

Facility Operating Guidelines

Northside Baptist Church

7600 Studley Road • Mechanicsville, Virginia 23116 • (804) 746-4952

We, the members of Northside Baptist Church, have dedicated our church facilities to the promotion of Christ's ministry on earth. We believe that God is vitally concerned about the whole person - socially, physically and spiritually. Recreation is and should be an integral part of this total church ministry. The rules and policies set forth in this document have been formulated to allow for the fullest use of church facilities consistent with our beliefs. Our prime purpose is to guide and help individuals to work, fellowship, and worship together as we strive to improve our individual relationship to Christ and with each other. Those participating and enjoying the building should conduct themselves accordingly.

Scheduling

Please refer to Northside's **Wedding Guide** for information and fees concerning weddings, rehearsals and receptions.

When scheduling meetings and events, priority is given to the membership of Northside Baptist Church (NBC). However, we welcome the community to share our facilities. Please keep in mind that our building and grounds may not be used for activities which will produce income for personal gain for any individual or organization.

Inquiry about the availability of Northside for meetings and events can be made by contacting our Office Administrator at 804-746-4952.

If you desire to have a meeting/event at Northside, the Office Administrator will first present the date/event to the church staff, and if necessary, to the church trustees for approval. Once confirmation has been obtained, forms will be sent to you to complete in order to secure the date.

Back-to-back functions in the same location will not be permitted.

Northside shall have the right to deny use of its facilities to anyone for good cause as determined by the church.

General Policies

- All outside groups and organizations requesting the use of NBC facilities for non-church functions may be charged a fee according to facilities used in order to cover the cost of normal operations. Non-members will be required to use our custodial service for special meetings/events. Special consideration will be given to non-profit and/or community groups.
- Members will be charged only custodial fees (and sound technician fees, if applicable) for personal use of the facilities.
- Members may not schedule the facility for use by non-members.
- If the event or activity is an ongoing endeavor; for example, meetings are held monthly, NBC holds the right to review and make changes to room assignments, fees, etc., at any time. A written explanation will be provided should any changes need to be made to the original agreement. Groups are requested to reserve space with Northside on an annual basis.
- Please respect items, furnishings and equipment in our building and classrooms as being the property of the church. Materials posted throughout the church on boards, walls and windows may not be removed or covered.
- Northside Baptist Church is not responsible for valuables that are left unattended.
- The use of tobacco, alcohol or any illegal substance is not permitted on church grounds or in any part of the church. The discovery of tobacco, alcohol or drugs on church property will be grounds to refuse to allow the meeting or event to continue.
- Neither gambling nor profane language is permitted on the church property. Any person(s) in violation of this will be asked to leave the church property immediately.
- The church will not sanction or sponsor any organized social dancing, nor will the church allow an organized social dance on church property.

- The building and grounds, after use, must be left free of trash and everything returned to its original arrangement. All trash must be placed in large garbage bags, securely fastened and disposed of in the designated container outside the building. If it is perceived that a large amount of trash will be generated due to the specific function or event, then an additional fee for trash removal may be charged. This would pertain to church and non-church members alike.
- If custodial persons are not present, persons using church facilities are responsible for securing the building upon conclusion of the event or meeting.
- Damage and/or breakage of church property by any person(s) or group(s) will be the responsibility of the individual(s) or group(s). This includes both members and non-members.
- Northside is not responsible for any injuries or accidents which occur on church property. However, all accidents must be reported (and the appropriate report form completed) to a church staff member, preferably as soon as the accident happens, but no later than 24 hours afterwards.
- Members not using custodial services may secure a key the week prior to the event and return it the week following the event. There may be a refundable \$25 deposit for a key.
- Church members will be allowed, depending on availability, to borrow certain items – tables, folding chairs, etc., for personal use, provided that prior approval is received from the Office Administrator. It is understood that items are to be returned as soon as possible after your event.
- Food and/or beverages are not allowed in the sanctuary.

