



# Glasgow Baptist Church

## **Facility Usage Policy**

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Glasgow Baptist Church  
401 S. Green St.  
Glasgow, KY 42141  
270.651.2186  
GlasgowBaptist.org

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**FACILITY USAGE POLICIES  
FOR GLASGOW BAPTIST CHURCH  
- STATEMENT -**

Glasgow Baptist's facilities have been provided by God through people's tithes and offerings. The church desires that its facilities be used for bringing glory to God and connecting people to Jesus Christ through worship, discipleship and service. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the gospel of Jesus Christ to our community.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws and the Baptist Faith and Message. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a violation of the church's faith and religious practice (2 Cor. 6:14; 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their witness to the gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities.

**Approved Users and Priority of Use**

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the

ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

The group or person seeking facility use must submit a signed "Outside Event Request" form.

The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

**I affirm that:**

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## EVENT REQUEST GUIDELINES & PROCEDURES

All event requests by members or non-members must be sponsored by a ministry, align with the stated mission, vision, and values of Glasgow Baptist Church, and align with the goals of the sponsoring ministry. Unless stated within the approved application, the requesting organization does not have exclusive rights to the entire facilities and other events may be occurring at the same time in other areas of the facilities.

1. The staff member responsible for a particular ministry will be accountable for the activity complying with and conforming to the guidelines of this policy and all other policies of the church and for providing the necessary direction and supervision of the activity. It is the responsibility of the staff member to supervise, oversee and direct the activity of the individuals participating in the planning and conducting of the event. Thirty days before the event the sponsoring minister, or outside organization representative will fill out the Glasgow Baptist Outside Event Summary Agreement.
2. The sponsoring ministry staff member will designate a specific individual(s) to be the person(s) actively-in-charge of every event and notify the office of their name. This designated actively-in-charge person(s) will be on site during the preparation, during the event, and during the after event takedown for the purpose of accountability.
3. The facility of Glasgow Baptist exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. If more than one request for facilities use is made for the same date, the order of priority is as follows:
  - a. Church programming, activities, events and ministries will always have first priority.
  - b. Church member requests, including weddings or funerals, will have second priority.
4. Non-church events will **not** be placed on the calendar more than **six months** in advance without the approval of the pastoral staff. Weddings will not be placed on the calendar more than **12 months** in advance without approval of the pastoral staff.

## GENERAL USE POLICIES

The following list is to be read, understood and adhered to by all users.

1. All users are to use only the rooms assigned within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of the church. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
3. The event organizers assume liability for damage to church property.
4. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. Glasgow Baptist Church assumes no responsibility for any equipment, merchandise or property left within the facility or on the property. This includes rental equipment that may be picked up later.
5. If furniture or equipment is to be moved, it must be requested ahead of time. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
6. The furnishings and equipment (tables, chairs, etc.) owned by Glasgow Baptist are to be used exclusively for ministry functions of Glasgow Baptist. The use of musical equipment must be approved by the Worship Pastor. Damages are the financial responsibility of the group using the furniture and equipment, and a security deposit may be required at the time of reservation. If damaged, arrangements should be made for replacement or repair by the user group.
7. Media equipment, i.e., TV/DVD, projectors, screens, and/or AV equipment is subject to availability and approval and must be included in the agreement. Additional fees may be assessed for use of AV equipment.
8. Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork. The church office should be consulted for approved hanging materials.
9. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed set-up time for an event. The main weekday entrances will be the door nearest the administrative area as well as the handicap accessible door at the back parking lot. All other exterior doors will remain locked for the protection of the staff and children.
10. Church childcare facilities are not available to activities, events, programs, or classes that are not a "Ministry of the Church." Any exceptions (including weddings) must be approved by the Children's Minister and Pastoral Staff.

11. A/V equipment in any worship center and chapel must be operated by church technicians approved and trained by the Worship Pastor. Charges for technicians are listed in the fee schedule.
12. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. No events shall be held that: promote anti-Christian values or teachings, teach anti-Baptist doctrine, or endorse actions that oppose the church's statement of faith.
13. Report any maintenance problems and damages to the Church Office immediately.
14. Failure to honor the above regulations may result in additional custodial and/or restitution fees.
15. Any exceptions to these policies must be approved by the Pastor and/or the Pastoral Staff.

Signature: \_\_\_\_\_  
*(Representative of Organization | Date)*

**Hold Harmless Agreement for Non-Members**

In consideration of the permit to use the Glasgow Baptist Church facilities here in before described, the undersigned user hereby agrees to indemnify, defend, and hold Glasgow Baptist Church harmless from and against any claims, actions, or demands alleging that Glasgow Baptist Church has any liability to any third party arising from the subject use of the facilities. Glasgow Baptist Church is not liable for any direct, indirect, incidental, special, or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to Glasgow Baptist Church, its members, agents, employees, successors, and assigns.

Signature: \_\_\_\_\_  
*(Representative of Organization | Date)*

## **Use of the Worship Center**

- The Worship Center is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of the Worship Center should not exceed 800 people at any time. The Worship Center may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of the Worship Center will be approved through the Pastoral Staff.
- There will be no decorations affixed to the walls, pews, or surfaces in the Worship Center without the consent and approval of the Office.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please follow the General Use Policies on page 4.
- Movement of equipment, instruments, chairs, and stands must be approved by Worship Pastor. All furnishing and equipment must be moved by approved Glasgow Baptist personnel only and may result in an extra charge.
- There will be no food or drink allowed in the Worship Center except for the Lord's Supper.

