

Facility-Use Guidelines and Policies

Please Read Carefully and Comply With All Policies and Guidelines

General Policies

1. Adult supervision is required for child under the age of 16.
2. Scheduling: Use of the building must be scheduled 3 working days by filling out the Church Event/Non Church Event Request Form in advance on the master calendar through the church office. For Non Church events, please attach the \$100 Security Deposit.
3. Set-up and clean-up: Person in charge of meeting/event is responsible for following facilities policies as well as set-up and clean-up guidelines.
4. Kitchen: **No Children in the kitchen without Adult supervision.** Coffee and refreshments: These are entirely the responsibility of person in charge of scheduled event. For Non-church event, the person in charge must supply their own paper products (cups, plates, utensils, napkins, etc.)
5. Cancellations: In the event of cancellation, it is important to CONTACT THE CHURCH OFFICE as soon as possible (phone from 8:30 a.m. to 1:00 p.m. weekdays; leave on answering machine after hours.)
6. Non-permissible uses: Consistent with our doctrines and practices, certain activities are not permitted in any church facility, whether by our own church or others using the facilities. Among these are the following: smoking, drinking, dancing, etc.
7. Insurance, security and supervision: The church may require users of the church facilities to provide assurances of adequate insurance, adequate supervision of activities, and security. For Non-Church events, additional insurance may be required.
8. If a minister other than the Pastor of Palestine Baptist Church, is to perform a wedding ceremony, then the visiting minister must have the approval of the Pastor and the Deacons. In so far as possible, if a minister other than the Pastor of Palestine Baptist Church is to perform a funeral, then the visiting minister must have the approval of the Pastor and the Deacons.
9. The Church Custodian(s) must be consulted prior to Church use to supervise the cleaning and use of Church equipment. Payment for cleaning should be negotiated directly with the Custodian(s).

Clean-Up Guidelines

Our goal is to present a clean and orderly appearance of all church facilities to the glory of God. These guidelines are given for a consistent maintaining of the building. We greatly appreciate your help in working toward this goal.

1. All rooms: Pick up trash, clean up spills from drinks or food. Straighten chairs and tables. Take trash to dumpster in back parking lot on day used. **LEAVE ROOM AS YOU FOUND IT!**
2. Nurseries: On day used, empty diaper pails and take to dumpster. Spray diaper pails with disinfectant and replace liner (located in cabinets). Clean up spills from drinks or food.
3. Kitchen: Clean up all spills of drinks or foods. Any dishes used should be washed and put up on the day used. Take trash out to dumpster in back parking lot on day of use.
4. Gym: Pick up all trash and clean up all spills of drink or food (from under chairs, tables, etc.). Take trash out to dumpster in back parking lot on day of use. **Turn the Heat to 55 and the Air Conditioning 80 (AC In Summer Only).** Turn out ALL lights.
5. Fellowship room (Banquet room): Left as found. **Keep heat at 68 in winter and the Air Conditioning 80 (AC In Summer Only)**
6. Turn out ALL lights.
7. Lock ALL doors.

Ball Field Guidelines

Our goal is to provide a facility for our Church, as well as our community, to enjoy athletics while bringing honor and glory to God. We greatly appreciate your help in working toward this goal.

1. The person who reserves the field will be responsible or will name a responsible party who will be on the grounds at all times while field is in use.
2. Field preparation, which includes mowing, weed eating, lining of field, etc., will be the responsibility of those using the field for this event.
3. The use of alcohol, tobacco, or any illegal drugs, is prohibited.
4. We understand that in competition there can be disagreements but ask that there be no cursing, arguing, or fighting of any kind. In the event that competition is no longer honoring God the event will be terminated and all involved will be asked to leave.
5. All trash will be placed in the trash barrels during the event. When event is over the responsible party will take all trash to the dumpster.
6. If the field is being used for a non-church event the responsible party must make sure that all participants are covered through some form of insurance and cannot hold the church responsible for any injuries. This insurance can be, but is not limited to, Bedford County Recreational League Coverage, AAU or USSSA coverage. The responsible party will have to sign a release form that releases the Church from any and all liabilities.
7. Parking for ball field events will be limited to the church parking lot. In no cases may cars block the use of the driveway that serves the Howell's farm.
8. The field will not be used on Sunday's before 1:00 pm.

Church Event/Non Church Event Request Form

Name: _____

Phone: _____

This event falls under: **(Please Circle)**

Non Church Event

Wedding

Worship

Fellowship

Ministry

Discipleship

Mission/Evangelism

Event Description:

Desired Date: _____

Time: _____

Person in charge of the event: _____

Areas of Facility Needed **(Please Circle)**:

Audio/Visual Equipment Needed **(Please Circle)**:

Fellowship hall

Ball field

Sound

Nurseries

Video

Kitchen

Gym

A \$100 Security deposit will be requested for Non Church/Wedding events and will be returned upon satisfactory inspection. (This includes the ball field.)

A Fee of \$50 if Church Audio/Visual Equipment is used for Non Church/Wedding events.

I have read the attached Facility Use Guidelines and Policies and agree to abide by these policies.

Name: _____

Date: _____

Office Use Only:

Comments: