**KENNEBEC BAPTIST CHURCH**

**FACILITIES USAGE POLICY APPROVED Feb. 2017**

1. **Purpose of Policy:**

The purpose of this facilities usage policy is to ensure that all activities on church property go smoothly and are used for the glory of God. **ALL** church facilities **MUST** always be maintained and **MUST** be used exclusively for activities and events that do not compromise the integrity or mission of Kennebec Baptist Church. All ministries of Kennebec Baptist church, active members, approved groups or persons using the facilities **MUST** adhere to the guidelines set forth in this policy.

1. **Who may use the Facilities or Facility Grounds:**
2. Any Ministry of the Church, persons or groups approved by the church.
3. Any active Church Member
4. **Who may NOT use the Facilities or Facility Grounds:**
5. The facility or facility grounds are **NOT** available for use by **Non-Church Members**, secular groups, or political groups.
6. **Activities Allowed in the Facilities or on Facility Grounds:**
7. The preparation and serving of food in Fellowship Hall or on facility grounds.
8. Receptions, meals, birthday parties, anniversary parties, etc.
9. Weddings that meet guidelines that are set forth in Article XV of the By-Laws of Kennebec Baptist Church.
10. Organizational and Ministry meetings.
11. **Activities NOT Allowed in the Facilities or on Facility Grounds:**
12. Any activity that would cause damage to the facility.
13. Any distribution or consumption of alcoholic beverages or other non-prescription chemical substances.
14. Any wedding ceremony or reception that does not meet the guidelines that are set forth in Article XV of the By-Laws of Kennebec Baptist Church.
15. Any activity where there will be dancing or the use of secular music.
16. Any activity determined by a Pastor and Deacon Chairman, or Church Council not to be appropriate for the Church, or its mission.
17. **Facility Usage Requirements and Restrictions:**
	1. Responsible parties **MUST** be in attendance at all events, meetings, etc. All children **MUST** be under direct supervision by a responsible adult/adults at all times while in the facility, or on facility property.
	2. Keys to facilities **MUST** signed for, and are **NOT** to be shared with any other persons, ministries, or groups unless approved by church staff or a member of the Church Council.

* 1. Kennebec Baptist Church does **NOT** condone the carrying of weapons of any kind on church property. It is the sole responsibility of individuals to ensure they are in compliance with any federal law, state law, and/or any local ordinance in regards to the carrying of weapons.
	2. Tobacco products of any kind are **NOT** allowed to be used inside or outside of the facilities.
	3. Storage areas, i.e. closets, cabinets or other locations for storage of materials, supplies, food, etc., are reserved for ministries of Kennebec Baptist Church only. Guests using the facilities are **NOT** allowed to store any items in any of these areas.
	4. Use of sound and video equipment **MUST** be approved before the day of scheduled use, and **MUST** be returned to original locations.
	5. **NO** usage of nails or hanger-type items that may result in holes or damage to walls or doors. Please use tape carefully.
	6. Wedding parties are **NOT** to use rice inside or outside of the facility. Bird seed is permitted, but **ONLY** outside the facilities
	7. Food and beverages are **NOT** allowed in the sanctuary. These items should remain in the fellowship hall if at all possible. Food and beverages may be used in the Educational areas of the building, but **ONLY** in a supervised classroom setting.
	8. **NO** open food of any kind shall remain in the cabinets or refrigerator, or on the counters. All food **MUST** be stored in an airtight container, and refrigerated as necessary Food items **MUST** be removed within 24 hours after scheduled event.
	9. Anyone using the facilities for non-church sponsored events must furnish **ALL** disposal dishware and food for an event.
	10. All tables, chairs, and appliances, **MUST** be cleaned and **MUST** be returned to their proper places upon conclusion of any event.
	11. Any utensils/dishes/pans used are to be washed, dried and returned to the cabinet. **DO NOT LEAVE THEM DRYING ON THE COUNTER OR IN THE SINK.**
	12. Dish towels **MUST** be laundered and returned to proper location as soon as possible. **DO NOT LEAVE THEM DRYING ON THE COUNTER OR IN THE SINK.**
	13. All trash **MUST** be disposed in the receptacle located behind the fellowship hall. Liners **MUST** be replaced in trashcans after use.
	14. Outside areas **MUST** be policed for trash and equipment stored properly.
	15. The floors **MUST** be swept clean and mopped, and carpeted areas **MUST** be vacuumed if needed. **If in doubt, clean it.**
	16. Take care of everything & leave the facilities cleaner than you found them!
	17. All unnecessary interior/exterior lights **MUST** be turned off, all doors secured and security system armed before ministries, persons, or groups leave the facility following the conclusion of events, unless directed by church staff or a member of the Church Council.
	18. Failure to properly clean the facilities, remove trash, or return the facilities to the way it was prior to an event **MAY** result in forfeiture of the security deposit, or denial of future use of the facilities.
1. **Reservation of Facilities and Usage Fees**
	1. **All activities, including committee and ministry meetings** must be scheduled and coordinated with the Church Office.
	2. If you want to have priority, make sure your event **IS** scheduled with the church office!
	3. Priority of usage of the facilities is granted in the following order.
		1. Funeral Reception
		2. Advanced Reservations.
		3. Church Ministries (Sunday School, WMU, Silver Saints…).
		4. Approved Groups (Home School Co-Ops, etc.…).

