

## **BUILDING USAGE POLICIES**

The Cowee Baptist Church has received its property and buildings from: The benevolent hands of Almighty God and the visionary labors of our forefathers.

Therefore we receive them as a sacred trust and have developed these policies to reflect our desire to bring the highest glory to God in order to advance His Kingdom and the greatest good to man in order to bring man to a closer relationship to God and one another.

\*DISCLAIMER: The guidelines pertaining to fees and insurance do not apply to church organizations (Ex: Sunday School, Discipleship Training, W.M.U., Brotherhood, etc.) or showers of members or church member families. All other events will fall under these guidelines.

CHURCH EVENTS include associational sponsored events and events sponsored by the North Carolina Baptist State Convention and/or Southern Baptist Convention.

Adopted January 21, 2007

### **WHAT ARE THE STEPS TO SECURE USE OF FACILITIES?**

- Any use of church facilities must be scheduled through the church office.
- Applicant is to be given a copy of the Facility Use Application and sign that they have read, understood and agree to abide by the guidelines.
- If the pastor is to be used for weddings, etc., he must be contacted personally. If another minister is to be used, the pastor/deacons must approve the minister to be used.
- If Music Director, Pianist, Organist or Sound Tech (only Cowee trained sound tech) is to be used for weddings, etc., they must be contacted personally.
- Custodian must be used and needs to be contacted personally to co-ordinate required services and set-up.
- If Fellowship Hall(s) and/or Kitchen(s) are to be used, the applicant must contact the Kitchen Committee Chairman or Co-Chairman and work with them on usage.

### **How do we define church member or church member family?**

An active member is to be defined as one who attends worship services and supports Cowee Baptist Church as much as individual circumstances permit or a student or individual on temporary assignment in another area (college, missions, job, etc.) who was active prior to leaving.

### **WHAT IS THE REQUIREMENT TO SCHEDULE AN EVENT?**

#### **Deposit**

\$125.00 must be paid in full before the date can be placed on the church calendar. Deposit will be returned if all conditions are met. Cancellation of any event within 30 days of the date will be reviewed by the Pastor/Chairman of Deacons to determine the status of the refund/forfeit of the deposit.

#### **The minimum amount of time between scheduling an event and the date of the event**

The minimum amount of tie between scheduling of a non-church member related event and the date of the non-church member related event will be 60 days.

### **WHAT ARE THE FEES FOR OUR CHURCH FACILITIES?**

<b>Rental of our church facilities:</b>	<u><b>Members</b></u>	<u><b>Non-Members</b></u>
Sanctuary:	Free	\$100.00
Fellowship Hall (old):	Free	\$200.00
Fellowship Hall (new):	Free	\$300.00

**Clean-up Fees:**

The prices listed are PER CLEANING.

Sanctuary:	\$125.00
Fellowship Hall (old):	\$ 75.00
Fellowship Hall (new):	\$125.00

**CLEAN-UP FEES FOR CHURCH MEMBERS WILL BE THE SAME AS NON-MEMBERS BUT WILL BE PAID FROM A SPECIAL LINE ITEM IN THE BUDGET, THEREFORE, CHURCH MEMBERS WILL NOT BE CHARGED A CLEAN-UP FEE.**

**Additional fees:**

Sound Tech:	\$50.00 (Only Cowee trained/approved techs may operate sound system)
Organist/Pianist:	\$50.00

All fees, in addition to the deposit, must be paid at least 30 days before the event.

**WHAT ARE THE PROCEDURES FOR ASSESSING DAMAGES TO THE BUILDING AND DAMAGES/LOSSES IN THE KITCHEN?**

Damages to the building and equipment will be assessed by the custodian immediately after the event. He will report his findings to the Chairman of the Building and Grounds Committee, Chairman of Deacons and Pastor. They will notify the user of the cost for repairs and/or replacement of items.

Damages/losses in the kitchen will be assessed by the Kitchen Committee member assigned to the event. They will report their findings to the Chairman of the Kitchen Committee, Chairman of Deacons and Pastor. They will notify the user of the cost for repairs and/or replacement of items.

**WHEN ARE THE CHURCH FACILITIES NOT AVAILABLE?**

The church facilities will not be available:

- When church programs are previously scheduled.
- Facilities will not be available on homecoming weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Easter weekend.
- On a weekend in which a wedding occurs.
- On Sundays prior to 1 p.m. with building vacated by 4 p.m.

**WHAT IS THE REQUIREMENT FOR INSURANCE?**

The user (for non-church member related activities) must present a copy of insurance coverage which will cover any injury/injuries which may occur while on church property and agree to waiver any litigation against the church for any injury/injuries which might occur while on church property. There are 1 day policies that would cover these events.

**WHAT ARE THE DO'S AND DON'T'S**

- No dancing.
- No pets.
- No smoking in buildings.
- No alcohol.
- No illegal drugs.
- No inappropriate language.

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- No tape, nails or tacks on walls or pews.
- No rice may be thrown inside or outside the building. Birdseed may be used but only on the parking and sidewalk areas.
- Drip-less candles must be used and all areas underneath protected from candle wax in case of unexpected drips.
- Must use appropriate dress that reflects Christian values.
- Church facilities will be available for set-up only on the day before the event.
- Must vacate facilities no later than 10 p.m.
- No children under 12 allowed in kitchen(s).
- All drinks/food must be confined to the fellowship halls (no food or drinks allowed in sanctuary at any time).
- A member of the Kitchen Committee or a volunteer appointed by the Kitchen Committee must be present for opening and closing of fellowship halls.
- The kitchen equipment (stoves, refrigerators, dishwasher, warmer, etc.) for non-church events, can only be used under the supervision of a member of the Kitchen Committee or a volunteer appointed by the Kitchen Committee.
- No church equipment/furnishings are to be removed from their original location except for church related events. Only the old tables in the old Fellowship Hall can be used for outdoor church related events.
- Paper products are for church sponsored events only. All others must furnish their own paper products.
- All food items and decorations are to be removed immediately following the event. All wedding related items are to be removed from the church immediately.
- Non-church members must furnish their own table cloths. Church members will be charged a cleaning fee of \$7.00 each for owned cloths.
- Wedding music should be selected with Christian values and worship in mind.