



## *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. ***At no time will the TBC Worship Center be used for child care for non-church sponsored events.***

1. A ***Facility Request*** Form ***must (No Exceptions)*** 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 ***members and non-members*** requesting use of the church facilities ***will be provided a copy of the TBC Child and Youth Protection Policy and must*** adhere to ***this*** policy regarding minors. A minimum of two adults, ***over the age of 21, 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 ***for use of facilities*** 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. ***Exception to this rule will be determined by a committee consisting of the Senior Pastor, Chairman of Sites and Facilities, and Church Treasurer.***
5. ***It will be the responsibility of the person/groups requesting use of the facility to provide security for their respective event***

### Reservations

1. All members, ministry groups, church sponsored groups, outside groups, etc. must complete a **Facility Request** Form before a reservation **will be** 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. **Person(s) signing Facility Request Form** will be held responsible for any **and all** damages to the property.
4. Stay in the area you **requested / agreed** to use. No other area of the building or premises may be used without **prior written** approval.
5. No food or drinks allowed in Sanctuary at any time.
6. All children must be **under adult supervision** 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 **must** 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 and **check all rooms before leaving.**
13. **Heating and cooling will** be returned to normal temperature upon leaving.
14. **Ensure that all doors are locked and Alarm System activated.**
15. **Report any and all problems to Church Staff promptly.**

### 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

**Taylorville Baptist Church**  
***Facility* Request Form**

Group/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

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

Time(s) Requested: \_\_\_\_\_

**Facility Requested**

<input type="checkbox"/> Family Life Center Gym	<input type="checkbox"/> Sanctuary
<input type="checkbox"/> Family Life Center Fellowship Hall	<input type="checkbox"/> Faith & Fellowship Classroom
<input type="checkbox"/> Family Life Center Classroom	<input type="checkbox"/> Conference Room
	<input type="checkbox"/> Worship Center Classroom

Activities Happening in Building: \_\_\_\_\_

**Other Items Needed**

<input type="checkbox"/> White Tables – 6 foot	<input type="checkbox"/> TV/DVD/VCR
<input type="checkbox"/> White Tables – round	<input type="checkbox"/> Projector
<input type="checkbox"/> Brown Tables	<input type="checkbox"/> Sound System (Sanctuary)
<input type="checkbox"/> Blue padded chairs (WC)	<input type="checkbox"/> Sound System (FLC) – Church events only
<input type="checkbox"/> Brown chairs (FLC)	
<input type="checkbox"/> Tablecloths (round)-Use for Taylorville Baptist Church scheduled events only	
<input type="checkbox"/> Tablecloths (6 ft) – Use for Taylorville Baptist Church scheduled events only	
<input type="checkbox"/> Chair Covers – Use for Taylorville Baptist Church scheduled events only	

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

\_\_\_\_\_  
\_\_\_\_\_

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

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

**Office Use Only**

Added to Calendar  Yes  No      Date Added \_\_\_\_/\_\_\_\_/\_\_\_\_

If no, why \_\_\_\_\_

Staff Signature \_\_\_\_\_