

Guidelines for the Use of Church Facilities
Canopy Roads Baptist Church
925 Bannerman Road
Tallahassee, FL 32312
Tel: 850-906-0047 Fax: 850-906-0048

Introduction

Canopy Roads Baptist Church (CRBC) welcomes the use of its facilities by CRBC members and other groups who support the purpose of the congregation. The use of our building becomes an extension of our purpose to honor God by helping unchurched people become fully devoted followers of Christ. We actively seek ways to utilize the building in fulfillment of our purpose.

The building, equipment, furnishings and supplies are the property of CRBC's congregation and, therefore, shall not be used by any group or individual without prior approval. Arrangements to use the building, as well as building use expectations, security deposits, the facilities agreement, and related information, shall be made with the CRBC pastoral or administrative staff at 850-906-0047.

I. Facility Use Priorities

The use of facilities, grounds, and equipment shall be confined to Christian organizations, educational and social service agencies, and other character building or social functions whose work is in harmony with the purpose of CRBC.

First Priority Activities: CRBC sponsored activities.

Second Priority Activities: CRBC Member Sponsored Activities planned by members of the congregation, but not planned primarily for the people of the church. (weddings, receptions, anniversaries, etc.)

Third Priority Activities: Social activities planned by nonmembers of CRBC (Weddings, receptions, anniversaries, etc.) Other Churches and Christian Organization's Christian activities planned by and for the participants of other Christian Churches or organizations. (such as providing facilities for meetings, worship services, etc.)

Fourth Priority Activities: Community Services Activities involving no specific Christian affiliation, but which do not conflict with the purpose of

CRBC. These activities are limited and specifically exclude all political and commercial activities.

II. Scheduling

- a. Facilities are available based on the CRBC priorities listed in Section I.
- b. All requests for facility use must be submitted on a “Facility Use Request” form before final approval (copy attached as Exhibit A.) This form may be obtained from and returned to the church office. The CRBC pastoral staff will review the application. The applicant will then be informed of the decision.
- c. The date on which the form is received will establish the priority of the request when there is more than one request for the same space.

III. Payment Guidelines

- a. Fees will be charged for Activities in priority categories two through four.
- b. All deposits are due at time of approval.
- c. Full fees are due 2 weeks in advance of event.
- d. Room fees are based on a four (4) hour minimum.
- e. The space used will be inspected by a member of the custodial ministry following use and the security deposit will be returned within ten (10) days. User group will forfeit all or a portion of the deposit if facilities are damaged. If the cost to repair damages exceeds the amount of the deposit, the user group will be liable for the balance of the cost.
- f. Specific payment schedule is attached as Exhibit C.

IV. General Facility Use Guidelines

Respect for Facility: The church facility should be treated with respect at all times. The group or individual in charge of the function will be responsible for cleaning the areas used, making sure to leave the area in as good or better shape than it was found. This is to include, vacuuming, all trash cans in areas used emptied and placed in outside dumpster, tables wiped off, and tables & chairs returned to the place they were found. In respect of God's facilities: no gambling, consumption of alcohol or use of illegal drugs will be permitted anywhere on the premises. Use of tobacco products will not be permitted in any of the buildings. All other areas of the building not being specifically used for the scheduled function are to be treated as off limits, and not entered or disturbed.

Use of Sound & Light Equipment: Sound & light equipment may only be used by a trained technician, with prior arrangements as designated on the Facilities Use Request Form.

Food Use: Approval to serve food must be granted on the Facilities Use Request Form. No food or drink is permitted in the sanctuary unless approved by the church pastoral staff.

In addition, no food may be served in the worship center, or on any carpeted area of the facilities that would tend to stain the carpet if dropped. Examples of such food items would include, red juice drinks, tomato sauce dishes, etc.

Use of the Kitchen: Guidelines for use of this space are attached as Exhibit D, and will be provided for each user group and will be posted in the kitchen.

V. Facility Lock-up and Security:

- a. A Facility Lock-up and Security checklist will be provided to the identified responsible person at the time of application approval. If this person is not a CRBC member, a custodian or other authorized church representative must be present and responsible for securing the building.

