

POLICY FOR USE OF CHURCH PROPERTY AND FACILITIES

HUGUENOT ROAD BAPTIST CHURCH
10525 W Huguenot Road
Richmond, VA 23235
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Adopted January 2014

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POLICY FOR USE OF CHURCH PROPERTY AND FACILITIES

Subject to the direction of the Huguenot Road Baptist Church Ministerial Staff, the Properties Team shall have the supervision, oversight, and care of all real property owned by the church and of the property and equipment acquired directly by the church or by any society, board, class, commission or similar organization connected with the church.

I. Introduction

This document serves as the official policy governing use of Huguenot Road Baptist Church (“Huguenot Road”) property and facilities. All previous policies become null and void as of the date of formal approval of this policy by the Staff and the Properties Team of Huguenot Road.

II. Purpose

Church property and facilities are intended to be used primarily for functions of Huguenot Road. Huguenot Road recognizes, though, that its ministry to its members and to the community-at-large is enhanced through a broad use of its facilities by many groups or organizations. Accordingly, the use of Huguenot Road facilities by other religious, not-for-profit, cultural, and educational organizations, as well as by individuals, is permitted, provided such use does not interfere with normal Church functions. This document sets forth the policies, procedures, responsibilities and terms of agreement relating to the use of Huguenot Road property and facilities.

III. Authority for Establishment of Policy

The Authority for the establishment of a policy for the use of Huguenot Road property and facilities rests with the Properties Team, with Staff approval.

IV. General Policy

A. Use of Facilities

1. Church Groups: Huguenot Road encourages a full utilization of its facilities by organizations from within and/or those that are sponsored by the church. These activities include worship services, Sunday school activities, fellowship activities, administrative functions, ecumenical activities, and Church sponsored activities. Occasionally the church may be used by its members for personal events. These events will be approved on a case by case basis by the staff.

2. Non-Church Groups

- (a) Not-for-Profit: Huguenot Road encourages the use of its facilities for charitable and community service organizations to the extent that such activities do not conflict with normal Church functions or with Church Group activities. Non-profit groups supported (i.e., financial support) by Huguenot Road (if any) will not be asked to pay a use fee for regular meeting rooms. Non-church, not-for-profit groups, which have church members as leaders/members will be treated as non-church, not-for-profit groups and a fee for use will be required.
- (b) For-Profit: Huguenot Road facilities may not be used for profit motivated activities. (Fundraising projects conducted by organizations from within Huguenot Road are not considered “profit-motivated”)

B. Church Calendar: A Church Calendar listing events and activities at Huguenot Road shall be maintained by the Church Office. This is the only official Church-wide schedule and it will be kept as far in advance as practicable and will include all routine and repetitive functions and activities as well as special events.

C. Application Procedure

- 1. Huguenot Road Groups: Must advise the Church Office of their regular meeting dates and/or other requirements for space or facilities as soon as practicable by completing the appropriate request form (Appendix A) so that dates and space assignments may be entered on the church calendar.
- 2. All other Groups and Organizations: Must complete the “Application for Use of Church Facilities” (Appendix B) and submit it to the Church Office for action by the appropriate authority. Applications should be submitted as soon as practicable and will be considered on a first come first served basis.

D. Approval Authority

- 1. Huguenot Road Groups: The use of church property and/or facilities for routine Church functions and for use by individual members and Church groups shall be scheduled by the Church Office on the Church Calendar. In the event of conflicting requests, an effort to resolve such conflict shall be made by the Church Office and leaders of the groups involved, taking into consideration factors such as each group’s size and particular programming needs, each group’s ability to reschedule its program or activity for another date or time and the suitability and availability of alternative facilities.

2. All other Groups or Individuals: Applications for the use of Church property or facilities by non-church groups must be approved by a member of the staff, either the Pastor or someone he/she designates, in accordance with these policies. The request must appear on the church calendar for at least one week prior to notifying the group of approval or disapproval of the request, subject to staff discretion.

E. Requirements, Responsibilities and Restrictions

1. Liability for Personal Injury or Loss: Huguenot Road does not assume responsibility for personal injury or loss of any kind suffered by anyone using its facilities
2. Care of Property: All individuals and non-Huguenot Road organizations, whether Church related or not, assume responsibility for the proper use and care of Huguenot Road property. Users assume liability for damage. After the church determines the cost to repair damage, the responsible person or organization will be billed for such cost, normal wear and tear excepted. Any decorations and/or displays used for activities must be completely removed immediately following the activity unless otherwise agreed upon at the time of activity approval. The use of scotch tape and tacks on walls is prohibited. Only masking tape rolled for two-sided application is permissible.
3. Person in Charge: Every organization or group using Huguenot Road facilities shall designate an adult member as the "person in charge" who shall be identified on the application. The person in charge is responsible for seeing (a) that a sufficient number of supervising persons are available to maintain good order and discipline during the group's use of the church facilities and (b) that members of the group remain only in the approved area of the church. In addition, he/she shall be at the place of the scheduled meeting or activity prior to entry into the building by the group and shall also remain at the church following the meeting or activity to ensure that everyone has left the facilities and everything is in order before he/she leaves.

