

Open Door Baptist Church (ODBC)

Building Usage Policy Guidelines

Introduction:

We are only stewards of the building and property that the Lord has graciously entrusted to us. This facility serves as a gathering place of worship, equipping, serving, fellowship and sending out trained Ambassadors representing Jesus Christ. Our hope is that, by interacting with those who do not currently have a relationship with God through Jesus Christ, we will have the opportunity to demonstrate and witness to the love of God for His people.

We want to make your use of this facility as seamless as possible. Some of these rules may seem unnecessary but they are important for ODBC to facilitate the growing number of meetings at the church and should be observed.

We appreciate your cooperation in ensuring the safe and efficient use of this building and grounds.

This policy guideline will outline who may use the facility and rules and fees for use of the facility. Background information and references beyond that described in this policy may be requested if needed.

Calendar scheduling for Weddings and Funerals are directed to our Senior Pastor and Special Services Coordinators.

Please forward all questions, comments, recommendations and concerns to ODBC, Attn: Facilities Use Administrator, 350 Chili Scottsville Rd., Churchville NY 14428.

The following guidelines are set forth for building and facilities usage:

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1) ODBC Purpose Statement

Open Door worships God the Father, God the Son and God the Holy Spirit by proclaiming Jesus as the only living Savior, by fellowshiping with believers and by providing a Biblical foundation for ministry.

2) Building Use Eligibility

Open Door Baptist Church's facilities may be available for use by individuals and / or groups whose purposes are consistent with the mission and vision of ODBC. ODBC reserves the right to reject any group for any or no reason.

- a) **Church Ministries** – those ministries directly overseen by ODBC, its Pastoral Staff or its members (i.e., Sunday Morning Services, Sunday Evening Services, Wednesday Evening Services, Bible Fellowship Groups, Men's Bible Studies, Women's Bible Studies, Youth Bible Studies, Children's Ministry Events and other sponsored ministries and events of ODBC. ***The building usage fee is waived for church ministry events.***
- b) **Individuals** – church members and regular attendees who attend worship services on a regular basis and support ODBC as much as individual circumstances permit. Individuals may apply to use available facilities from the Facilities Use Administrator (FUA). Any individual events that are approved would be scheduled in the Fellowship Hall on Tuesday, Thursday or Friday Evenings or Saturday mornings provided there are no other scheduling conflicts. There is a ***non-refundable building usage fee of \$100*** due when the event is approved.
- c) **Non-Profit Organizations** – outside groups that are recognized as 501(c)(3) or similar organizations by the IRS may be considered for use of the facility. These types of requests are specifically limited. These groups must receive approval from the FUA. There is a ***non-refundable building usage fee of \$200*** due when the event is approved.

3) Application and Scheduling

- a) ODBC Ministry Activities, Individuals and Non-Profit Groups must complete and submit a "Calendar Scheduling Application" if they wish to request use of the available facilities.
- b) Application for use of the church facilities should be completed at least fifteen (15) business days and no more than ninety (90) days prior to the desired date of use and returned to the church office during normal business hours. Normal business hours are Monday through Thursday, 8 am to 4:30 pm. The application will immediately be referred to the FUA, who will process it and contact the applicant within five (5) business days.
- c) The FUA will oversee the scheduling and use of the church facilities. The FUA will operate with the assistance of the Pastoral Staff, when applicable.
- d) Either party can cancel at least five (5) days prior to the use during regular business hours. ODBC will cancel only under extenuating circumstances.
- e) Regularly occurring and occasional ODBC events, activities and programs take precedence in scheduling use of the facilities.
- f) All needs must be listed on the Calendar Scheduling Application. If your needs change unexpectedly, please contact the FUA, although we cannot guarantee that the additional request will be honored.

- g) ODBC reserves the right to pre-empt any facility use for its own in case of emergencies, such as funerals. Notice will be provided as early as possible.
- h) All applicants will be given a copy of the "Building Use Policy" and any relevant attachments. The applicant must schedule an appointment with the FUA to discuss the Building Use Policy during regular business hours.