\**In the unlikely event that two groups have no alternative but to meet at the same time, respect of space, length of meeting and volume levels will observed by both parties.*

* 1. The following fees will apply to **ANY** allowed event in which the entire church is not invited.
		+ 1. A refundable security deposit of $100.
			2. \*A non-refundable usage fee of $25 for active KBC members or approved guests sponsoring a non-Church-Wide event.

\**Active Member is defined as a member of KBC who attends at least twice per month.*

* 1. All church groups and approved groups may use the facilities without fees.
	2. Any costs incurred by the church related to the replacement of disposable dishware, making repairs to any church property, or cleaning the facilities, will result in forfeiture of security deposit.
	3. Approved groups using the facilities are responsible for damage to the facilities, and/or any equipment owned by Kennebec Baptist Church.
	4. Any persons or groups that are required to pay usages fees, or approved groups using facilities free of charge **MUST** complete andsign both Facilities Reservation and Facilities Use Waiver and Release Forms prior to scheduled event/events.
	5. These guidelines are subject to the discretion of and review by Kennebec Baptist Church, guided by the Good Lord and good common sense.

**KENNEBEC BAPTIST CHURCH**

**FACILITIES RESERVATION FORM**

**Date Form Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number Where**

**Responsible Party can be reached: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose of Reservation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date(s) of Reservation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Time Facility to Be Reserved: From: \_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_**

**Facility Key: Number Issued: \_\_\_\_\_\_\_\_ Date Issued \_\_\_\_\_\_\_\_ Date Returned: \_\_\_\_\_\_\_\_**

*By my signature below, I agree to be fully responsible for the activity associated with this reservation, and shall be responsible for the use of the facilities for the purpose indicated. I further acknowledge the terms of the Kennebec Baptist Church Facilities Usage Policy, including, but not limited to, the use of facilities, utilities, appliances, equipment, and “Emergency Call Station Equipment”. I understand and agree that any expense incurred by Kennebec Baptist Church due to my use of the facility will be forfeit the security deposit acknowledged below, and further understand and agree to pay in full, any other expenses not covered by the security deposit within 30 days of being billed. I further acknowledge that I shall not hold Kennebec Baptist Church or its Trustees and members responsible for the activities planned during the time of this reservation, or the actions of the participants.*

**(Please write two separate checks, deposit check will be returned after the event as long as there is no damage and no clean up needed)**

**One check for Security Deposit $\_\_\_\_\_**

**One check for Usage Fee $**\_\_\_\_\_

**Total $\_\_\_\_\_ Date Fees Paid in Full:\_\_\_\_\_\_\_\_\_\_**

**Amount Refunded: $\_\_\_\_\_\_\_\_\_\_\_**

 **Date Refunded: \_\_\_\_\_\_\_\_\_\_\_**

**Signature of Responsible Party: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Approved Church Staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**KENNEBEC BAPTIST CHURCH**

**FACILITY USE AND WAVER RELEASE FORM**

 I enter into this Building Use Waiver Release (Agreement) with Kennebec Baptist Church for the privilege to use the facility located at 9808 Kennebec Church Road, Angier, NC.

1. Waiver and release of all claims (including negligence)

In consideration for use of the facility, I waive and release Kennebec Baptist Church, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence at the facility or use of the facility and/or equipment. **This waiver and release is intended to and does release Kennebec Baptist Church from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Kennebec Baptist Church’s negligence, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training or negligence in supervision. This is not intended to release Kennebec Baptist Church from any liability resulting from their intentional conduct.**

I further covenant and agree not to institute any claims or legal action against Kennebec Baptist Church for any claim released by this Agreement.

I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.

2. I understand that Kennebec Baptist Church is not responsible for any lost or stolen valuables or property from within the facility or facility grounds.

3. While at the facility, I agree to conduct myself in a responsible manner and will refrain from engaging in inappropriate conduct that would interfere with the peaceful use and enjoyment of the facility by other users.

4. I acknowledge that I have received and read a copy of the current rules and regulations governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Kennebec Baptist Church for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by Kennebec Baptist Church, will void and terminate this Agreement and may result in loss of the ability to use the facility.

Name of Organization (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_