

# **Hammond Bay Baptist Church**

## **Church Facility Use Policy**

Adopted by Church Board on July 12, 2013

### **1.0 STATEMENT**

1.1 The buildings and property of Hammond Bay Baptist Church are considered a means to provide opportunities for the congregation to witness to and serve the community. This Church Facility Use Policy has been developed in order to insure that the facility is utilized in an effective manner.

1.2 Usage of this Policy is to govern all uses of the church property and facilities. It is intended that these policies will direct the use of the church facilities in a manner that will honour and glorify God and serve to minister to His people.

1.3 Any use of the facilities of Hammond Bay Baptist Church must not be in conflict with the vision, mission, and policies of Hammond Bay Baptist Church and the values and mission of the BC Baptist Conference.

1.4 The terms “facility” or “facilities”, as used in this document, include all property under the control of the church as well as all buildings located on that property. This includes parking lot areas and grounds.

### **2.0 AUTHORITY AND APPROVAL**

2.1 The Church Board must act to ensure that all uses of the church property are consistent with the mission and purpose of the church.

2.2 The Church Board will be responsible for maintaining this Policy and subsequent revisions and for its distribution to church staff and other groups.

### **3.0 PRIORITY OF USE**

3.1 The church facilities may be used by the following Groups:

**Group A:** Governing bodies of the church and Groups established by the church, i.e., Church Board, Worship Team, Youth, Men's and Women's groups, etc.

**Group B:** Groups formally adopted by the Church Board i.e., Scouts, basketball, etc. These groups are accountable to the church, recognized as church sponsored, and support and promote the church in outreach.

**Group C:** Members.

**Group D:** Non-profit groups that promote Christ and whose mission and values are not in significant conflict with those of Hammond Bay Baptist Church.

**Group E:** Groups with no recognized identification with the church and not accountable to the church, and with no sponsorship or promotion of the church or its outreach, i.e., civic groups, schools, athletic associates, businesses, weddings, family reunions.

3.2 Group A will be given first priority in scheduling events and meetings and Group B next.

3.3 Church facilities may not be used by groups, or for functions, whose values/mission is in conflict with those of Hammond Bay Baptist Church.

3.4 The church has a long-standing relationship with Four Seasons Pre-school that leases space on an ongoing basis. With exceptions such as funerals, Four Seasons will remain a priority user and other uses need to be compatible with the pre-school use.

### **4.0 SCHEDULING FACILITY USE**

4.1 Before scheduling an activity, a request for such space shall be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.

## 5.0 FACILITY USE CHARGES

5.1 The rates for facility use are listed in Table 1 below.

**Table 1**

<b>FEES</b>	<b>Group A &amp; B</b>	<b>Group C+</b>	<b>Group D</b>	<b>Group E</b>
Sanctuary	No charge	No charge	\$20/hr	\$50/hr
Use of Sound Board	No charge, but requires an approved sound tech* to volunteer	\$20/hr for an approved sound tech*	\$20/hr for an approved sound tech*	\$20/hr for an approved sound tech*
Stage Use	No charge, but requires a sound tech* to volunteer	\$60	\$60	\$60
Entire Sunday School area	No charge	No charge	\$15/hr	\$40/hr
Kitchen	No charge	No charge	\$10/hr	\$10/hr
Parking Lot	No charge	No charge	\$15/hr	\$40/hr
Grounds	No charge	No charge	\$15/hr	\$40/hr
A small classroom	No charge	No charge	\$5/hr	\$20/hr

+ No charge for personal (non-profit) use unless otherwise noted, business use to be negotiated.

\* All sound techs must be approved by the Worship Co-ordinator or a Board member.

5.2 Groups A, B and C that use the facility are expected to generally clean up after themselves and vacuum if necessary. In the event that a janitor is required to clean up, the group will be billed \$10/hr with a one-hour minimum. Groups should indicate at the time of booking if they will require the use of a janitor.

5.3 When Groups D & E use the Sanctuary, at no additional charge, the church will provide an Event Co-ordinator to be at the event from door opening to closing and post event, the church will provide any needed janitorial service.

5.4 Groups D & E must carry liability insurance as the insurance policy carried by Hammond Bay Baptist Church will only cover events sponsored by the church.