4) The Church Facilities will Not be Available as follows:

- a) When church programs are previously scheduled.
- b) During VBS Sports Camp week (including the Saturday before and the Saturday after for set-up and tear-down).
- c) During Missions Conference week.
- d) On a weekend in which a Wedding occurs.
- e) On any Sunday after the morning services and before the evening service.
- f) On Mother's Day, Father's Day, Easter Weekend, Memorial Day, Independence Day, Christmas Eve and Christmas Day, New Year's Eve and New Year's Day.

5) Insurance Requirement:

- a) Certain activities and use of the facilities will require the applicant to supply ODBC with evidence of liability insurance (minimum \$1 million). The applicant must present a Certificate of Insurance prior to the event that will cover any injury / injuries that may occur while on church property and agree to waive any litigation against the church for any injury / injuries that might occur while on church property. ODBC must be named as an "Additional Insured" on the Applicant's Certificate of Insurance.

6) Responsibility

- a) Each group using the facilities must designate an event coordinator who will be the contact person responsible for the overall care of the facilities. The coordinator will be accountable for any damage or missing church property and must insure that the facilities are cleaned, that chairs and tables are put back in place, lights turned off and doors are locked, if applicable, upon leaving.
- b) The group must contact the FUA immediately if items are found damaged upon arrival or departure. Failure to follow conditions of use as set forth in this Policy result in the loss of future privileges.
- c) ODBC is not responsible for any property left behind in the facilities after an event.
- d) No one is to enter the sound booth unless trained by the ODBC Technical Media Administrator.
- e) Valuables should not be left in the building. The church is not responsible for lost articles.
- f) Clean up is the responsibility of the user. Return any rooms / spaces used to their original set-up. Take a picture if you need to remember how to return a room to its original set-up.
- g) Buildings and grounds must be left clean and ready for the next event taking place.
- h) The entire building must be vacated **BEFORE** midnight. **NO EXCEPTIONS**

7) Equipment:

- a) Use of the facilities ***DOES NOT INCLUDE*** use of any mechanical, office or kitchen equipment or supplies, unless the prior written consent of the FUA is obtained. Request for such equipment must be made in advance on the "Calendar Scheduling Application."
- b) Church owned Audio / Visual equipment and / or Musical Instruments may be used only with the specific permission of the ODBC Music Administrator and / or the ODBC Technical Media Administrator.
- c) No church equipment may be removed from any room, unless prior written consent of the FUA is obtained.

8) Decorations

- a) All pre-approved decorations for the Applicant's event must be removed so as not to mark any part of the fixtures or walls. ***Use of nails, thumbtacks, staples or non-approved tape on ceilings, walls, doors or carpets is NOT PERMITTED.*** Products to attach items, must be obtained from the FUA or the ODBC Administrative Assistant. These products have been tested and will not damage surfaces.
- b) No items may be hung from the ceilings, unless approved by the FUA. If approval is received, only plastic ceiling clips and monofilament must be used to hang items.
- c) Any decorations deemed inappropriate for any reason can be removed at the discretion of the FUA and / or any church staff employee.

9) Food and Drink

- a) No food or drink is permitted in the Sanctuary at any time, other than communion sacraments. Any use of food and drink in any other space must be organized and under the direct supervision of the responsible group member.
- b) No food or drink should be left opened in any area of the facility.
- c) Each group is expected to provide supplies for their own events. Supplies currently in the facility are for the exclusive use of church functions and ministries.

10) Restrictions

- a) No use of alcohol, tobacco products or illegal drugs is ever permitted in or around the church premises (inside or outside).
- b) No gambling is ever allowed on or around the facilities.
- c) No pets are allowed, excluding service / assistance animals, in the church facilities.
- d) No illegal activities are allowed on or around the church premises.
- e) No activities inconsistent with Christian principles are allowed.
- f) Anyone under the influence of the above will be escorted from the facilities and property.

