

# Second Baptist Church

## Building Use Policies Church Members

Individuals and groups may use the facilities of Second Baptist Church for personal functions when the purpose of those functions and the nature of the group are consistent with the mission and identity of Second Baptist Church. Weddings are covered under a separate policy, but a wedding reception by itself (i.e.: the wedding is not held at SBC) is considered an outside event and therefore is covered under this policy. There are some requirements for the use of the facilities.

- 1. Approval of Staff.** A request form must be submitted and approved before the facilities are used. The church staff meets weekly (with occasional exceptions) for staff meetings and will consider requests for use of the facilities at this time. This allows us to thoroughly check the calendar to make sure there are no scheduling conflicts. Church-related events will receive priority in scheduling. **We reserve the right to take at least two (2) weeks to approve any request for reservation.** No December events may be scheduled prior to September 1 of the same calendar year.
- 2. Contact person.** The individual scheduling the event for the group will serve as the contact person and must be present for the entire event. This person will facilitate communication between Second Baptist Church and the group using the facilities and be responsible for the group. The lessee is responsible for any property damage or missing equipment that occurs during their usage.
- 3. Appropriate activities.** Activities held here must be consistent with the identity and mission of Second Baptist Church. Certain activities will not be allowed on church property. For example: use of alcoholic beverages or smoking, inappropriate music (all music must be approved in advance by the minister of music), improper conduct or language, offensive posters or decorations. Guests must remain in reserved area. No chewing tobacco, food, gum, candy or drink is allowed in the sanctuary at any time. We cannot allow parties where items will be sold for profit not relating to ministerial work, such as Tupperware, jewelry, scrapbooking, etc. If you are reserving Fellowship Hall or the Sanctuary, please read the additional policies regarding those areas. If there is a question about an activity, please ask.
- 4. Deposit.**
  - A.** If you are hosting a church function, meaning a particular church group or the church as a whole is gathering, no deposit is required but you still must fill out a reservation request form.
  - B.** For private functions (birthdays, showers, anniversaries, family reunions, etc.), a refundable deposit of \$100 is required along with the reservation form in order to secure the event on the calendar. A non refundable \$8 laundry fee is required for each tablecloth used in Christian Hall. Make checks payable to Second Baptist Church. Any donations made for use of a facility cannot be earmarked as they will be used for expenses of upkeep.

- C. The building is expected to be cleaned and returned to its original state and trash removed from the area.
  - a. If you'd rather have the custodian clean up for you, the fee is \$100 per area used.
  - b. If you'd rather have the coordinator assist with the event, the fee is \$100 per event. The coordinator will unlock and lock up for all activities associated with the event. The coordinator will be on site during the event to help answer and assist with any questions or needs that the group may have.
  - c. Please Note: Members using the facilities for an outside organization with 50 or more in attendance, a church custodian and coordinator are required.
  - d. There are 6 facility areas available: (1) Kingdom Kids Fellowship Hall with kitchen, (2) Christian Hall with catering station, (3) Duncan Chapel, (4) Main Sanctuary, (5) Activity Center Kitchen, and (6) Activity Center Gym.
  - e. There are clean up check list cards for each area.
- D. The deposit will be returned when
  - a. the check list is filled out, signed and turned in along with any keys that may have been issued,
  - b. the church staff has approved the resulting condition of the facility, and
  - c. when all fees, if any, are paid in full.
- 5. **Keys.** If your event is scheduled for the weekend or on a weeknight and will be held in either the Kingdom Kids Fellowship Hall or the Activity Center, you will need a key to access your reserved facility. You may pick it up in the office on the business day before your event and return it the following business day.
- 6. **Damage to property.** If there is any damage to the property or possessions of SBC, we will keep the full deposit and lessee will be required to pay any additional expenses.

**Fill out the reservation form and sign the policy agreement on the back. Submit the form and refundable deposit (if applicable) to Second Baptist Church immediately to secure your preferred date. Retain the Building Use Policies for your reference.**

# Second Baptist Church

720 W 7<sup>th</sup> Street ♦ Hopkinsville, KY 42240 ♦ fax and phone: 270.886.0291

## Reservation Form

This agreement is granted to the lessee upon the terms of the conditions set forth in our Building Use Policies (see attached) which the parties agree to observe, keep, and perform.

Lessee (group/individual) \_\_\_\_\_

Address \_\_\_\_\_

Person to Contact – Name \_\_\_\_\_

Phone # (cell) \_\_\_\_\_ (home) \_\_\_\_\_ Email \_\_\_\_\_

### Please complete the following:

	<u>Date</u>	<u>Time bldg needs to be open*</u>
1 <sup>st</sup> Choice	_____	From _____ to _____
2 <sup>nd</sup> Choice	_____	From _____ to _____
3 <sup>rd</sup> Choice	_____	From _____ to _____

*\*All events must end by 9:00pm.*

### Check desired facility

- Fellowship Hall
- Christian Hall
- Activity Center Kitchen
- Activity Center Gym
- Sanctuary
- Duncan Chapel

Description of event \_\_\_\_\_

Number of people attending \_\_\_\_\_

Food/Refreshments served? Y / N

Sound System needed? Y / N (sanctuary only)

Kitchen use? Y / N

### Office Use Only

Staff approval ? Y / N      If no, explain:  
Date of approval \_\_\_\_\_

Status: C \_\_\_\_\_ M \_\_\_\_\_ O \_\_\_\_\_

Fees:	Building Use	\$ _____
	Custodial	\$ _____
	Sound Tech.	\$ _____
	Additional	\$ _____
	TOTAL	\$ _____

Refundable Deposit	\$ _____
Refunded? Y / N	\$ _____
If no or partial, explain:	

I, the undersigned, have read the facility policies set forth in this form and have agreed to honor them. I, on behalf of myself and/or the organization that I represent, absolve and release Second Baptist Church, its trustees, staff members, church members and volunteer workers from legal responsibility in case of accident or injury to me or my group. I understand and agree that I will not hold Second Baptist Church, its trustees, staff members, church members and volunteer workers responsible for injuries not caused by them. I agree to pay all fees involved.

Lessee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sound Technician Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Custodian Signature: \_\_\_\_\_

Date: \_\_\_\_\_