

# KNOLLWOOD BAPTIST CHURCH

## Policy for Facilities Use 4-1-17

The facilities of Knollwood Baptist Church (KBC) are owned by the membership and are dedicated to the glory of God in the service of God's people. In order to assure that these facilities are maintained in good condition and that they are used fully and fairly in the ministry of the church, the guidelines in this document have been adopted. The church administrator, acting with the advice and support of the Facilities Committee and the Diaconate Executive Committee (DEC), is assigned the specific responsibility to act for the church in scheduling events related to the general church program and for approving or denying specific requests for use of church facilities which come from those outside the usual church program.

### I. General Statement of Policy

A. The purpose of the church facilities should be twofold:

1. To serve as a place of worship and fellowship.
2. To serve as a mission base for the body of Christ.

B. To the extent possible, the expenses of all church activities should be included in the annual budget.

C. To the extent possible, all appropriate community groups who wish to use the church facilities should be allowed to do so. This is in keeping with the teachings of Christ to reach out and share the good news. However, where possible, these groups should reimburse the church for operating and setup costs.

### II. General Guidelines:

A. Use of church facilities is assigned priority in the following order:

1. Activities which are congregational in nature.
2. Activities of groups which are part of the congregation.
3. Activities of outside groups which include a member or members of the congregation.
4. Activities of outside groups which have no relation to the congregation.

A-1 There are three tiers of activities with varying fees. The three tiers are as follows:

Tier 1: Regular KBC programming such as worship, Sunday School and youth group activities. There are no fees for Tier 1 activities.

Tier 2: Activities which:

- a) further KBC's mission statement including but not limited to activities involving, community outreach, refugee support, sharing Jesus' teachings to new or potential members, reaching out to fill needs in the community such as boy scouts, etc.;
- b) involve multiple church members who are actively involved in the leadership of the activity; and
- c) have the resources to plan ahead, clean up afterward, and protect the security of the facilities (by proper use of codes or locks or alarm systems)

A Tier 2 activity would need to reapply each year on or before November 1 for continued use. A Tier 1 program could affect the schedule or the facility or the overall campus availability for the following year. There are no fees for Tier 2 activities.

Tier 3: All other activities, which would include an activity involving a church member which does not qualify as a Tier 2 activity or a facility usage request by a non-church member. A Tier 3 activity would need to reapply for each year for continued use. Fees would be charged for Tier 3 activities in accordance with section V below.

- B. Approval for use of church facilities by outside groups will normally be confined to non-profit groups which are service-oriented or community-type groups. Private clubs, professional groups, political and activist groups will not normally be granted permission to use church facilities even if non-profit. For-profit or other organizations which are commercial in nature will not normally be granted permission to use church facilities. Exceptions to this policy must be approved by the facilities committee. All outside groups which use church facilities must designate a responsible representative.
- C. The Church Administrator will maintain a calendar for the purpose of scheduling all church events and all approved functions of outside groups. Scheduling will be handled on a first-come, first-served basis in accordance with the priorities established in paragraph A above, with Tier 1 activities taking precedence in every case. There may be occasions when an activity will need to be relocated to a different room or rescheduled because of an unscheduled service, e.g., memorial or funeral service.
- D. Tier 3 activities setup/cleanup must be administered by a KBC staff member. Groups must help Groups using any area will be responsible for leaving it clean and in the same condition in which it was found.

### III. Rules Governing the Use of Church Facilities

#### A. Responsibility for Supervision

1. The user shall be responsible for the supervision of all activities it sponsors.
2. If circumstances warrant it, a church member or employee shall be on duty to assist the user when a church facility is used.

#### B. Responsibility for Care, Custody and Control of Church Facilities

1. The user shall neither damage nor deface church property in any manner. To do so will result in additional charges.
2. The user shall at all times respect the property as the House of God.

#### C. The following is prohibited within church facilities and on the KBC campus:

1. The use or sale of alcohol or any controlled substance is prohibited.
2. Smoking is prohibited inside church facilities. (*Jeff - does the committee also want to ban smoking on the whole campus?*) we need to address this one!
3. The possession of firearms.
4. Activities that are inappropriate for church facilities, as determined in the sole discretion of the Facilities Committee, church administrator or any minister.

