelines of the Coral Hill Baptist Church (CHBC) Facility Use Policy.
2. I understand that CHBC limits use of its facilities to activities that are in general harmony with its mission, as stated in its Constitution and Bylaws as well as its Facility Use Policy.
3. I acknowledge that permission to use the CHBC facilities is conditioned upon the aforementioned activity being fully consistent with the religious beliefs, mission and purpose of CHBC. I agree to notify immediately the church staff or representative if a conflict arises between the intended activity and the religious beliefs, mission, and purpose of CHBC.
4. I agree to reimburse the church for any damage caused to the church facility in the amount set by the Pastor and Deacons of CHBC or their designee in congruence with repair/replacement costs.
5. I agree to abide by any further instruction(s) given to me (or to my group or organization) by the Pastor and Deacons or their designee before and during my use of the facilities.
6. I understand that CHBC believes disputes should be worked out between parties and without legal action. (See Matthew 18 and I Corinthians 6) I agree to submit any disagreement, claim, or action to Christian mediation. If that fails, I agree to arbitration through the American Arbitration Association or any mediation service mutually agreed to by the parties.
7. If I represent a group or organization, I declare that I am duly authorized to sign for and bind that group or organization.
8. I agree to release, defend, hold harmless, and indemnify CHBC and its officers, employees, members, and other representatives from and against all claims, damages, loss, actions, cost, and expense (including, without limit, attorney fees) arising directly or indirectly out of the use of the CHBC facilities.
9. I agree to pay the required event Use Fee (non-refundable) and Maintenance Deposit (refundable) as stated in the Facility Use Policy upon submitting the Facility Use Agreement. (Two separate checks are required)