

# FACILITIES USE POLICY

## 1. General Guidelines

Cherrydale Baptist Church (CBC) maintains facilities for the use of the members, their guests, and for community outreach activities. It is requested that the guidelines set forth below be followed when using the church facilities.

- a. Requests for use of CBC facilities must be filed through the church office and just follow the guidelines in the policies set forth below by specific activities, rooms, and equipment.
- b. Routine approval will generally be given by the Office Manager or Facilities Manager. For unique requests with no clear precedent, approval must be given by the appropriate board.
- c. A Request for Use of Facilities form must be filled out and returned to the church office for approval, in order to secure the date and room or equipment requested. This form is found in the Appendix to this policy manual. (Weddings should obtain the separate request form from the church office.)
- d. In making requests, it must be clear on the form who will be the adult CBC member present at the scheduled activity.
- e. If the request is for a repeated on-going activity, two adult CBC members must be accountable to the appropriate board.
- f. Non-CBC function facilities requests require approval by the appropriate board.
- g. Alcoholic beverages and drugs are prohibited on church property. Smoking is prohibited inside the building and is discouraged on church property.<sup>1</sup>
- h. Generally, equipment owned by CBC is to remain on the property. However, when the Facilities Manager approves, or in unique situations without precedent, with the approval of the Board of Trustees, equipment may be borrowed for up to one week by a church member. Non-church members may not borrow equipment. The equipment must be used only for a church-sanctioned or church-sponsored event.

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<sup>1</sup>..References to restriction on allowing dancing on the church property were removed from the policy manual 1/26/99 by vote of the Advisory Board 1/25/99.

## 2. Specific Rooms Guidelines

### a. Besley Room (Parlor)

- Use of the Besley Room is limited to groups of 75 people or less.
- If children are present at the scheduled activity, they must be strictly supervised by at least one CBC member.
- No crafts, crayons, glue or any physically active games are allowed.
- Generally, no events specifically for children (Sunday School class, VBS class, etc.) are to be held in this room.
- Refreshments may be served to children provided that the child is accompanied by a parent.
- No red or purple punch/drinks may be served.
- Generally, events involving children should be limited to family-oriented events.

### b. Kitchens

- The kitchen, related equipment and supplies, and parlor kitchenette are under the supervision of the Trustees.
- Detailed instructions for the use of the kitchen facilities are posted and guidelines for the equipment operation are posted adjacent to the equipment.
- All non-regular use of kitchens must be cleared with the office prior to the event.
- Dishes, utensils, cookware must be thoroughly cleaned and returned to proper place. Nothing should be left in dish drainers, on countertops or serving tables.
- Work surfaces. Please remove food residues and clean all countertops, tables, stovetop, and sinks.
- Leftovers. If any foods are left for future use, please mark clearly with name of group or individual, and expiration date.

### c. Fellowship Hall (Gym). The gym is a multi-purpose facility for the use of the Cherrydale Baptist Church members and their guests. Therefore, it is necessary that all activities in the gym be scheduled and supervised. The following regulations are deemed necessary for the proper maintenance of the facility.

- A Request for Use of Facilities form must be filled out and returned to the church office to secure use of the gym.
- An adult CBC member must be present. This should be the person who filled out the form for the gym.
- Generally, the minimum number for a scheduled activity is five (5).

- Recreational use on Sunday is restricted to the following hours: 12:30 p.m. - 6:00 p.m. and 8:30 p.m. - 10:00 p.m. unless otherwise approved by the Deacons/Trustee Boards.
  - Non-marking gym shoes and equipment are required for all sport events.
  - No food or drinks are permitted during recreational activities.
  - No red or purple punch/drinks may be served at anytime.
  - The Fellowship Hall should be left in the same (or better) condition than it was at the beginning of the activity.
- d. Sanctuary. The type of events preferred in the Sanctuary are of a worship and instructional nature. Some examples would be church services, Biblical teaching seminars, concerts, baptisms and weddings.
- If the sound system is required, a qualified operator must be scheduled by the head of the Audio Department through the Request for Use of Facilities form. Two weeks advance notice is requested. All background accompaniment tapes must be rehearsed in advance of performance.
  - If the piano, harpsichord or organ are to be played, a qualified musician must be selected.
  - Special care needs to be taken so that no conflict will arise with the normal service and use schedule. The room may be used by members practicing special music, cleaning, decorating, testing equipment, and the like; such activities sometimes do not appear on the church calendar.
  - When decorating, all containers with water for flowers or plants must assure that no water damage occurs. Use only floral or masking tape, ribbon or non-marking clips to attach decorations to pews. Nails, tacks and other adhesives must be approved by the Facilities Manager.

### 3. Fee Schedule

No fees are charged for the CBC function or for use by a missionary organization financially supported CBC. For all others, the fee will be as follows:

<u>Room</u>	<u>Non-Member*</u>	<u>Member*</u>
Fellowship Hall - Recreation	\$150	\$ 75
Fellowship Hall - Dinner/Reception (includes kitchen)	200	100
Kitchen	100	50
Besley Room	125	65
Sanctuary and Other Rooms	<i>Individual Consideration</i>	

*\*Fee may be waived or modified by the Board of Trustees upon individual consideration*

## 4. Group Sleep Overs at Church

- a. The Board of Trustees has had requests in the past for the use of our facilities for sleep over purposes. Usually the request has been a group of young people from out-of-town; occasionally it has been one of our own groups, such as Explorer Girls. With mixed feelings, we have most often accommodated the requests.
- b. Response to our attempts to obtain a regulations policy from Arlington County have been unclear. The County's concerns (and ours) are in the areas of security, sanitation, safety, and health. Therefore, the primary issues would seem to center around numbers (how many and how long).
- c. The Board has approved the following guidelines:
  - (1) Sleepovers are generally discouraged and are acceptable only when deemed very important.
  - (2) The group may not exceed 50 persons.
  - (3) The group may not sleep over more than two (2) consecutive nights.
  - (4) Since such accommodations are usually in the form of a goodwill gesture, no fee will be charged
  - (5) All facilities must be left in the same condition as when the group arrived.
  - (6) It is preferred that neither the kitchen nor the gym be used.
  - (7) The group must be supervised by an adult.
  - (8) The CBC Youth Pastor (or a designated adult) will be the responsible contact.
  - (9) All sleep over requests must be pre-approved by the Board of Trustees.

# **AUDIO VISUAL EQUIPMENT POLICY**

## AUDIO VISUAL

The use of audiovisual equipment is encouraged for Christian education, edification, and community outreach. The following guidelines should be observed for using the equipment:

- a. Use of equipment must be scheduled through the church office.
- b. A Request for Use of Facilities form must be filled out and returned to the church office for approval in order to secure the date and equipment requested. This form is found in the Appendix to this policy manual. (Weddings should obtain the separate request form from the church office.)
- c. The Facilities Manager has overall responsibility for the use and maintenance of the audiovisual equipment (excluding the audiovisual equipment maintained by the Audio Control Room staff).
- d. Audiovisual equipment must be used only on the church premises by an experienced operator. Audiovisual equipment that is designed to be transported or that has a specially designed transit case shall be allowed off the church premises only for a church-sanctioned or church-sponsored event.
- e. Some specific pieces of audiovisual equipment are available and have been set aside for use by those candidating for missionary service. Only these pieces of equipment may be borrowed through the Pastor of Missions for a period normally not to exceed three (3) months.