#### D. Other Obligations

1. The user shall use the Church facilities, furnishings, grounds and equipment at their own risk.
2. The user shall agree in writing to indemnify and hold Knollwood Baptist Church, its staff and members harmless from and against any and all claims, losses, proceedings, damages, costs, expenses (including, without limitation, attorney's fees) (the "Claims") arising from or incurred due to its use of the church facilities, grounds and equipment, including but not limited to any Claims of user, user's members, vendors, invitees or other third parties.
3. The user shall complete and sign an "Agreement for Use of Church Facilities" form.
4. A user shall not assign or transfer its permission to use the church facilities.

### IV. Specific Guidelines for Church Area and Equipment:

- #### A. Sanctuary – The church sanctuary is a place of worship and will be used only for events and programs which are consistent with this general purpose.

- B. Equipment – Folding/stack chairs, folding tables and other designated items (determined by the Facilities Committee), if available, may be loaned to church members. A loan agreement must be completed and signed by the borrower and kept on file by the Church Administrator until the items are returned. The borrower member will be responsible for proper use of the borrowed equipment, and for reporting any breakage or damage to the church office. Cost of repair or replacement will be assumed by the borrower.
- C. Kitchen Facilities – The use of kitchen facilities will always be under the supervision of a church staff member. Any organization using the kitchen will be responsible for proper use and cleanup of the facility and equipment, and for reporting any breakage or damage to the church office. Cost of repair or replacement will be assumed by the organization using the kitchen facilities.
- D. Key Policy – The possession of a Knollwood Baptist Church key is a responsibility and is limited to KBC staff.
1. Key assignments will be the responsibility of the Church Administrator.
  2. Duplication or lending of church keys is forbidden.
  3. An annual inventory of keys will be made.
- E. The Facilities Committee will have discretionary latitude in applying the guidelines of this document while taking into consideration any special circumstances as well as the best interests of the church in allowing any exceptions for a specific event and changes in the fee schedule.

V. Schedule of Fees for Tier 3 Activities

Within Normal operating hours

Single classroom, dining hall, other single room not listed below

	W/Member	Without
Requiring setup*	\$25 per hour**	\$35 per hour**
Not requiring setup	\$25 per meeting**	\$25 per hour**

Fellowship Hall

Requiring setup*	\$35 per hour**	\$45 per hour**
Not requiring setup	\$25 per meeting**	\$25 per hour**

Sanctuary

Requiring setup*	\$45 per hour**	\$55 per hour**
Not requiring setup	\$25 per meeting**	\$25 per hour**

WCC

Requiring setup*	\$55 per hour**	\$65 per hour**
Not requiring setup	\$45 per meeting**	\$55 per hour**

Outside Normal operating hours

Single classroom, dining hall, other single room not listed below

	W/Member	Without
Requiring setup*	\$30 per hour***	Depends upon availability but in no event less than 35 per hour***
Not requiring setup	\$25 per meeting***	Depends upon availability but in no event less than 35 per hour***

Fellowship Hall

Requiring setup*	\$40 per hour***	Depends upon availability but in no event less than 50 per hour***
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	Not requiring setup	\$25 per meeting***	Depends upon availability but in no event less than 35 per hour***
Sanctuary	Requiring setup*	\$50 per hour***	Depends upon availability but in no event less than 60 per hour***
	Not requiring setup	\$25 per meeting***	Depends upon availability but in no event less than 35 per hour***
WCC	Requiring setup*	\$60 per hour***	Depends upon availability but in no event less than 70 per hour***
	Not requiring setup	\$35 per meeting***	Depends upon availability but in no event less than 55 per hour***

### Normal Operating Hours

Monday, Tuesday & Thursday	8:00 am until 8:30 pm
Wednesday	1:00 pm until 4:00 pm
Friday	8:00 am until 3:00 pm
Saturday & Sunday	Depends upon availability of custodial staff.

### Notes

- Fees can be waived for a single event or series of events by prior approval of the Facilities Committee.

- Weddings are covered in a separate policy.

\*The term “setup” refers to setup, cleanup and staff supervision.

\*\*No minimum number of hours

\*\*\*Minimum of four hours

Current (2017) users can continue with existing arrangement for balance of 2017.