

LIBERTY BAPTIST CHURCH
Building Use Policies, Rules, Regulations, and Procedures
Effective: 5/13/19

Policy:

It is within the principles and objectives of Liberty Baptist Church to provide the opportunity for community organizations and individuals with compatible objectives to use on a per diem or other approved period of time, space in the Fellowship Hall and/or Multi-Purpose Room (Gym). It is also the policy of Liberty Baptist Church to permit usage of the Fellowship Hall and/or Multi-Purpose Room (Gym) to members of the Liberty Baptist Church for special events such as wedding receptions, memorials, special events, and other approved activities.

The Sanctuary and Sunday School rooms are only to be used for Liberty Baptist services as approved and scheduled by the Boards, Committees, and Pastor of Liberty Baptist Church.

Use of the facility is on a first come, first serve basis. Members or regular attendees of Liberty Baptist Church will have priority to use the facility if two or more applications are pending for the same date.

All the facilities at Liberty Baptist Church were built with one purpose in mind – to glorify God. With this in mind, the following are prohibited on Liberty Baptist Church property: Alcohol, Illegal Drugs, Smoking, Gambling, Abusive or profane language, and Behavior deemed by the Pastor and/or the Chair of the Trustee, Deacon, and/or Christian Education Board to be un-Christ-like. We reserve the right to escort anyone from the property who violates this provision or whose behavior is unruly or disruptive as determined by the Pastor and/or the Chair of the Trustee, Deacon, and/or Christian Education Board.

Procedures:

1. Applicant must complete and sign an Application for Use of Fellowship Hall or Multi-Purpose Room (Gym) and submit the same with the rental fee and any deposit required to the church office at least three (3) weeks prior to the date and time requested. If the community-related organization wishes to request the deposit and/or fee be waived by Liberty Baptist then they may submit a request on their organization letterhead with the Application to the Church Secretary. The Church Secretary will note the date and time the Application and deposit or waiver request is received.
2. The Church Secretary will check the calendar for any previously scheduled events
3. If there is a calendar conflict the application will be denied by the Church Secretary.
4. If the date is available the application will be forwarded to Chair of the Deacon Board with a copy to the Pastor and Chair of Trustee Board.

5. The Deacon Board will consider the Application at their next scheduled meeting to determine if the usage is compatible with the principles and objectives of Liberty Baptist Church.
6. The Trustee Board will consider any request for waiver or reduction in the fee to be charged to Applicant at their next scheduled meeting.
7. A decision will be made by the Deacon and/or Trustee Board within four (4) weeks of the receipt of the Application AND Deposit or Waiver Request. The decision of the Deacon and Trustee Board is final.
8. Approval for the use of the Fellowship Hall and/or Multi-Purpose Room for a Funeral and/or a Funeral Meal can be made immediately by the Chair of the Deacons or Trustees after coordinating with the Church Secretary for any scheduling conflicts.
9. A Church Facility Usage and Hold Harmless Agreement must be signed by the authorized individual for the gathering or organization if the Application is approved.

Rules and Regulations:

1. In the event music is played in these facilities, the volume must be kept at a reasonable level. We request sensitivity to secular music with immoral lyrics in the church facilities. You may be asked to provide a list of your music selections before final approval is given.
2. During the event, the use of upstairs Sunday School rooms, bathrooms, or Sanctuary is prohibited.
3. Children must be prevented from "running around" through the rest of the church while you are in the building. Children must be supervised by appropriate persons at all times.
4. Use of the kitchen facilities is not permitted unless requested and approved in the application.
5. No activities outside the building will take place to disturb the neighbors.
6. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created by the use must be collected and placed in the bins at the rear of the church.
7. For some events, special cleaning services or security services with additional fees may be required as a condition for approval.
8. Applicants are responsible for any damages incurred and will be charged for repairs.
9. Security deposit will be refunded within two (2) weeks after the event has occurred UNLESS there is damage, breakage, or harm to church property. This includes the buildings, furniture, fixtures, supplies, exhibits, or excessive clean-up is required. In this case the church will refund only the unused part of the security deposit, if any. Further the Applicant will be billed for any damage, breakage, or harm in excess of the security deposit.

10. Cancellation Policy: If a reservation is cancelled more than three (3) weeks in advance of the reserved date then 100% of all fees and deposits paid will be refunded. If a reservation is cancelled less than three (3) weeks but more than one (1) week in advance then 50% of all fees and deposits will be refunded. If a reservation is cancelled one (1) week or less in advance then all fees and deposits will be forfeited and not refunded. If Liberty Baptist Church has to cancel a reservation due to weather or other unforeseen circumstance then all fees or deposits paid will be refunded.

Fees and Deposits:

1. Active members use of Fellowship Hall or Multi-Purpose Room for non-church related events = **No fee (but donations accepted) IF MEMBER IS PRESENT DURING THE EVENT. IF MEMBER IS NOT PRESENT THEN REGULAR FEES APPLY.**
2. Organization or Group outside of Liberty Baptist Church membership:
 - \$100.00 Security Deposit
 - \$20.00 per hour or \$400.00 per 24 hour period
 - (Fees and Deposits may be waived upon approval of Trustee Board)

 - \$50.00 additional fee for permission to use kitchen