Among other things, the person in charge shall see that:

- (a) All equipment and furniture is returned to its proper place
- (b) All trash is picked up and placed in the appropriate containers
- (c) All equipment and property belonging to the group is stored in its assigned place
(only Church groups will have assigned space)
- (d) All lights are turned off
- (e) All Doors and Windows are closed and locked

4. Personal conduct: All persons and groups using Huguenot Road facilities shall be restricted to the area(s) requested and approved for use and shall comply with the following rules:
 - (a) Smoking is strictly prohibited in any church building
 - (b) Alcoholic beverages and controlled substances are strictly prohibited on church property
 - (c) Gambling is prohibited on church property
 - (d) There should be no running or shouting in the halls of the buildings
 - (e) Profane language is prohibited
5. Room Set-up: Rooms shall generally be used with existing tables and chairs. Specific set up information (number of chairs, arrangement of furniture) shall be provided with the paperwork turned into the Church Office.

F. Special Provisions

1. Change of Meeting Dates, Times and/or Locations: Once request is approved, space is guaranteed except in the case of an unforeseen emergency or natural disaster. In such an emergency, the church may cancel the use of the facility without prior notice and will make every attempt to reschedule the event.
2. Violation of Policies: Violation of the rules and policies for use of the church property and facilities may be cause for denying or revoking permission for future use.
3. Insurance Requirements: All non-church groups or organizations using Huguenot Road facilities shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage. Huguenot Road will reserve the right to require proof of insurance. In any situation where the need for insurance coverage is unclear, the Church insurance agency will be consulted prior to approval.

G. Charges and Fees Applicable to Facility Use

Refer to Appendix C for Fee Schedule

	Use of Building Fee	Custodial Fee (setup, clean up)	Replacement Cost for Damages	Fee for Equipment (In House)	Fee for Equipment (used outside of Church)
Huguenot Road Church Programs	None	None	None	None	N/A
Non profit groups supported by Huguenot Road	None	None	Yes	None	N/A
Outside Non-Profit Groups	Yes	Yes	Yes	None	N/A
Personal use by Huguenot road members (weddings, etc)	Yes	Yes	Yes	None	Yes
Wedding receptions	Yes	Yes	Yes	None	Yes

H. Use of Equipment

1. Audio/Visual Equipment

- a) All audio visual equipment is intended for on-site use only and requires an approved HRBC sound technician to control the equipment.

REQUEST FOR USE OF FACILITIES
(Family Life Center, Sanctuary, Classrooms)

For Church Use requests, the Policy for Church Use along with all necessary applications will be sent out to the requestor. Any/All applications must be completed in full with requested dates and times and returned to the Church Office within 10 business days. If the requested date(s) and time(s) are available, the application will be forwarded to the Properties Team for review. Once a decision is made, the requestor will be notified by phone with the decision.

Name of Group_____

Phone # of Person Responsible_____

Church Member? YES/NO

Facility being requested (Check the appropriate facility)

____Sanctuary

____Classroom

____Family Life Center

Number of people in the Group_____

Date(s) Requested_____

Time(s) Requested_____

Reason for use of the facility_____

Address of Group or Individual making the request

REQUEST FOR USE OF HRBC FACILITIES
(For Non-HRBC Church Groups and Personal Use)

This form shall be prepared by the applicant and submitted to the Church Office. A copy will be returned to the requesting organization indicating approval or disapproval and the associated fees if any.

Date of Application _____

Name of Organization/Individual _____

Event Being Scheduled _____

Person Making Request:

Person in Charge (if different)

Name _____

Name _____

Address _____

Address _____

Phone (H) _____ (W) _____

Phone (H) _____ (W) _____

Time space is to be occupied including set-up and clean-up: _____

Purpose of the Event: _____

Approximate Number of attendees expected: _____

Does your organization have insurance that will cover the group for any personal injury or property damages that may arise out of this event on HRBC property? _____

Location Requested: (Check any that apply)

____ Sanctuary ____ Classroom
____ Family Life Center

Specific Needs: (Check all that apply)

____ Audio/Visual Equip. (Specify) _____
____ Other (Specify) _____

Sketch requested room arrangement below:

On behalf of the above named Organization:

- I hereby certify that I have read the current *Policy for Use of Church Property and Facilities* of Huguenot Road Baptist Church, with special attention to Sections E & F
- I understand and accept the liability conditions under Section F-3
- I agree that the Church policy will be observed and that the organization will assume all responsibility for observing such policy
- I understand my own obligations as the person in charge and agree to notify the Church in writing if the person in charge is replaced before the event takes place.