CRBC Application For Use of Property

Event Information:

Event:* _____ Date _____ Time _____

Requested by: _____ Purpose: _____

Email address: _____

Home Phone: _____ Work/Daytime Phone: _____

Area of Church requested: Fellowship hall (Full ___ Half ___) Kitchen ___ Classrooms ___

Nursery ___ Worship Center ___ Other _____

Person Responsible (Min.age 18): _____

Person Responsible for Key: _____ Phone: _____

Estimated # of Attendees: _____

Room/Rooms Setup: #Chairs _____ #Tables _____

Special Needs: Food Use ___ Sound & Light Equipment ___ Other _____

(See Fee Schedule)

Usage Fee \$ _____ Received _____

Custodial Fee \$ _____ Received _____

Other Fee \$ _____ Received _____

Security Deposit \$ _____ Received _____ Returned _____

Special Needs: _____

Comments: _____

*Weddings require a church-appointed coordinator and must comply with the CRBC Weddings Guidelines attached as Exhibit E.

EXHIBIT A

Use of Church Facilities Agreement

I/We, the undersigned, acknowledge that I/We have read and understand the Guidelines for the Use of Church Facilities and agree to abide by them. I/We specifically agree to make our attendees aware of the guidelines concerning the use of alcohol, tobacco products and illegal drugs, and require them to abide by the policy. The violation of any of these guidelines may result in immediate expulsion from the building, loss of all deposits and fees and prohibition from any future use of these facilities. I also understand that Canopy Roads Baptist Church is not responsible for any injuries incurred on church grounds and property before, during and after the use of these facilities.

Requester:

Signature: _____ Date: _____

Print name: _____

CRBC Authorized Representative:

Signature: _____ Date: _____

Print name: _____

Deposit Received: _____ Date: _____

Fee Received: _____ Date: _____

EXHIBIT B

Canopy Roads Baptist Church

Fee Schedule

	<u>Building Use Fee</u>	<u>Security</u>	<u>Custodial</u>	
	<u>4 Hours</u>	<u>8 Hours</u>	<u>Deposit</u>	<u>Fee</u>
Worship Center	\$200	\$400	\$200	\$100
Fellowship Hall (half)	\$50	\$100	\$100	\$100
Fellowship Hall (full)	\$100	\$200	\$100	\$100
Nursery (per 2 rooms on same HVAC unit)	\$50	\$100	\$50	**
Kitchen w/ ovens	\$100	\$200	\$50	**
Kitchen w/o ovens	\$50	\$100	\$50	**
Audio/Visual Tech	\$100	\$200	**	**
Other	(Fee based on request)			

*The security deposit will be used to pay for damages to the facility.

**Custodial fees shown are based on two hours of clean up time. If it takes longer than two hours to clean up and reset the facility an additional charge of \$25/hr. will be withheld from the security deposit.

Procedures for Use of the Kitchen

- Countertops:** Shall be cleaned of all liquid spills and food particles
- Sinks:** Shall be cleaned with soap and water. Do not leave a greasy ring in the sink.
- Stove & Ovens:** Shall be cleaned of all spills and residue
- Dishwasher:** If dishwasher is used, dishes shall be unloaded and replaced in storage area.
- Microwave:** If microwave oven is used, foods shall be covered with plastic wrap or a paper towel so that spills will not occur. Spilled food in the microwave shall be cleaned up immediately.
- Equipment:** Any equipment or utensils used shall be cleaned and returned to the proper place in the kitchen.
- Coffee pots:** Empty coffee grounds, clean and place drip cups on platform.
- Pantry:** For use of Canopy Roads Baptist Church members only.
- Garbage cans:** Empty all can and place the garbage in the dumpster outside.

CANOPY ROADS BAPTIST CHURCH
Weddings Guidelines

Wedding Coordinator

All weddings on church property must be directed by a church appointed wedding coordinator. A minimum fee of \$100 is charged for the service to be paid directly to the coordinator.

