

Policies and Regulations Governing the Use of Church Properties

Philosophy of Usage:

1. Any consideration of special uses of the property of Silverdale Baptist Church will be guided by the fact that this property has been dedicated to worship, teaching the Bible, evangelism, character building and related activities.
2. Use of any facility shall be in conformity with city fire and safety ordinances.
3. The church property shall not be used for commercial or for-profit purposes.

Administration of Usage:

1. Before scheduling an activity requiring a meeting room or other space assignment, a request form must be submitted to the church office at least two weeks in advance of activity, so that all assignments may be coordinated and recorded on the church calendar of activities. Any exception to this guideline would be at the discretion of the pastor/ministry leader.

It is particularly important that the scheduling of wedding rehearsals, ceremonies and receptions be done at least 6 weeks in advance. (See Wedding Guidelines.)

2. The following priorities will govern the approval for use of the church facilities:
 - a. Regular scheduled church and/or academy services and functions
 - b. Church-wide scheduled activities
 - c. Organizations (small groups, discipleship, music, AWANA, etc.)
 - d. Individual classes
 - e. Non-church related events
 - f. Date of request
3. All facility scheduling will go through an approval process with any and all personnel affected by the event. The Calendar Coordinator or an administrative assistant will communicate the approval or denial of each request. Saturday events (except for SBA sports and weddings) must end by 3:00 pm in order to allow ample time for service preparation. Sunday events are allowed after completion of all regularly scheduled church events. The Shepherd's House and Legacy Room of the Annex may be accessed beginning at noon. The main building (Chapel, Silverdale Room, gyms, etc.) may be accessed beginning at 2:30 pm. No decorating, food storage, or room set up is allowed prior to these times.
4. The doors will be programmed to unlock and lock for events. Individuals requesting the use of the building may not obtain entrance before normal operating hours. Door entrances and unlocking/locking times are determined by the Facility Manager and are subject to change.

5. For an event to qualify as a ministry-supported event, all requests for use of the facilities must be submitted by the pastoral staff/leader of the event.
6. Any personal event occurring in the main building & Student Ministry Building beyond normal operating hours will require one or more church hosts/hostesses. (Normal operating hours include: weekend and mid-week service times, any time the church office is open and regular, ongoing events.) Hosts/hostesses will be trained to use all kitchen equipment.

Fees For Usage:

All required fees must be paid at least one week in advance. They can be turned in to the Calendar Coordinator or the Office Manager in the church office.

Building Usage Fees

1. **Church Use:** No Building Usage Fee shall be charged for any group or organization of Silverdale Baptist Church for the use of facilities or equipment.
2. No Building Usage Fee shall be charged for academy functions or to individual members wishing to use the facilities for weddings, showers, parties, recitals, etc. However, there may be a cleaning fee for the use of these facilities. (See - Janitorial Fees.)
3. Due to the high usage of the facilities by both church and academy functions, the facilities are not available to non-members. The only exception would be if a pastor/director chooses to sponsor an event under his/her ministry (i.e., a women's conference, Gideon dinner, fundraiser for a ministry SBC sponsors, etc.)

Janitorial and Cleaning Fees

1. No Janitorial Service Fee shall be charged for any group or organization of the church or academy for the use of facilities unless event occurs between scheduled cleaning and another event.
2. A Janitorial Service Fee may be charged to church members requesting use of the facilities for parties, showers, recitals, etc. This cleaning fee is charged when the use of church facilities requires janitorial assistance after regular working hours (determined by Facilities Manager). This will mostly apply to Friday night and Saturday activities, but will be determined and communicated on an individual event basis. This fee shall be paid one week in advance of scheduled usage.
3. Janitorial Service Fees are as follows:

Sanctuary and related hallways and restrooms	\$100.00
Gym/Kitchen and related hallways and restrooms	\$50.00
Fireside/Atrium and related hallways and restrooms	\$75.00
Classroom and related hallways and restrooms	\$50.00

4. Individuals using the facilities for personal events will be responsible for any damage done to the property and/or any soiling of furniture. The host/hostess will address it and the group will be responsible for cleaning, repairing or replacing as necessary.
5. Any food or other items brought for a function must be removed immediately after the event is over.

Church Host/Hostess Fees

For personal events in the main building, individuals are responsible to pay this mandatory fee. Fees are as follows:

First three hours	\$100
Each additional hour	\$50

Sound Technician Fees

For personal events, individuals are responsible to pay this fee. Ministry-sponsored events will be paid from that ministry's budget. Fees are \$25/hour for each technician.

Acceptance of Property and Alterations:

1. Acceptance or installation of any items must be with the approval of the Facilities Manager. He will determine if such item conforms to the general plan of decoration and functions of the church property.
2. The church shall become the owner of all items installed in or on any buildings, rooms or grounds.
3. The above policies exclude personal property of individuals which shall be brought to the building or grounds for a temporary use and not attached to the building. The church and/or academy are not responsible for loss or damage.
4. Any paint or wallpaper applied to the church property or alterations to church property must have prior approval of the Facilities Manager.