Signature of Person In Charge: _____

____ Request Approved Facility Assigned _____

____ Request Denied Reason for Denial _____

Charges: _____ (Make Check Payable to Huguenot Road Baptist Church and send to Church Office at least 2 weeks prior to the event)

Date Payment Received _____

Evaluation by Administrative Manager after use:

Schedule of Fees

I. Building Use Fees

The following are the charges for the use of HRBC's facilities by non-church groups and non-members (See Section G of the Policy Document). If an event is cancelled within 2 weeks of the date of the event, the user may be charged for any costs that have been incurred by HRBC.

All long-standing Support Groups/Non Profit Groups that were using HRBC facilities prior to this policies implementation will be evaluated on an annual basis, by the Ministerial Staff and the Properties Team, for a "Grandfathered" status, which would preclude them from being required to follow this fee schedule. Failure to comply with any and all policies set forth in this document could be cause to have "Grandfathered" status removed from an Organization.

<u>Area Requested</u>	<u>Associated Fees</u>
Classroom(s)	One Time Use - \$50 Once per Month - \$60 Once per Quarter - \$75 Once per Wk less than a month - \$25/wk Once per Wk entire Month - \$75/Month 6 Month Agreement - \$300
Family Life Center	One Time Use up to 3 hrs - \$150 Any Additional hrs will be \$50/hr Multiple Use Rates Available if Needed
Kitchen	\$100 per use (See Appendix D for Policy)
Sanctuary (Non-wedding)	\$200 per use
Sanctuary (Wedding)	See Appendix D for Wedding Policy

II. Other Equipment Fees

The following fees are for items requested for use on-site.

<u>Items</u>	<u>Associated Fees</u>
Audio/Visual Equipment	\$50 per use
Sound Technician (Required for A/V use)	Negotiated with Technician

III. Custodial Fees

A flat fee of \$150 will be charged for after-hours and weekend events unless otherwise stipulated.

Appendix C (cont)

Facility Use Hours of Operation

Monday – Friday 10:00am – 9:00pm (unless otherwise noted)

Saturday 12:00pm – 9:00pm (unless otherwise noted)

Sunday By Request Only

Wedding Requests and Policy

For the most up-to-date information on the HRBC Wedding Policy please visit the following website.

<http://hrbcrichmond.org>

Once you have reached the website click on What's Happening, then click on Forms & Links and then Click on Wedding Policies and Reservation Form.

Kitchen Policy

For the most up-to-date information on the use of the HRBC Kitchen please visit the following website for the appropriate Request Form. (Reference Appendix C for Kitchen Use Fees)

<http://hrbcrichmond.org>

Policy for Attaching Objects to Walls, Ceilings, or Doors

- i) To maintain the attractive appearance of the interior and the non-destructive condition of the church buildings, the following policy shall be observed by all organizations, ministries, visitors and staff:
 - (a) There shall be no posters, banners, pictures, etc. temporarily attached to any wall, ceiling, or door in the church buildings without first notifying and consulting with, and receiving authorization from the Properties Committee. After such consultation, it is to be understood that all temporary attachments will be placed on a wall and or door with **removable plastic adhesive only**. This adhesive will be made available and provided by the church.
 - (b) There shall be no use of nails, screws, tacks, or tape of any kind used to affix anything to the walls, doors, or ceilings of HRBC without prior approval from the Properties Committee.
 - (c) Bulletin boards and easels are to be utilized for displaying posters, pictures etc.
 - (d) In an effort to maintain the look of our movable partitions, there should be no materials applied (taped or tacked) to the partitions. There will be no exceptions made in this regard.
 - (e) Any and all notices shall be displayed on the bulletin boards located throughout the church buildings
 - (f) Any request for a permanent attachment to a wall or ceiling must be presented to the Properties Committee with full details, including cost and justification for such permanent attachment. The committee shall consider each request and make a timely reply to the person or organization making the request. Requests should be submitted at least 6 weeks prior to the date of requested installation to allow sufficient time for adequate consideration and for procuring the appropriate personnel to complete the project should it be approved.
 - (g) Exempt from the above stated policy are those existing permanent attachments such as required emergency and phone equipment. Other items that may be affixed to doors, walls or ceilings, without the Properties Committee's approval, would be annual decorations (Christmas, Easter, etc.), and church-approved decorative

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accents, however these must be affixed to walls, doors or ceilings in a manner consistent with the requirements of Section (a) above.