



MEMORIALBAPTISTCHURCH

Facility Use Policy

PURPOSE

Our purpose is to join God in His work of transforming lives. We praise God for His blessing us with wonderful facilities and seek to use them in fulfilling our purpose as a church.

INTRODUCTION

To fulfill our purpose, Memorial Baptist Church will make its facilities available to church and service groups, both inside and outside of the church. The facilities may be used by community groups, organizations, and individuals as outlined in this policy. MBC considers this use by groups, organizations, and individuals outside of the church ("User" or "External User") to be part of the church's service to the community. The church associate who handles scheduling reserves the right to consult with pastors and staff as to whether or not a group may use its facilities. By submitting a request to use the church facilities, a community group, organization or individual agrees that the church may decide, in its sole discretion, whether the group, organization, or individual may use the church's facilities, and this decision will be final and not subject to challenge.

FACILITY USE

All requests for use must be made in writing through the church's "Facility Request Form." Submission of a written Facility Request Form in electronic form through the church's website is acceptable. No other requests will be recognized.

Contemporaneously with the submission of the Facility Request Form, any User must provide a fully completed and signed Facility Use Agreement and all other required documentation set forth in the Facility Use Agreement. No use will be approved until the User has submitted the Facility Use Agreement and all other required documentation, along with the Facility Request Form.

The use of church facilities shall be scheduled through the Pastor's or Church Administration only. The Pastors or Church Administration may delegate certain responsibilities to other staff in their sole discretion.

The remainder of this policy outlines who may use the church facility, rules for use of the facility, and fees and deposits for the use of the church facility. Additional information may be requested from any User, such as background checks and references, beyond that described in this policy..

1. USE OF FACILITIES

Use of church facilities shall occur in the following order of priority:

1. Memorial Baptist Church meetings, events, activities, and ministries shall hold priority over any other request and will be scheduled at no charge.
2. Tillery Christian Academy will be scheduled at no charge.
3. Groups that come as invited guests of MBC shall be scheduled at no charge.
4. Service groups and charitable organizations (Hospice, Red Cross, etc.) will be considered for use without charge for short term use only.
5. Outside, non-ministry groups will be charged fees related to the specific event. (See Fees & Charges attached) Fees for non-ministry groups may be waived at the discretion of the Pastors or church administration or Board of Deacons.
6. **MBC members** may reserve the facilities per the approval process. **(See Fees & Charges attached)**

Any approval previously given to any User may be revoked if there is a church ministry use desired at the same time as the previously approved use or if there is a request for use of the facility by any group or organization of a higher priority in the list above at the same time as the previously approved use. The decision to revoke any previously approved use shall be made by the Pastors or Church Administration or the Board of Deacons, and this decision shall be final and conclusive.

The following may not use the church facilities:

1. Any group or organization whose primary purpose is to engage in political advocacy.
2. Any political party or any group affiliated with any political party.
3. Groups or organizations operating for commercial gain, or individuals seeking use of the church facilities to promote any for-profit business; provided, however, that this restriction shall not apply to any invited guest of the church or to any musician, artist, filmmaker, writer, or speaker who supports himself or herself in that manner.
4. Groups or organizations whose activities or positions are in conflict with the mission, doctrine and core values of Memorial Baptist Church as determined by the church, in its sole discretion, as an ecclesiastical matter, which determination shall be made by the Pastors or Church Administration or Board of Deacons and shall be final and

conclusive. Any applicant to use church facilities agrees that this decision is purely an ecclesiastical matter that involves interpretation of church doctrine.

5. Any group or organization whose use may be prejudicial in any way to the best interests of the church as determined by the church in its sole discretion.
6. Any group or organization who does not appear able to provide, or indicates it will not provide, adequate adult supervision as determined by the church in its sole discretion.

2. PROCEDURES FOR SCHEDULING USE

1. Groups or individuals wishing to use the church facilities must complete the "Facility Request Form." The Facility Request Form will be online at www.memorial4norwood.com. Hard copies may be made available at the church office.
2. Requests for use must be made at least **two weeks before** the event date. However, as a general rule, facilities may not be reserved more than 45 days in advance, except for weddings and outside ministry events.
3. MBC ministry events shall take precedence over all other requests.
4. Users shall be assigned an "Event Director" also known as a member of Church Administration for the event, and User must pay all fees required to be paid to the Event Director in advance of the event. To the extent a Production Team member is assigned to the event, User must pay all fees required to be paid to the Production Team member in advance of the event. To the extent an event exceeds the original projected time frame, User must supplement the pay to the Event Director and Production Team member, as applicable, to be consistent with the actual time period for the event.
5. The Pastors or Church Administration approves requests for facility use.
6. Users approved for facility use must submit the Facility Use Agreement and a "Certificate of Insurance" naming Memorial Baptist Church of Norwood, North Carolina as an additional insured on the User's liability/property damage insurance policy, which must have comprehensive limits of not less than \$1 million. The Pastors or Church Administration may waive, in writing, the requirement to provide a "Certificate of Insurance" set forth in the preceding sentence if (i) he is satisfied by the provision of other liability insurance information that adequate insurance coverage is held by the User for the event or (ii) other circumstances warrant waiving this requirement as determined by the Pastors or Church Administration. Should the User not have liability/property damage insurance, an event insurance policy (minimum of \$1 million) must be purchased unless this requirement is waived in writing by the Pastors or Church Administration.

3. USER'S RESPONSIBILITIES

1. User shall be responsible for all buildings, grounds, fields, and equipment incident to the use of the church's facilities caused by any of User's participants, vendors, or attendees.
2. User shall make no temporary or permanent modifications to any church property unless approved in advance by the Pastors or Church Administration.
3. User agrees to make use of the church facilities in accordance with all church policies, rules, and practices, and in compliance with all county, state, and federal laws, including fire codes.

4. User is responsible for providing all necessary and appropriate safety instructions to all participants, vendors, or attendees at User's event.
5. Responsible adult supervision must be with the group at all times when facilities are in use.
6. All minor children must be supervised by an adult.
7. The church property and facilities must be left in a thoroughly clean condition. Performance of clean-up by the church will not reduce the User's liability for damages, and the church may direct any clean-up costs it incurs to User for payment or reimbursement.
8. User must remove all of its materials from the church facilities within 2 hours after the event is concluded, absent another approved arrangement with the Pastors or Church Administration. Any item or material left at the church facilities more than 10 days after an event is concluded shall be deemed abandoned and shall become property of the church to be used or disposed of as the church alone determines.

4. USER'S RESTRICTIONS

1. Smoking, vaping and any other use of tobacco products is prohibited on the church campus.
2. Illegal drugs are prohibited on the church campus.
3. Alcoholic beverages are prohibited on the church campus.
4. User agrees that its use will be orderly and in compliance with all applicable laws.
5. User understands that the church reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of the same. The church, its employees, its members, and its agents shall have free access at all times to all spaces occupied by User.
6. The kitchen is not available for use and may not be used.

5. USE OF EQUIPMENT

1. Any use of audio-visual equipment in any of the church's environments requires a member of the church's Production Team. The A/V equipment will only be operated by a member of the production team (See Fee Schedule)
2. The use of DVD and televisions in classrooms may be used without a member of the production Team.
3. Users are responsible for providing linens, utensils, glasses and dishes, etc.
4. No furniture (tables, chairs, etc.) or equipment belonging to the church may be loaned or removed from the building.
5. Users may use tables, chairs, and lecterns, as their set up requires, but Users should not move items until cleared by the Pastors or Church Administration under the direction of the Event Director.