

Greenlawn Baptist Church 6612  
Garners Ferry Road  
Columbia SC 29209  
803-776-4074

### **Facilities Use Policy**

#### **CHURCH PURPOSE**

Greenlawn Baptist Church desires to serve the needs of our members and our community. All of the facilities of the Church are available for Christian fellowship and creative activities that foster our program of evangelism, education, training, worship, ministry, and missions. For this reason we offer the following guidelines that will apply to all non-regularly scheduled activities to be held on Church property. For weddings, see the Wedding Policy document.

#### **PROCEDURES**

Members and organizations must reserve the facilities for any activity outside of the usual weekly/monthly schedule. The facilities will be available for private functions by church members or community organizations under the following conditions:

1. No Church function is scheduled for the facility at the date/time requested.
2. Reservations can be made up to six (6) months in advance but will not be guaranteed until two (2) months prior to the event.
3. The use of the facilities will be scheduled through the Church office and placed on the Church calendar. Events are scheduled on a first-come, first-served basis determined by the date completed forms are received by the Church secretary and approved. (Information requested on the forms will include: the nature of the event, numbers of people involved, dates, times, facilities desired, and equipment needed.)
4. Reservations must be made by the leader of the group using the facilities, who accepts responsibility for the condition in which the facilities are left.
5. Keys must be signed out from the Church office by the leader, who is responsible for returning the keys on the day following the event.
6. Any loss or damage to furniture or equipment, not covered by the security deposit, must be paid for upon return of the key.
7. Equipment and furnishings, including tables and chairs, may not be removed from Church property for non-church functions. For Church events any items needed must be checked out through the Church office.
8. Furnishings, such as tables, chairs & etc. shall be restored to their original position.

9. The Church does not furnish paper products, utensils or such items. The user is responsible for furnishing such items.
10. Tables and chairs must be set up by the renter.
11. Trash cans must be emptied outside in the dumpster daily.

### **GENERAL RULES**

1. The holiness and sanctity of God's house must be maintained at all times. The facilities will not be used in any way that will detract from the Church's essential purpose and mission for Christ.
2. Children must be supervised by sufficient adult leader(s) whenever they use the facilities. (Suggested ratio 1:5)
3. There will be no smoking in the buildings and no consumption of alcoholic beverages on the property.
4. No pets are allowed in the buildings.
5. The rearrangement or movement of any furniture must be approved by Church office prior to such changes. Furniture and equipment must be placed back in their original locations after use.
6. Florists and other groups will be instructed to refrain from defacing the buildings in any manner. Under no conditions shall decorations be attached to furniture or walls by pinning, gluing, tacking, taping or nailing. Adequate protection must be in place to protect the buildings from dampness and candle wax or other detrimental elements. Only dripless candles are permitted. No glitter is allowed.
7. All decorations, flowers, and equipment must be removed from the Church buildings immediately following their use unless other provisions have been made through the Church office.
8. Buildings shall be locked and secured when the event is concluded.
9. A \$10.00 key deposit is required for all users.
10. There is a 190 person limit in the Fellowship Hall.
11. Damages to Church property will be deducted from the Security Deposit. Excessive soiling of Church property will be deducted from the Security Deposit if clean-up costs exceed the usual Custodial Fee.

### **FEES FOR USE OF FACILITIES**

Fees are intended for the purpose of offsetting the various expenses and utilities associated with use of the property. This allows Greenlawn to function without losing funds and to continue its Christian mission.

**No fees are required for funerals of church members or church-sponsored pot lucks for grieving families.**

See the Facility Rental Worksheet which applies to your situation.

**FACILITY RENTAL WORKSHEET FOR GREENLAWN MEMBERS**

A member rental is defined as a contract set up by an active Greenlawn member and the Greenlawn member assumes full responsibility for all fees and charges, condition of the facility and key return to the church office.

All fees are due and payable to Greenlawn Baptist Church at the time the key is picked up from the Church office.

Standard Fee (per day):	
Fellowship Hall and kitchen (1 site)	\$100
South Wing	50

Dates of facility usage: \_\_\_\_\_

Security deposit (not required for Church members)	0
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Key deposit (refundable)	\$10
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Custodial fee (\$75 base fee plus \$35 for each additional site)	_____
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<b><u>TOTAL</u></b>	_____
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Signature of renter \_\_\_\_\_

Church official \_\_\_\_\_

Date \_\_\_\_\_

**FACILITY RENTAL AGREEMENT FOR NON – PROFIT GROUPS**

A non-profit is defined as a 501-c (3) or other not-for-profit organization recognized by Greenlawn Baptist Church, such as the American Heart Association or the Baptist Convention.

All fees are due and payable to Greenlawn Baptist Church at the time the key is picked up from the Church office.

The individual signing the rental contract assumes full responsibility for all fees and charges, condition of the facility and key return to the Church office.

Standard Fee (per day):	
Fellowship Hall and kitchen (1 site)	\$150
South Wing	\$100

Dates of facility usage: \_\_\_\_\_

Security deposit (refundable)	\$200
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Key deposit (refundable)	\$10
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Custodial fee (\$75 base fee plus \$35 for each additional site)	_____
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<b><u>TOTAL</u></b>	_____
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Signature of renter \_\_\_\_\_

Church official \_\_\_\_\_

Date \_\_\_\_\_

Worksheet approved at Church Conference November 16, 2014.

**FACILITY RENTAL AGREEMENT FOR PRIVATE GROUPS**

Private groups that require payment include, but are not limited to, birthday parties, neighborhood association meetings, family reunions, and wedding or baby showers for **non** Church members.

All fees are due and payable to Greenlawn Baptist Church at the time the key is picked up at the Church office.

The individual signing the contract assumes full responsibility for all fees and charges, condition of the facility and key return to the Church office.

Daily rental rates:

Fellowship Hall and kitchen (1 site)	\$200
South Wing	\$100

Dates of facility usage: \_\_\_\_\_

Security deposit (refundable)	\$300
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Key deposit (refundable)	\$10
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Custodial fee (\$75 base plus \$35 for each additional site)	_____
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<b><u>TOTAL</u></b>	_____
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Signature of renter \_\_\_\_\_

Church official \_\_\_\_\_

Date \_\_\_\_\_

Worksheet approved at Church Conference November 16, 2014.