Premarital Counseling and Ceremony

We require each couple to have premarital counseling from a church approved mentor couple or the pastor who will officiate at their wedding. Our pastor usually requires four or five counseling sessions and a rehearsal.

Visiting ministers are welcome to conduct the ceremony but must get prior approval from our pastor. No fee is charged by our pastor when officiating at the wedding of a member of Canopy Roads Baptist Church. An honorarium is acceptable. For non-members, our pastor's standard fee for a rehearsal and the ceremony is \$150.

Music

Only music appropriate for a Christian wedding ceremony may be used. If there are questions regarding musical selections, you are encouraged to discuss them with our pastor.

A Canopy Roads Praise Band keyboardist may be available to play for weddings. A minimum fee of \$100.00 is charged for this service, to be paid directly to the keyboardist. A conference should be scheduled with the keyboardist to determine what music will be played live.

If a guest keyboardist is to play at the ceremony, the church office should be notified of his or her name, telephone number and equipment needs. The guest musician should call the church office to arrange a time for practice and become familiar with our church facilities.

The Canopy Roads audio-visual technician must be present one hour before and during the ceremony. A minimum fee of \$100.00 is charged for this

service, to be paid directly to the technician. If the couple wishes to have pre-recorded music played before the ceremony, or wishes the ceremony itself to be taped (audio or video) by the church, please schedule a conference with the Canopy Roads audio-visual technician by calling our church office.

Decorations

In planning for decorations, please remember that your wedding is meant to be a service of worship and plan accordingly. Please notify the church office of the florist you have selected as soon as possible and schedule a time for floral delivery and set-up of decorations, which should occur simultaneously if possible. Please coordinate these requirements with the CRBC Wedding Director.

No glue, nails, tacks, or screws are to be inserted in any part of the building or furnishings. No artificial platforms or structures are to be used without permission. Only dripless candles are permitted inside the building.

The couple will be responsible for any property damage or cleaning expenses incurred by the use of candles and other materials. Property belonging to the florist and the set-up crew must be removed immediately following the ceremony and the church left in good order.

Set-up

No sanctuary furniture may be moved without permission from the CRBC Wedding Director. If permission is granted, all furniture must be returned to its proper location. Any damage incurred is the responsibility of the couple.

No stage equipment or musical instruments may be moved without permission from the audiovisual technician. If permission is granted, all stage equipment or musical instruments must be returned to their proper locations. The audiovisual technician must be present when moving stage equipment or musical instruments. Any damage incurred is the responsibility of the bride and groom. Advance notice, prior to the day of the rehearsal, should be given to have the stage cleared. A fee of \$75.00 is charged to pay the sound crew for taking down and resetting the equipment.

Guidelines for Using Pre-School Rooms for Special Activities Canopy Roads Baptist Church

The following guidelines are important and necessary for the health and safety of children using the pre-school areas and for the organization and cleanliness of the rooms on an ongoing basis. Please share with the supervising adults in each room used. Call Barbara Van Camp, Pre-School Ministry Director, at 668-3285 if you have questions or need additional information or clarification.

- Children should not be allowed in the storage/supply closets. Doors should be closed at all times.
- Trash cans are located in each room and in each bathroom. All trash (food, drinks, dirty diapers, etc.) should be placed in trash cans and placed in the outside dumpster before leaving. Soiled diapers should be placed in a plastic bag before placing in the trash cans in the rooms or bathrooms.
- Remove/clean up any food or drink spills and any leftover materials from the activities.
- All items in the pre-school room that are used (toys, games, videos, etc.) should be returned to the original place in the rooms or supply closets. The rooms need to be ready for use on each Sunday morning without clean up by teachers and volunteers coming in.
- Toys used in the baby and toddler rooms must be sanitized after each use of these rooms. Sanitizer is located in the toddler room, baby room or in the supply closet.

Thank you for helping us maintain a safe and clean environment for our children. Please contact me as needed if concerns arise.

Barbara Van Camp
Pre-school Ministry Director
668-3285

vancampb@ace-Leon.org