5.5 Group E must provide a damage deposit of \$100. The Church Board may waive this requirement.

## **Additional Notes**

i. The church janitor is a paid position for the normal hours needed to clean the church after Sunday service. The Janitor will be paid \$10/hr for any additional work related to events with a one hour minimum.

ii. The Event Co-ordinator will be a person from the church or hired by the church to be at the event from door opening to closing. This coordinator will be responsible for the following:

- unlocking and locking the church
- setting up and putting away furniture
- equipment storage and usage
- looking after the heat
- ensuring the building is properly used
- setting the alarm

The Event Co-ordinator could be the sound tech, if the sound equipment is being used, and he/she is willing. There is no additional charge for this person; the cost is included in the hourly rate in Table 1. The Event Co-ordinator is there to assist but is not intended to do all the work involved in set up and take down of furniture. The Event Co-ordinator will look after any needed janitorial or request the janitor to clean after the event.

iii. Stage take down and set up costs \$60 as it takes an approved sound tech three hours to complete this. Only an HAMMOND BAY BAPTIST CHURCH hired and approved sound tech is allowed to do this job.

iv. These fees are a guide for church use and may be adjusted for unique circumstance subject to Church Board approval.

v. There is normally no charge for using the parking lot unless the parking lot is being used for a special purpose beyond normal parking for users of the church facility.

vi. The use of church property for the purposes of a wedding or funeral requires prior approval of the Church Board. All charges are waived for weddings and funerals of church members and their immediate family.

## **6.0 FACILITY USE REQUIREMENTS**

6.1 There will be no use of tobacco products in the church buildings. No one may be allowed in any of our facilities if “under the influence” of alcohol or illegal drugs.

6.2 The use of nails, screws, or adhesive tape in the church building requires approval of the Facilities Manager.

6.3 When using the facilities, return all furniture and moveable items to their original position; pick up trash and throw it in applicable garbage cans, turn off lights, and if necessary, sweep/vacuum floors. When leaving, lock all exterior doors even if there are people remaining in the facility. Set alarm unless otherwise directed by staff.

6.4 All music equipment and soundboard are off limits except for use by church sound technicians.

6.5 Only members of Hammond Bay Baptist Church will be allowed to borrow any church property.

6.5.1 Materials and equipment may be utilized off-premises for church sponsored events or for member’s personal use if permission is obtained in advance from church staff or Church Board. For periods longer than 48 hours, approval by a member of the Church Board is necessary. Sound equipment must not be removed from the premises except by approval of the Church Board or the Worship Co-ordinator.

6.5.2 The requesting member is responsible for security, maintenance and return of the materials or equipment to original place. Church staff will keep a record of the materials and equipment checked out.

6.6 All activities must be supervised by a church approved adult (19 years of age or older).

6.7 “Horse Play”/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden.

6.8 A First Aid Kit is located in the church office. Notify the appropriate church staff member in case of injury or emergencies.

6.9 Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, roller skates, roller blades etc. shall not be used inside the building

6.10 No animals, other than service animals, are allowed in facilities without prior approval.



# Hammond Bay Baptist Church

## Application for Facility Use

Your request to rent the facilities of Hammond Bay Baptist Church cannot be processed until this application is received. After reading the Church Facility Use Policy please complete this Application with the appropriate information and return the Application to the church administrative staff. Please be sure to sign below and sign the Hold Harmless Agreement on the reverse side. After receiving your application, the time and date of your event will be confirmed and entered on the church calendar and you will receive confirmation of your reservation.

Name		Phone	
Address		Email	
Name of Organization, Group, or Responsible Party			
Type of Event			
Date of Event		Time Period Requested	
Room Requested		Number of Persons Expected to Attend	
Equipment Requested			
Name of Person in Charge of Event		Phone	
Address			

I have read and agree to the rental terms for use of the facility of Hammond Bay Baptist Church as outlined in the Facility Use Policy of the church.

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Hold Harmless and Indemnification Agreement  
Hammond Bay Baptist Church of Nanaimo, BC**

In the event of liability when the premises is under the control or possession of the renting party, the undersigned agrees to defend, indemnify, and hold harmless Hammond Bay Baptist Church of Nanaimo, its officers, agents and employees, individually and collectively, from and against all costs, losses, property damage or otherwise, brought or recovered against any of the above that may arise from or be alleged to be caused by the undersigned's use of the church facilities, furniture, or equipment.

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Approval for Use of Facility  
(to be completed by church)**

**Name/organization** \_\_\_\_\_

**Describe Date/Time of Use** \_\_\_\_\_

**Describe Space** \_\_\_\_\_

**Approved Rental Rate** \_\_\_\_\_

**Describe any special restrictions/conditions** (Beyond HBBC Facility Use Policy)

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Approved by: \_\_\_\_\_ Date: \_\_\_\_\_