

Bath Christian Church
Guidelines Governing Use of Facilities and Equipment
Members and Non-Members Info

Adopted 5-5-2019

God has called us to be stewards of all that He has given us. The purpose of church property is to enable the family of God to better carry on the mission and ministry of Christ. The church must be sensible and wise stewards, as well as compassionate and caring ones.

It is the duty of the Property Committee in accordance with the By-Laws to supervise and care for all the real property and equipment. (Contact the Property Chairperson if you have concerns.) **(NOTE: Normal church activities will take priority over non-church requests.)**

1. Use of facilities by Bath Christian Church members or Bath Christian Church sponsored groups does not require Board approval.
2. Use of church facilities must be scheduled and placed on the “facilities calendar” by the Facilities Scheduler. Church members are allowed two days prior to the wedding date for decorating. Bookings for showers, birthdays, reunions, scout events or anniversary celebrations have the day before the event to decorate, if requested at the time of the booking.
3. Members may use the facilities for personal events at no cost. Use of church facilities by church **members** for family-oriented functions does not require payment; however, donations are encouraged. Any business related or non-profit organization (whether by members or non-members) will be charged the full rental fees, as well as a cleaning deposit. Only the Fellowship Hall may be used for business related events.
4. If there is an emergency request (such as an Evacuation Shelter during a storm) that requires immediate decision it may be approved by the Chairman of the Board.
5. Use by non-members must be approved by the Property Committee and requires a Church Sponsor. The Church Sponsor will be responsible for opening/closing the facility. The Church sponsor is also responsible to ensure facility protocol is followed. At the time of signing of the agreement, a cleaning deposit is required. Signed forms must be returned within 30 days or reservation will be removed from the calendar.
6. Use by non-members or use of members for business related purposes will be subject to charges as follows:

<u>Building</u>	<u>Rental Fee</u>	<u>Cleaning Deposit</u>
Sanctuary	\$300	\$200
Fellowship Hall	\$200	\$100

7. Weddings and any other event may be booked no more than one year in advance.

CHURCH PROPERTY

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8. Church property (tablecloths, silverware, coffee pots, etc.) can be used by ONLY Bath Christian Church member-sponsored activities in the church facilities. It is expected that if anything is broken or damaged, it will be replaced or repaired by the family or member responsible. Please report to a member of the Church immediately.
9. Members and Non-Members: Paper products and cleaning supplies are to be furnished by the renter.
10. Furniture must be replaced (if moved) to its original position/location.
11. All tables and chairs must be wiped clean and placed back in the proper locations
12. If chairs and tables were removed from the storage facility, they must be returned to the storage facility. Highchairs should be stored where they were within the Fellowship Hall.

CLEANING

13. When using the facilities, do not use tape or nails for decorating. Facility will be available 1 day prior to event for decorating.
14. The Fellowship Hall and the Kitchen are to be cleared of all decorations and food. If you have used dishes, ensure they are washed and put in their proper location. Do not leave any fruit or acidic foods uncovered in the refrigerator at any time. All left-over food should be removed from the facility.
15. Bathrooms must be checked. Be sure commodes are flushed, cleaned and lights are off.
16. Tie up and place all trash in the outside dumpster, put new can liners in trash cans
17. Any areas in Church that have been used must be vacuumed at end of use.
18. All areas including the foyer, restrooms and sanctuary are to be cleared of all decorations and/or flowers
19. Floors should be swept and mopped with warm clear water (no abrasive detergents of any kind on the floors).
20. If Sanctuary was used all furniture must be replaced (if moved). Any wax on carpet, etc. must be removed properly, hymnals replaced in pew holders and floors swept or vacuumed accordingly.
21. If Sanctuary used, any items, such as candelabras, that cannot be returned at the end of an event must be removed from the sanctuary. Those items may not be stored in areas that are used during Sunday School or worship service.

22. Lobby, music room, restrooms and Sunday School rooms (if used for changing clothes, etc.) must be left in proper order.
23. Ensure countertops and cabinets are clean
24. Please check to be sure stove is off, coffee pots turned off, appliances are cleaned and all items are in their proper places.

SECURITY:

25. For Security purposes, children/youth should not be allowed in the facility unless an adult is present. No children allowed in nursery without adult supervision.
26. All Sidewalks, grounds, parking lot, entrances and steps are to be cleared of all decorations and debris. Turn off all lights and leave heating/air conditioning at standard setting: 75 degrees
27. Smoking is prohibited inside all buildings on the church campus.
28. Alcoholic beverages may not be served or consumed anywhere on the property of Bath Christian Church.
29. Ensure all doors are locked.
30. If this is a wedding event, the wedding policy must also be followed.

If you recognize an issue, please leave a note or report to your sponsor so the defect can be corrected.