



## *Building Usage Policy*

Taylorville Baptist Church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that adequate facilities exist to effectively carry out the ministry objectives and goals; users exercise proper care and safety; such facilities are properly protected against loss or misuse; wise stewardship is being expressed through energy conservation, cost reductions and safety measures; and the life of the facilities is extended through a proper maintenance program.

### Priority of Use

- Church services
- Regularly scheduled church activities
- Church related or sponsored activities
- Church members/staff (individual parties, weddings, funerals, receptions, etc.)
- Outside groups

### The Priority of Use Shall Be As Follows:

1. Recognized Groups Within the Church:
  - a. Church Services (i.e. worship services, Sunday School)
  - b. Regularly scheduled church activities (i.e. committee meetings, church events, small group meetings)
  - c. Church related activities (i.e. Basketball, Cub Scout Meetings)
2. Church Members/Staff
  - a. Weddings, funerals, receptions
  - b. Individual parties and special events
  - c. Music recitals
3. Outside groups
  - a. Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by Taylorville Baptist Church.

### Building Eligibility Guidelines

The facilities and equipment of Taylorville Baptist Church exist for the primary purpose of being used by its members through its organizations and ministries.

1. A space request form should be completed for all members and non-members requesting facility use. Non-members may only request dates 60 days in advance with the exception to weddings.
2. All outside groups or persons requesting use of the church facilities must also have and adhere to the Child & Youth Protection policy regarding minors. A minimum of two adults must be present at all times.
3. The use of the Family Life Center facility and all equipment will be at the risk of the participant. Taylorville Baptist Church does not assume liability or responsibility for any injury to the user of the equipment.
4. A fee of \$150 will be charged for non-members to use facility and to pay for a member to be present at all times during the use by non-member. It must be paid prior to event with the exception of Cub Scouts and Phillipino Mission.

### Reservations

1. All members, ministry groups, church sponsored groups, outside groups, etc. must complete a Building Request Form before a reservation is confirmed.
2. Any tables, chairs, or other items that will be needed must be reserved on the request form. Failure to reserve items could mean that they will be used by another member or group during your event.

3. All groups using the building need to have their events placed on the church calendar by contacting the church office. A copy of the church calendar will be posted in the church office and on our website. We will make every effort to keep them updated on a daily basis, but there may be times when the posted calendars differ with the official church calendar. If you have any questions, please contact the church office at 758-0868.

#### Rules

1. Do not smoke, consume or possess alcohol, or any illegal substance, in any part of the grounds or buildings.
2. Do not fight, curse, or play rough in or around the facilities.
3. Do not damage the building or equipment. You will be held responsible for any damages to the property.
4. Stay in the area you agreed to use. No other area of the building or premises may be used without approval.
5. No food or drinks allowed in Sanctuary at any time.
6. All children must be supervised at all times. Children should not be allowed to roam throughout the building.
7. Paper products, kitchen supplies, craft items, etc. are only for the use of church activities. Members or groups using the facilities for activities that are not church related must provide their own paper products.
8. We do have regular custodial services and it should be clean prior to use. Users are expected to clean up after themselves. Trash should be emptied and placed in outside dumpster.
9. Rooms must be returned to original setup upon leaving.
10. Do not remove white tables from building.
11. Tablecloths and Chair Covers may only be used for Taylorville Baptist Church scheduled events that are held on church property. Members and Non-Members using or renting the church for events that are not Taylorville Baptist Church scheduled events will need to provide linens from another source.
12. Turn all lights off upon leaving.
13. Air conditioner and heater need to be returned to normal temperature upon leaving.

#### **Taylorville Baptist Church Events Identified As:**

Church Scheduled Meals

Valentine's Banquet

Deacon's Banquet

Women's Ministry Events

Class Parties

Fall Festival

Church sponsored Baby Showers

Church sponsored Wedding Showers



**Building/Event Request Form**

Group/Ministry Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Day (s) & Date (s) Requested: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ AM PM End Time of Event: \_\_\_\_\_ AM PM

How long do you need to set up? \_\_\_\_\_ Clean up? \_\_\_\_\_

Event Type: \_\_\_\_\_ Approx. # Attending: \_\_\_\_\_

**Facility Requested**

**Family Life Center**

- \_\_\_\_ Gym
- \_\_\_\_ Fellowship Hall & Kitchen
- \_\_\_\_ FLC Classroom
- \_\_\_\_ Youth Center

**Worship Center**

- \_\_\_\_ Sanctuary (Sound Technician Required)
- \_\_\_\_ Kitchen & Fellowship Area
- \_\_\_\_ WC Classroom Room # \_\_\_\_\_

**Resources Needed**

**Family Life Center**

- \_\_\_\_ 6-foot tables: # Needed \_\_\_\_\_
- \_\_\_\_ Round tables: # Needed \_\_\_\_\_
- \_\_\_\_ Sound System (FLC)
- \_\_\_\_ Brown chairs (FLC): # Needed \_\_\_\_\_

**Worship Center**

- \_\_\_\_ TV/DVD/VCR on rolling cart
- \_\_\_\_ Portable Projector/DVD (may use @ FLC)
- \_\_\_\_ Sound System (Sanctuary)
- \_\_\_\_ 6-foot tables: # Needed \_\_\_\_\_

**Church Events Only**

\_\_\_\_ Tablecloths (round)      \_\_\_\_ Tablecloths (6 ft)      \_\_\_\_ Chair Covers

Comments: \_\_\_\_\_

*I agree to follow all guidelines as outlined in the Taylorville Baptist Church Building Usage Policy.*

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>Office Use Only</b>	
Added to Calendar ____ Yes ____ No	Date Added ____/____/____
If no, reason: _____	Block All Other Events @ FLC ____ WC ____
Staff Initials: _____	Admin Initials: _____

