



Lynn Haven Baptist Church

Facility Use Guidelines (Non Wedding)

Approved: February 2016

General

This procedure relates to the use of the Gym, Small Dining Room, kitchen and other areas by members and outside groups. This does not cover requests for weddings.

Requests for use and Approvals

Requests should be submitted to the church office **at least two weeks in advance**. More advance notice will allow for a better opportunity for you to secure the date you need. Requests may be taken over the phone but will not be put on the church calendar or guaranteed until a signed agreement and deposit is received by the office. Approval for use will be approved by the church staff and /or Building Grounds Committee. Occasionally, a church event such as a funeral, may preempt a scheduled activity. Immediate notice will be given if an activity will need to be moved or rescheduled.

Scheduling

A. Priority:

In order of priority, all church programs take precedence followed by outside groups sponsored by LHBC member, then non-affiliated groups that are not in competition with or contrary to the mission, the policies and the beliefs of Lynn Haven Baptist Church

B. Use by outside groups:

The church wishes to be a good partner with the community and offer our facilities when possible and not be in conflict with the purpose and mission of the church and its programs. We find with the increasing demands for the use of the facilities, we must ask the using groups to share in the burden of cost associated with maintaining the building. See FEES.

Reservation Basics

- No alcohol of any kind, no smoking or illegal substances are allowed on the church property under any circumstances.
- No food or drink is allowed in the sanctuary.
- Only LHBC audio/visual technicians will operate the audio visual equipment. Should an individual or organization have their own operate, he or she must be approved by the LHBC Audio/Visual Committee Chair. (fees, if any, must be negotiated with the LHBC technician)
- No children or food are allowed in the sound room.
- No child care is provided by the church for non-church related events. Use of the church nursery must be requested and approved prior to use of facilities.
- Persons making reservations for the use of the church property accept full responsibility for ensuring that all persons attending the event will adhere to all policies regarding church property and /or equipment.

- Any group or activity at the church will require a Property Use Form and must be placed on the church calendar of events by the church office. The refundable deposit is due with the form.
- To have a recurring reservation, the Property Use Form must be filled out and have attached a schedule of dates needed which must be cleared by the church office that the required dates are available. The Property Use Form is also required if the reservation will be a standing reservation with an indefinite end.
- All Organizations and/or groups must supply the church with proof of insurance on an annual basis.
- There will be no outside activities scheduled on Sunday or Wednesday.
- If any group is granted permission to use the large kitchen, a member of the churches' Social Committee must be present for the duration of the event. The fee is negotiable with the member of the committee. This also includes events where an outside caterer is used. No children allowed in the kitchen at any time.

Who May Not Use the Facilities

- Organizations, groups, and/or individual that **do not** represent the values, morals, ethics, principles and ideals of the church **may not** use the facilities under any circumstances.
- Organizations, groups, and/or individuals, whether members or non-members, that wish to use the facilities for a **"for profit function"** may not reserve or use any portion of the church property. Any exception to this must be presented to the church body for approval.

FEES

The following table will be used to determine the fees for facility use. No fees or deposits are charged for church functions such as Sunday school class socials, Bible studies, and similar church events. Use of the facilities for weddings by LHBC members does not require fees. However, a refundable key deposit is required. A custodial fee will be worked out with the LHBC custodian. The contract information for the custodian is available at the church office.

Area	Outside Group	Refundable deposit	Custodian Fee	Usage Fee LHBC Member
Small Dining Room	Room A -- \$50.00 Room B — \$75.00 Combined \$100.00	\$100.00	\$25.00	No Fee for usage Custodian Fee negotiated with custodian
Gymnasium	\$75.00**	\$100.00	\$50.00	No Fee for usage Custodial Fee negotiated with custodian
Sanctuary Non Wedding	\$100.00	\$100.00	\$50.00	No Fee for usage Custodial Fee negotiated with custodian
Audio/Visual Equipment	\$50.00 Arrangements must be made with a LHBC A/V technician. Fee for technician's time is negotiated with technician in addition to use of equipment.	N/A	N/A	No Fee for usage Custodial Fee negotiated with Custodian
Kitchen (large)	\$75.00	\$100.00	Negotiable with the Social Committee	No Fee for usage, however, Social Committee must be contacted prior to event.
Youth Room	\$100.00	\$100.00	Negotiable with Custodian	No Fee for Usage, however, Youth Minister must be Contacted prior to event

** Groups that use the facilities on a recurring basis will be quoted a fee upon making the reservation

- Fees for usage are for up to 4 hours. Events in excess of four (4) hours will be charged on a prorated basis.
- Upon requesting a reservation, should the staff feel that any other LHBC members be involved to help stage your event, any fees will be negotiated with the church member.
- The using party will return the facility to its pre-event condition or forfeit all deposit. Damages in excess of the deposit are required to be paid by the using party.
- The facility will be inspected after the conclusion of the event. After all fees and/or hired personnel have been paid for their services and the facility has

passed the Post Event inspection, the deposit will be returned by mail within 7-10 days after completion of event, unless other arrangements have been made.

