

Facility Use Policy

Cavalier Baptist Church

It is the primary intention of Cavalier Baptist Church to glorify God, strengthen His body of believers and further the Kingdom of Christ through the use and good stewardship of the facilities in our trust. For this reason the following policy exists.

- The primary purpose of our facility is for the public worship of God and learning to become like His Son, Christ. Worship and its related activities to such end have schedule priority.
- We welcome the use of our facility for non-church functions. The fee schedule for outside parties is:
 - \$50 per day for the fellowship hall
 - \$100 per day for the fellowship hall and kitchen
 - \$150 per event for the fellowship hall, kitchen, and sanctuary
 - All funeral services are at no charge
- Church members may use the facility at no charge upon approval by CBC Trustee Board.

CBC reserves the right to adjust fees to fit uses not described and shall be independently assessed.

- Reservation of the facility by all parties shall be obtained through a facility use request form. This form is to be submitted to one of the following:
 - A member of the Trustees Board
 - Church Secretary
 - Pastor

Approved reservation dates shall be posted on the calendar in the office.

- The facility must be left clean and with all furnishings returned to their original place or properly stored. Should damage occur the user party should notify the church immediately. Damage fees and a minimum of \$25 for janitorial fees or may be assessed upon post-use evaluation.
- Alcohol, tobacco, illegal drugs, pornography, profanity, gambling, satanic, demonic or witchcraft paraphernalia, etc., are not permitted in the facility or on church grounds. The use of secular music and dancing shall be independently assessed.
- No activity which promotes any commercial product or results in private profit or commercial gain for any business enterprise can be conducted on church property.
- CBC reserves the right to dismiss, expel, or deny any event deemed improper or inconsistent with submitted requests.

Facility Use Procedure

CBC welcomes the use of its facility by its body of believers for general church purposes such as worship, Christian education, discipleship, small group fellowship, Bible study, and activities supported by its Board. CBC also encourages the use of the facility for special functions and activities including weddings, funerals, anniversaries, and other special gatherings for regular attendees of the church. Individuals or groups may reserve use of the church facility at specified times provided that the following guidelines are fulfilled:

1. Requests for use of the facility must be submitted in writing to the church office at least one week in advance of the scheduled activity utilizing the attached form, Facility Use Request Form. If necessary, the Pastor or secretary may forward a request for use of the facility to the Board of Trustees for action at its regular monthly meeting. Request for on-going use of the facility must be approved by the Board. All fees must be paid to the church office at the time application is made. If use is not approved, fee will be refunded.
2. Once approved, the request will be logged on the Master Calendar located in the church office. The Master Calendar will keep track of all weekly church activities and requests for use of the facility to minimize any conflicts in scheduling. Cancellations must be forwarded to the church office as soon as possible so that the space can be made available to others.
3. Custodial staff will not be available during scheduled activities utilizing the church facility. Therefore, users will be responsible for restoring church to like condition. A check list is available for what is expected.
4. Individuals or groups are expected to conduct themselves in an appropriate manner while using the church facility including having respect for church property. Individuals or groups using the church facility shall be liable for any damages to the physical property or its furnishings caused by their use of the facility. Users are responsible for clean-up after use.
5. Individuals or groups who are deemed by the church to be acting inappropriately or are deemed to be misusing the church facility in any way will be immediately asked to leave the premises. Smoking, alcoholic beverages, and illegal drugs will not be allowed on church property. Rowdiness, profanity, and/or abusive language is prohibited.
6. Individuals or groups requesting use of the facility for other than regular church activities or functions, do so at their own risk. Cavalier Baptist Church is not responsible for personal injuries and/or lost or stolen personal property as a result of utilizing its facility.

7. Music in the church must honor God and edify believers. Music which includes profanity, abusive language, suggestive or sensual lyrics is prohibited. Volume should be monitored to ensure your music does not disturb other in and around the building.
8. Payment must be made to CBC prior to use of the facility.
9. The use of the building by an outside organization must receive approval by the Board and should in no way restrict or limit the normal programs carried on at the church. The use of any equipment is prohibited unless prior approval has been received from the Board.
10. Individuals or groups may not tamper with the sound system in the sanctuary, youth room, or fellowship hall. Because the sound system is technically difficult to operate, it is essential that only trained attendees of CBC operate the system. Salary for such services will be charged to the user group.
11. Pianos shall not be moved without permission from the Music Committee.
12. Individual or group may cancel request without penalty if notice is given to the church office a minimum of 24 hours in advance.
13. All use of church facilities shall comply with all state and local fire, health, safety, and police regulations.
14. All items brought in by your organization (books, food, handouts or flyers) must be removed from facility upon completion of your rental time.

Classroom Use

Members, regular church attendees, and outside groups are permitted to use classrooms on a space available basis with approval and scheduling to be determined by the Pastor and/or Board. Use of classroom space must not in any way conflict with any church activities, functions, or doctrines. There will be no charge for use of classrooms for ministry-related activities. Outside secular groups shall pay a fee of \$15.00 per hour for use of classroom space.

Clean-Up Procedure

1. Facilities must be left as they were found...cleaned and with all equipment put away. Failure to do so will require that a fee of at least \$25 be levied. If anything is broken, the responsible party is asked to notify the church office so arrangements can be made to pay for repairs or replacement of items damaged.
2. When food is served, remains and waste must be completely removed and bagged for disposal. Dishes and other utensils must be washed and returned to their proper places. Ovens must be cleaned in the event of boil over or spillage.
3. Floor should be dry mopped if needed, spills wet mopped, carpets vacuumed.
4. Bathrooms should be checked to ensure all waste is in the garbage can and the floor/sink area is clean and dry.
5. Nursery/play areas should be checked for messes and all toys returned to their places.
6. All Saturday events should be scheduled so that clean-up will be completed by 10:00 PM.
7. Make sure all lights are off, and doors are shut and locked before leaving the building.