

## Perche Baptist Church

Building Use Policies - Effective July 14, 2013 (*corrections made 02/12/17*)

### 1. General Understanding

It is the understanding of the membership of Perche Baptist Church that the Lord has given us our buildings and grounds and facilities for the fulfillment of our mission. The Church has defined our purpose as "To Glorify God and make disciples of all persons, baptizing them in the name of the Father, Son, and Holy Spirit, teaching them to observe all that Jesus had commanded." The church is committed to provide facilities that are aesthetically pleasing, well-maintained and conducive to the fulfilling of our ministry and mission. The membership of Perche Baptist Church will strive to be good stewards of its financial, physical, and leadership resources so as to be a place where people can worship, learn, fellowship, and serve to the glory and honor of God.

The buildings, facilities, and grounds of Perche Baptist Church are available for use for the following groups with no financial cost involved:

Priority (1) The organizations and programs of Perche Baptist Church, upon approval by the Pastor or Church leadership

Priority (2) Active Membership of Perche Baptist Church, upon approval by the church body by majority vote. Members may request the use of the facilities on behalf of extended family provided they do not otherwise conflict with the requirements of the general use policy.

Priority (3) The organizations and programs related to the Mount Zion Baptist Association, the Missouri Baptist Convention, and the Southern Baptist Convention. Upon approval by the church body by majority vote

The buildings, facilities, and grounds of Perche Baptist Church are available for use with a fee to all other organizations or individuals, providing they do not otherwise conflict with the building use policy, upon approval from the church body by a 2/3 majority vote.

### II. General Policies

- (1) The groups indicated in Priorities 1 thru 3 of the General Understanding will always have priority in the use of the church buildings and facilities.
- (2) All groups outside the organizations or programs of Perche Baptist Church must complete a building use request form available in the church office and be reviewed by the Church leadership. Scheduling events and reserving space should be done as far in advance as possible and practical.
- (3) Non- active member requests will not be granted more than 6 months prior to the requested use date.
- (4) The person completing the building use request form needs to review the building use policies, agree on behalf of the group to abide by the policies, and make full payment of any applicable fees for the use of the facilities at the time of the submittal of the building use request form.
- (5) Access to the building may be gained by obtaining a key from the Pastor. A deposit for the key is required for all non-member groups and is returnable upon the return of the key. If a key is lost and one or more locks must be changed or rekeyed, the person to whom the key was checked out or the group for whom the person represents shall be responsible for the costs incurred.
- (6) It is understood that non-active member groups will use only those parts of the building for which a function is requested. Additional fees will be assessed for parts of the building if used by a group according to the fee schedule.
- (7) Special consideration needs to be given to the locking of the building, turning off lights, cleaning up, remove trash, restore thermostats to program, closing and locking windows, etc. when a function is completed. All rooms and equipment should be left clean and in good order.
- (8) No nails, thumbtacks, or staples may be used to attach items to walls, pews, wood trim or tables.

- (9) Any non-active member related group using our facilities is expected to pay the cost of repair or replacement for damages to the building or its furnishings resulting from their use by the group. Any church related group is expected to report any damages to the Pastor.
- (10) All accidents taking place on the premises must be reported to the Pastor as soon as possible.
- (11) Any group using the church facilities is assumed to be responsible for the conduct of its members and others participating in its function. No alcoholic beverages are to be distributed or consumed on the premises. There is to be no smoking on the premises. Profanity or loud noises are not permitted. Food and drinks are not permitted in the Sanctuary.
- (12) It is understood that adequate and competent adult supervision is to be provided for all youth and children's groups using the buildings and facilities for any function or event.
- (13) Equipment and furnishings are not to be removed from the building without permission.
- (14) The use of candles or other sources of flames by groups will normally not be permitted, with the exception of dripless candles during wedding ceremonies. All groups need to be sensitive to fire prevention, containment, and escape.
- (15) The Sanctuary is to be limited to functions of a religious or worship related nature.
- (16) Any use of the Musical instruments and equipment in the Sanctuary must conform to the intended purpose of these items.
- (17) All groups utilizing the kitchen facilities will leave the kitchen and all items in the kitchen clean and in their proper locations.
- (18) The building and its facilities will normally not be available for use by non-church related groups on Sundays.
- (19) Funerals are available at no charge and will be coordinated by the pastor or church leadership.
- (20) The use of the church building and facilities by any group should not interfere with the normal routine and ministry of the Pastor.
- (21) The buildings and facilities of Perche Baptist Church are not available to the following groups:
  - i. Those promoting partisan politics
  - ii. Those advancing commercial enterprises
  - iii. Those advocating non-Christian religions and values, including same sex marriages or events.
- (22) Any and all revenues generated through the use of the church building and facilities (except for custodial and sound technician fees) are to be given to the general budget of Perche Baptist Church.
- (23) No animals are allowed inside any building, except service animals.
- (24) All paper and food supplies are the responsibility of the attending party.
- (25) Vehicles are to remain on the parking areas and may not be left overnight without pastor approval.
- (26) No throwing of rice, confetti, etc. on the premises. Birdseed may be used outside only.
- (27) The church reserves the right to change these policies at any business meeting.
- (28) Clarification on any of the above policies may be obtained from the Pastor or Church leadership.

III. Fee Schedule for groups per function per day:

<u>Area</u>	<u>Rental Fee</u>
Sanctuary - Non active member only	\$ 150.00
Kitchen and Fellowship Hall - Non active member only	\$ 150.00
Pavilion and ball field - Non active member only	\$ 50.00

\*Weddings will be considered as a single function, regardless of duration, regarding AREAS listed above.

<u>Sound Equipment</u>	<u>Rental Fee</u>
Sound equipment/ operator for members AND non-members	\$ 50.00

<u>Refundable Deposits</u>	<u>Amount</u>
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Per Event – Non Active Member Refundable Deposits:

Custodial Deposit	\$ 150.00
Key Deposit	\$ 25.00

Non-active members will be charged RENTAL FEES PLUS refundable deposits.

PERCHE BAPTIST CHURCH  
BUILDING USE REQUEST APPLICATION

APPLICATION SUBMISSION DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE 1: \_\_\_\_\_ PHONE 2: \_\_\_\_\_

IS THE REQUEST BEING SUBMITTED BY AN ACTIVE PERCH BAPTIST CHURCH MEMBER? YES OR NO

BUILDING USE:

DATE REQUESTED: \_\_\_\_\_ TOTAL TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

ACTUAL EVENT TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

APPROXIMATE NUMBER OF PERSONS ATTENDING EVENT: \_\_\_\_\_

PURPOSE OF EVENT: \_\_\_\_\_

IS SOUND EQUIPMENT USE REQUESTED?: YES OR NO

INDICATE ANY SPECIAL ARRANGEMENTS OR EQUIPMENT REQUIRED FOR THIS EVENT: \_\_\_\_\_

PERSON COMPLETING FORM (PRINT): \_\_\_\_\_

I HAVE READ, UNDERSTAND AND AGREE TO THE BUILDING USE POLICY: YES OR NO

**SIGNATURE:** \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

FEES & DEPOSITS COLLECTED: \_\_\_\_\_

I/We understand and agree that neither the Church, nor its trustees, representatives, employees or agents may be held liable in any way for an accident resulting in injury, harm or other damages to any member of our organization or guest, invited or not. I/We release the Church its trustees, employees, agents or representatives from any claim for damages, injury or death which may occur while participating in the activity. I/We agree that our Organization alone shall be responsible for any damage, personal injury or death that may occur during our use of the premises.

**SIGNATURE OF REPRESENTATIVE OF GROUP:** \_\_\_\_\_