Furnishings/Decorations

- The sanctuary comfortably seats 200 people with room for an additional 20-25 in the overflow room. It also includes adequate spaces among the pews for those in wheelchairs, using walkers, etc.
- The fellowship hall can comfortably accommodate 90 seated guests and more should table seating not be required.
- The picnic pavilion can comfortably seat 100-125 people.
- Classrooms are also available for use and will be assigned depending on the need for space/seating.
- Carpets, tables and furnishings must be protected from water from flowers or any other damages. If candles are used, all furniture and flooring must be protected. Only dripless/smokeless, beeswax or flameless candles may be used.
- No nails or push-pins may be driven into walls, woodwork or furnishings, and no major rearranging or moving of furnishings should occur without prior consent from the church.
- Regarding set-up: The church custodian will prepare the assigned space prior to the meeting or event if the church office has received set-up directions in a timely manner.

Kitchen Use

- Before final approval is granted for a meeting/event, all requests for use of the kitchen facilities must be cleared (through the Church Hostess and/or Hospitality Chairperson) by the Office Administrator.
- Non-church groups, caterers, etc., given permission to prepare and/or serve food will incur a fee (see the fee schedule for more information).
- A certificate of insurance is required from all caterers, and should be given to the Office Administrator one month prior to the event.
- Children under age 18 are not permitted in the kitchen unless accompanied by a responsible adult. It is recommended that children under 10 years of age never be allowed in the kitchen for health and safety reasons.
- It is imperative that all items and food brought into the church be removed from the church at the conclusion of the event. Items may not remain in the kitchen, hallway, fellowship hall or elsewhere on the church property for pickup at a later time. We ask that the space be left in the condition in which you found it.
- Anyone using the kitchen must leave kitchen equipment, dishes and utensils clean. Items may not be removed from the facility. All items and furnishings must be put back in their original location and normal care given to all of the church equipment and facilities.
- Northside does not provide serveware for special events for non-members or for members hosting private events. All paper products, plastic utensils, tablecloths, etc., must be provided by the person or group requesting use of the facilities. Members wishing to use the church's silverware, glassware, china, linens, etc., may do so with prior permission, provided that all is left clean and stored in the proper place.
- For non-member groups, we require that a church custodian be present for supervisory purposes and to protect the interests of the church. He/she does not assist with the preparation or service of any food, but will supervise in the restoration of the space, ensuring that all furnishings are returned to their original position and condition. The custodian is not responsible for cleaning up what is the responsibility of the caterer, etc.
- Should the event require more time than initially agreed upon at its confirmation, additional fees may be required for the church custodian and sound technician, should their services be required.

Audio/Visual Support

If a group requires the use of the sound system or video monitors, we require that a trained Sound Technician – a member of Northside – be assigned to the event. Additional fees will apply (see the fee schedule for more information).

Childcare

Childcare services for meetings and events are not provided by the church. However, should you wish to offer childcare for the event, you may use our nursery for an additional \$50 charge. An appropriate number of adults (minimum of one adult per five children) will be required to supervise the children at all times. We ask that the room be straightened, and trash, diapers, etc., be placed in the waste basket at the conclusion of the event.

Parking

For guests who require handicapped parking, nine spaces are available in the small parking lot in front of the church, along with nine regular parking spaces. There is sufficient parking in the large lot beside the church for the remainder of guests.

Schedule of Fees

Fee Schedule	Room Use Fees		Custodial Fees*	
	Non-Member	Member	Non-Member	Member
Sanctuary	\$200	\$0	\$150	\$ 75
Fellowship Hall only	\$100	\$0	\$100	\$ 50
Fellowship Hall and Kitchen	\$200	\$0	\$150	\$ 75
Meeting Rooms (for-profit groups only)	\$ 25/room			
Picnic Pavilion	\$ 75			

**Any use of the building by non-member groups, or by members using the building for private functions, will require the services of the church custodian.*

Optional Fees

Sound Technician	\$100
Nursery Use	\$ 50

Additional time: Should the event last longer than is initially agreed upon, non-member groups will be responsible for compensating church personnel (custodian, sound technician) appropriately at the rate of \$25 each per hour or portion of an hour over.

Cancellations: Should an unforeseen situation arise, and the event needs to be cancelled, please notify the Office Administrator as soon as possible.