Lending of Equipment or Furniture:

1. Church equipment and furniture may be loaned for use of church related functions only.
2. No equipment or furniture shall be taken from the church without prior approval of the Facilities Manager. Requests for equipment or furniture must be made on the Request for Use of Church Facilities and Equipment Form. This form must be given to the Calendar Coordinator at least two weeks in advance of date needing equipment.
3. All equipment removed shall be signed for and the signer will be held responsible for its return and condition. A release form will be obtained upon return and inspection of the equipment. (See Record of Equipment Borrowed)

4. All borrowed items must be returned and checked in during church office hours unless other written agreements have been made.
5. The use of office equipment is limited to church business. Office equipment shall not be removed from the premises except for repair.

Childcare Guidelines:

Church-paid childcare is only provided for church services, approved ongoing discipleship groups, choir and other church-wide events. Childcare requests for these events must be made at least two weeks in advance of a scheduled event. Any other groups desiring childcare must contact our Preschool Director.

Guidelines for Usage:

Individuals or groups failing to follow the rules listed below may be denied use of the facilities.

All Areas

1. Doors in the main buildings are preset to unlock prior to the event and relock once all guests have arrived. Doors cannot be left unlocked for extended times, and they should not be propped open for any reason. If you have a “drop in” event that lasts several hours, you will need someone to monitor the door to allow your guests to enter at various times. Unlocked doors that cannot be seen from the event location should have someone posted to ensure that no unauthorized people enter.
2. Organizational leaders, such as teachers and directors, should use discretion when serving coffee and food in classrooms. If a church ministry event desires to have coffee, items needed (coffee, cups, condiments, etc.) would need to be requested in the usual way. If an individual event desires to have coffee, they would need to provide all coffee, cups, condiments, etc., needed. The host/hostess would have to be available to operate equipment, and ministry leader/individual is responsible for all cleanup and removal of food/drink. Food is prohibited in the sanctuary unless previously approved by the Facilities Manager.
3. Any church organization or church group using the building is responsible for leaving the assigned room(s) clean and in order, turning of all lights, and making sure the facilities are locked and secure. A provided checklist should be followed to guarantee thoroughness in cleaning. This checklist should be completed and returned to the church office. (See Checklist for Building Use)
4. All required seating, tables, room arrangements, video/audio use must be noted at time of reservation. Items not previously requested will not be available for event. Any items broken or in need of repair/attention should be reported to the church office ASAP after the event. Room must be reset as it was found prior to leaving.

5. The use of tobacco, eCigarettes, alcoholic beverages and non-prescription drugs are prohibited at any time on church property. In addition, fighting or abusive language will not be tolerated in or around the church facilities.
6. Appropriate, modest dress shall be worn at all times. This includes wearing shirts during sports activities in the gym.
7. Pets, other than service animals, are not allowed in the church facilities.
8. Music played in the church facility must be in keeping with the dedication of these facilities to the glory of the Lord Jesus Christ. If music is desired in atrium or other areas where it is not normally provided, group having the event will need to bring their own way to play it – boom box, playing dock, etc.
9. An adult must be present at all times during the use of any area (including the gyms and playground). This adult is responsible for maintaining observance of these church facility guidelines.
10. Discretion should be used in hanging banners, signs, etc., in all areas of the facilities. The use of decorations, the changing of furniture, attachment of materials to walls and items of a similar nature shall be done only with the consent of the Facilities Manager. Using tape for the attachment of materials to sheetrock walls is prohibited. Only Mavalus Tape may be used when tape is required. Nails, tacks, etc., cannot be used without the consent of the Facilities Manager.

Specific Areas

1. Dancing, tumbling, cheerleading, exercising, etc., will not be allowed in the church atrium. The only exception would be during a wedding reception (see Wedding Policies for details).
2. Tables can be set up in the Atrium and Silverdale Room. The event needing them would need to request them through maintenance as usual. However, care must be given to avoid tearing carpet and scratching flooring when moving. The furniture in the fireplace area is not to be re-arranged without consent of Facilities Manager. The host/hostess will be responsible for lighting fireplace when it is requested.
3. The sound system and musical instruments in the sanctuary, chapel and student ministry building are carefully set and designed. The use of these is not allowed except with the consent and supervision of the Worship and/or Media Pastors. Therefore, intelligent lights and sound systems are not automatically included when room is requested.
4. Shepherd's House is limited to groups of 25 or less. Do not leave the building unattended when the door is unlocked or when the kitchen stove/oven is in use. Please stay in your reserved area as events may also be scheduled in other areas.