- Payment of all fees must be paid prior to event.

Entry, Exit and Clean-up

- Arrangements must be made with the church office to pick up a key during regular hours between 9 am and 4 pm. Depending on the areas used, a staff member will acquaint you with opening/closing procedures. Should the area requested require a LHBC volunteer or staff member, you will need to make those arrangements. Names and contact information will be provided.
- Users of the facility are responsible for returning the facilities to its original configuration if anything is moved. **(leave it like you found it)**
- A mop/broom will be available during the event should one be needed.
- Below is a check list that will need to be completed upon exiting the building.

1. All doors that were unlocked, must be relocked when exiting the building for the last time.
2. All heat/air conditioning returned to pre-event setting.
3. Check bathrooms for running water/toilets.
4. All areas used, returned to original configuration (pre-event setting)
5. If used, mops/brooms returned to closet.
6. All lights are turned off before exiting.
7. All guests attending have exited the utilities

The following attached reservation form must be completed and returned to the church office along with your refundable deposit before your reservation is secure.

We look forward to helping you host your event.

Lynn Haven Baptist Church
 1501 Washington Ave.
 Vinton, VA. 24179

Today's Date: _____

**Facility Use Reservation Request and Agreement
 (Please print)**

Name/Organization: _____

Address: _____

Phone: _____

Date Requested: _____ **From:** _____ **To:** _____

Area Requested:

_____ **Gym** _____ **Sanctuary** _____ **Large Kitchen** _____ **Small Dining Room**
 _____ **Youth Room**
 _____ **Other:** _____

Services Requested:

_____ **Audio/Sound** _____ **Social Committee Member** _____ **Building Grounds**
 _____ **Other:** _____

Fees:

Area	Fee	Custodial Fee	Paid
Small Dining Room	Room A--\$50.00	\$25.00	
Small Dining Room	Room B--\$75.00	\$25.00	
Small Dining Room	Combined \$100.00	\$25.00	
Gymnasium	\$75.00**	\$50.00	
Sanctuary Non Wedding	\$100.00	\$50.00	
Audio/Visual Equipment	\$50.00	N/A	
Kitchen (Large)	\$75.00	\$50.00	
Youth Room	\$100.00	Negotiated	

**Groups that use the facilities on a recurring basis will be quoted a fee upon making the reservation.

Fee for facilities use on recurring basis: \$ _____

Custodial Fee must be paid to the custodian prior to the event. Should more time than normal be required by the custodian to clean the facility after the event, additional fees may apply.

Waiver of Liability:

In consideration of the use of the Lynn Haven Baptist Church facilities either indoor or outdoor, the undersigned organization and any of its members or guests under direction and control, hereby waives any claims, demands or causes of action which may arise or be deemed to have risen from personal injury, damage to property, theft or any other cause resulting from the use of such facilities by the organization, its members or person under its direction and control and the said organization hereby agrees to indemnify and hold harmless Lynn Haven Baptist Church from any such claims, demands or causes of action.

Lynn Haven Baptist Church shall hold the undersigned organization responsible for any damages occurring to the church facilities or equipment during the hours of the event.

Should the organization use the facilities of Lynn Haven Baptist Church of Vinton, VA on more than one occasion, this waiver shall be deemed a continuing waiver effective for each such use by the organization, its members or persons using the facilities under its direction and control.

By signing below, I agree that I have read and understand the guidelines and regulations in this Facilities Use Guide of Lynn Haven Baptist Church.

Signed By _____

This _____ day of _____ 20____, Representing organization or individual

_____ Print Name of Organization/Individual

Keys Assigned: Entrance Key # _____

Other Keys

Deposit Received: \$ _____ Check # _____ or Cash Date: _____

Inspection Date: _____ Deposit Return: \$ _____ Date: _____

Email: _____

**Post Use Inspection Sheet
Lynn Haven Baptist Church**

Name of Using Group _____

Areas Used & Inspected

Audio/Visual: Passed Inspection: Yes _____ No _____

Exceptions: _____

Paid: _____

Kitchen: Passed Yes _____ No _____

Exceptions: _____

Gym: Passed Yes _____ No _____

Exceptions: _____

Small Dining Room: Passed Yes _____ No _____

Exceptions: _____

Sanctuary (Non Wedding): Passed Yes _____ No _____

Exceptions: _____

Youth Room: Passed Yes _____ No _____

Exceptions: _____

Other: _____

_____ Passed Yes _____ No _____

Exceptions: _____

Checklist for Inspector:

Passed

1. _____ Doors locked
2. _____ All heat/air conditioning returned to pre-event setting
3. _____ Bathroom neat
4. _____ All areas use, returned to original configuration (pre-event setting)
5. _____ Mops/brooms returned to closet
6. _____ All Lights turned off
7. _____ _____
8. _____ _____

Inspector _____ Date _____