Damages: Any damage to church property will be assessed and made following the meeting or event. Any repair and/or replacement costs will be the financial responsibility of the event or meeting coordinator and will be payable to the church within 15 days of receipt of a repair invoice from the church Office Administrator on behalf of the church facilities committee.

For church use only: Fees obtained for use of the building and grounds will be credited to the church's income account. All fees for personnel will be distributed to the appropriate individuals by the Office Administrator after the event.

Upon the date of revision, February 20, 2014, this policy supersedes all previous Facilities Use/Operating Guidelines for Northside Baptist Church.

Calendar/Facilities Reservation Form

Northside Baptist Church

7600 Studley Road, Mechanicsville, Virginia 23116

phone (804) 746-4952 fax (804) 746-7287

Office Administrator: Donise Boone email: dboone7600@comcast.net

ACTIVITY/EVENT _____

DAY(S) & DATE(S) _____

Set-up time _____ Beginning time _____ Ending time _____

NO. OF PEOPLE ATTENDING (approx.) _____

ROOM(S) DESIRED _____

Table and Chairs needed? _____ # of chairs _____

CONTACT PERSON _____

PHONE #s: Home _____ Work _____ Cell _____

EMAIL ADDRESS: _____

I have read and understand the policies set forth in the Facility Operating Guidelines of Northside Baptist Church. My signature below affirms full compliance with and responsibility for all policies set forth in this document.

SIGNATURE _____ Date _____

Members:

- 1) **Before** finalizing the date of any major activity or event, consult with the office staff to avoid scheduling conflict(s).
- 2) To have meetings and activities announced in church publications, e-mail Kathie at kdoubt7600@comcast.net or place the information in her office mailbox. Please note that the deadline for Sunday publications is Wednesday at noon.
- 3) For activities requiring the use of the church van(s), please attach a completed VAN RESERVATION FORM.

Members and Non-members:

- 1) Please note that we are only able to accommodate small classroom set-ups, such as providing a table and chairs for a meeting. If a larger set-up is required, your group will be responsible for set-up.
- 2) Those responsible for reserving the room(s) are also responsible for clean-up and restoring the room(s) to proper order.
- 3) *Non-members* should contact the church office if the following are needed: childcare, use of the kitchen, sound system, or any audio-visual aids, etc. *Members* should contact the committee or team responsible in order to use the sound systems or any audio-visual aids, etc.
- 4) If your meeting or activity is cancelled and/or rescheduled, notify the church office at 746-4952 as soon as possible.

For office use only: Date form submitted: _____ Date entered on calendar: _____

Northside Baptist Church

of Mechanicsville Virginia, Inc.

Agreement for Use of Building

This agreement by and between Northside Baptist Church, 7600 Studley Road, Mechanicsville, VA

23116 ("Owner"), and _____ ("User")
User's name and complete address

will take effect on the _____ day of _____ and will continue for a period of _____.
Day Month Year Time period

WHEREAS, Owner owns buildings located at 7600 Studley Road, Mechanicsville, VA which is normally used for church services/activities. WHEREAS, User desires to use the _____
Area of buildings

for the purpose of _____, and
Purpose of use

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above described premises for the above described purpose on

Describe times and days of usage *Name of Owner's contact, person*

is the contact person for Owner and _____ is the contact person for User
Name of User's contact person
to coordinate the details of usage.

2. User agrees to pay Owner for the use of the premises (see published amounts).

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.

4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

5. For organization users: User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000 unless waived by the Owner. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

6. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including but not limited to bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise. User further agrees to reimburse Owner for any and all of its expenses arising out of any claim for such injury or damage including, but not limited to, attorney's fees, expert witness fees and court costs.

7. User agrees to adhere to the policies/procedures of the Owner concerning weddings, receptions, parties, etc.

8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

10. This agreement may be cancelled unilaterally by either party with a minimum 14 days written notice to the other party.

11. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

13. Owner assumes no responsibility if building is unusable for use due to weather, loss of utilities or other actions beyond its control.

Dated this _____ day of _____.

Day

Month

Year

Owner

User

Signer's Name (Signature)

Signer's Name (Signature)

Position with Owner

Position with User

Signature if Insurance is Waived