11) Safety

- a) ODBC works to maintain a safe and secure environment within the facilities and on the church property. However, maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure.
- b) The fire extinguishers are located throughout the building in the designated areas. Each group is responsible for knowing where the fire extinguishers are located in case of an emergency.
- c) Any exterior use of open flames or heating devices must be pre-approved by the FUA. No open flames (i.e. candles, etc.) are allowed inside the building unless approved by the FUA in advance.
- d) Know who is in your area at all times. If anyone you don't know is in your space at any time, challenge that person and direct him or her to the proper area of the building.
- e) **ALL EXTERIOR DOORS MUST BE KEPT LOCKED AT ALL TIMES.** During normal business hours (Monday – Thursday 8:00 am to 4:30 pm) all the doors are locked and the Administrative Assistant allows entry through the main entrance via a camera and remote lock release. ***Any ministry events that take place after normal business hours must also keep the EXTERIOR DOORS LOCKED AT ALL TIMES. Someone from your ministry must be held responsible to monitor the door to allow entrance to your event.***
- f) The applicant will need to check with the FUA regarding access to the building after normal business hours.

12) Kitchen

- a) Items used need to be **CLEANED, DRIED** and **PUT AWAY.**
- b) If you borrow something from upstairs, return it.
- c) Only use food / condiments / drinks that you supply (What is already in the kitchen is used by other ongoing ministries).
- d) **DO NOT** leave any leftover food or drinks.
- e) Kitchen towels, wash cloths, etc. are to be taken home to launder and return within a week.
- f) Clean (spot clean) linens and return to proper tubs.
- g) Linens are labeled near corner.
- h) Lock Linen closet door.
- i) Clean all counter tops.
- j) Empty garbage and take to the dumpster.
- k) There is **NO** borrowing of kitchen items.

13) Supervision of Children

- a) ***Children 12 years and under must be supervised at all times.*** In order to help insure the safety of all children, we ask that at no time before, during, or after your event are children to be unsupervised on church property. If children are found unattended in the church, they will be immediately returned to their parent.

14) Parking Lot and Outdoor Recreation Areas

- a) Please do not park in the drop off area or in the drive through area.
- b) Please drive slowly and safely watching for pedestrians.
- c) Handicapped areas are available for those with this need only. Please be considerate of others.
- d) No sport bicycling or skateboarding is allowed on church property.
- e) Any damage to vehicles is at the owner's expense. The church is not responsible for theft or damage to personal property.
- f) The children's playground may not be used during services.
- g) The children's playground must be cleaned up after each use.
- h) Abandoned vehicles will be towed at the expense of the owner after 10 days.

15) Fees for Use of the Church Facilities

- a) **Church Ministries** - The building usage fee is waived for any Church Ministry Events. There may be additional fees charged if any other services are needed, rooms are not cleaned properly or any damage is done to the building.
- b) **Individuals** - A \$100.00 building usage fee must be paid in full before the date can be placed on the church calendar. There may be additional fees charged if any other services are needed, rooms are not cleaned properly or any damage is done to the building.
- c) **Non-Profit Organizations** - A \$200.00 building usage fee must be paid in full before the date can be placed on the church calendar. There may be additional fees charged if any other services are needed, rooms are not cleaned properly or any damage is done to the building.

16) Dispute Resolution

Any and all claims or disputes arising from or related to this Building Usage Policy or Calendar Scheduling Application, other than a claim for injunctive relief, shall first be submitted to mediation in Monroe County, New York in accordance with the then governing rules of The Institute for Christian Conciliation. If the parties cannot resolve their dispute through mediation, they shall have the issue resolved through arbitration with the then governing rules of The Institute for Christian Conciliation. In the event that the Institute for Christian Conciliation ceases to exist during the course of this Agreement, arbitration under this section shall be conducted according to the rules of the American Arbitration Association. Judgment upon an arbitration award may be entered in the District Court for the County of Monroe, New York. ODBC and Facility User shall bear their own costs related to any mediation or arbitration proceeding.