

Building Use Policies
Perche Baptist Church, Clark, Missouri

I. 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) Resident Membership of Perche Baptist Church, upon approval by the Pastor or Church leadership. Resident Members may request the use of the facilities on behalf of Non-resident Members provided they attend the event as the responsible party and 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 Pastor or Church leadership.

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 Resident Members 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.
- (3) 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.
- (4) Access to the building may be gained by obtaining a key from the Pastor. 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.
- (5) It is understood that a Resident Member or group will use only those parts of the building for which a function is requested. Additional fees, if applicable, will be assessed for parts of the building if used by a group according to the fee schedule.
- (6) 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.
- (7) No nails, thumbtacks, or staples may be used to attach items to walls, pews, wood trim or tables.
- (8) Any Resident Member or 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.

- (9) All accidents taking place on the premises must be reported to the Pastor as soon as possible.
- (10) 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.
- (11) 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.
- (12) Equipment and furnishings are not to be removed from the building without permission.
- (13) The use of candles or other sources of flames by groups will normally not be permitted, with the exception of drip less candles during wedding ceremonies. All groups need to be sensitive to fire prevention, containment, and escape.
- (14) The Sanctuary is to be limited to functions of a religious or worship related nature.
- (15) Any use of the Musical instruments and equipment in the Sanctuary must conform to the intended purpose of these items.
- (16) All groups utilizing the kitchen facilities will leave the kitchen and all items in the kitchen clean and in their proper locations.
- (17) Funerals are available at no charge and will be coordinated by the pastor or church leadership.
- (18) The use of the church building and facilities by any group should not interfere with the normal routine and ministry of the Pastor.
- (19) 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.
- (20) 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.
- (21) No animals are allowed inside any building, except service animals.
- (22) All paper and food supplies are the responsibility of the attending party.
- (23) Vehicles are to remain on the parking areas and may not be left overnight without pastor approval.
- (24) No throwing of rice, confetti, etc on the premises. Birdseed may be used outside only.
- (25) The church reserves the right to change these policies at any business meeting.
- (26) Clarification on any of the above policies may be obtained from the Pastor or Church leadership.
- (27) If ANY policy is broken, deposits will not be refunded.

II. Fee Schedule for Non-resident Members per function per day:

<u>Area:</u>	<u>Fee</u>
Sanctuary	\$ 300.00 day/50.00 hour
Kitchen and Fellowship Hall.	\$ 300.00 day/50.00 hour
Pavilion and ball field	\$ 50.00
Sound equipment/operator	\$ 250.00
deposit (refundable)	\$ 300.00
Custodial fee	\$ 150.00
Resident Member's	
Sound equipment/operator	\$ 250.00
Custodial	\$ 150.00

Weddings will be considered as a single function, regardless of duration, and include all areas listed above. Non-resident members will be charged a fee of \$1,000.00, plus refundable deposits. Deposits will be returned 30-60 days after the event.

BUILDING USE REQUEST FORM
Perche Baptist Church

Application submission date: _____

Person completing form: _____

Address: _____

Phone: _____ (day) _____ (night)

Is the request being submitted by an Active Perche Baptist Church member? Yes ___ No ___

Name of organization requesting building use: _____

Date requested for building use: _____

Time requested for building use: From _____ To _____

Number of persons attending event: _____

Purpose of event: _____

Have the Building Use Policies been read, understood, and agreed to: Yes _____ No _____

Is the use of the church sound equipment requested? Yes _____ No _____

Indicate any special arrangements or equipment required for this meeting? _____

Is sound equipment use requested?: Yes _____ No _____

Signature of person completing form: _____

Approved by: _____

Date approved: _____

Fee's and 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 individual representing
Organization _____