## **Use of the Chapel**

- The Chapel is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of the Chapel should not exceed 150 people at any time. The Chapel may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of the Chapel will be approved through the Pastoral Staff.
- There will be no decorations affixed to the walls, pews, or surfaces in the Chapel without the consent and approval of the Office.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please follow the General Use Policies on page 4.
- Movement of equipment, instruments, chairs, and stands must be approved by Worship Pastor. All furnishing and equipment must be moved by approved Glasgow Baptist personnel only and may result in an extra charge.
- There will be no food or drink allowed in the Chapel except for the Lord's Supper.



## **Use of the Classrooms**

- There will be no decorations affixed to the walls, movable partitions, or surfaces in the classrooms without the consent and approval of the Office. The church office should be consulted for approved hanging materials.
- There will be no toaster ovens, or small appliances kept in or brought into the classrooms.
- Food and soft drinks may be served in classrooms. All leftovers are to be removed immediately following the event.
- All trash must be placed in the appropriate trash receptacles.
- Furniture should not be moved from room to room.

## **Use of Choir Room**

- The Choir Room is available for groups of 100 or less. The use of the Choir Room will be approved by the Worship Pastor.
- There will be no decorations, posters, etc. affixed to the walls, chairs, or surfaces in the Choir Room without the consent and approval of the Worship Pastor.

## **Use of the Kitchen**

**PURPOSE:** These policies are designed to provide guidance for the use of the kitchen and fellowship hall, to promote cleanliness and good health practices, to ensure the proper use of the equipment as well as the safety of individuals or groups using the area and the equipment.

**POLICY:** The kitchen is managed by an elected member of Glasgow Baptist and is viewed as two separate areas. They are: the Fellowship Hall, and Kitchen Area. Each area may be reserved independently of other areas.

## **Fellowship Hall**

- The Fellowship Hall and the Kitchen will be used for Wednesday Night Suppers and other church-wide events requiring full use of the kitchen. It may be reserved by ministries and groups to use for covered dish meals, small receptions, and other events not requiring the kitchen.
- Ministries using the Fellowship Hall must have a trained person from their group at the event to set up, clean up, and close down. The trained person will receive instruction from the Kitchen Coordinator. The reserving party must dispose of all leftover foods and clean the area after the event.

- The Fellowship Hall will be reserved at least 30 days in advance through the office.
- The user will be responsible for cleaning up the Fellowship Hall.
- Training will be provided by the Wednesday Night Meal Coordinator.

### **The Kitchen**

- The Kitchen, where all of the large commercial equipment is located, will be used for Wednesday Night Suppers and other church-wide events requiring food prep. It may be reserved by ministries for use in preparing and serving meals.
- A Kitchen representative must be present whenever the kitchen is in use. The representative will monitor and oversee the operation of the equipment.
- Following your event, the kitchen is to be left in the same condition as found.
- All paper products are for Wednesday Night Suppers and other church sponsored events. Outside organizations will need to provide their own paper products.
- All food items must be labeled with date/name when placed in the refrigerator and/or freezer.
- All trash cans must be emptied and trash bags replaced following the event. All trash must be taken to dumpster located on church property.

### **Wedding Policies**

Individuals who are seeking to schedule a wedding at Glasgow Baptist must be members or regular attenders of the church. For non-members whose parents or grandparents are members of Glasgow Baptist, special considerations may be made by the Pastoral Staff.

For full details of our Wedding Policies or more information regarding scheduling of weddings, please contact the church office for a separate policy.

### **Funeral Policy**

Funeral services will be provided to the members of Glasgow Baptist Church and their immediate families. Exceptions to this rule will be made by the Pastor and/or the Pastoral staff.

### **FEE SCHEDULE FOR EVENTS**

Glasgow Baptist offers use of its facilities provided the activities are in keeping with the church's mission statement and sponsored by a Glasgow Baptist ministry. The fees cover room set-up and custodial services within normal limits. If additional custodial services are necessary, they will be charged on a cost recovery basis. These fees do not include childcare.

Host for outside events	\$50 1st hour (\$25 every hour after )
Moving of Equipment	\$100
Sound Operator	\$50 per hour
Custodian	\$40
Computer Presentation	\$50

Any exception to this fee schedule must be approved by the Pastor and/or Pastoral staff.

**FAQ:**

1. **Can we have someone run the sound system?** Our sound system is very complex and can only be run by a trained member of our church.
2. **Can we clean up after the event?** While it is the responsibility of the party to make sure things are picked up, the church requires a custodian to ensure restrooms are clean, halls are vacuumed, and the building is ready for Sunday.
3. **Can we do our own Powerpoint and bring it without a fee?** We encourage you to bring your own PowerPoint, however it will need to be formatted for our program. The church does not use or have PowerPoint on the computers.
4. **Do we have to have a host?** Our Host will be working closely with your coordinator to help with any and all questions regarding the facility. This person understands and know where things are and what can or cannot be done.

\*A 50% deposit may be required at the time of booking with the balance due no later than the day of the event.

**Building Key Policy**

Church staff will be assigned a key(s) by the Office. All keys must be returned the following day of the event, if event is on Saturday then by Monday morning. Failure to return keys will be a \$25 fine.