



2008 Facility Use Guidelines

God has provided us with the Purcellville Baptist Church building. With such a gift comes the responsibility to ensure that the building is used effectively for His glory and in keeping with the church vision. The following guidelines have been developed in order to exercise good stewardship of God's provisions.

General Guidelines

1. All requests for use of all or part of the church building must be submitted to and **approved** by the Church Administrator.
2. The Church Administrator maintains the authority to discontinue the privilege of using the facility in the event that a group does not follow the procedures described in this document.
3. The Church Administrator maintains flexibility and authority in approving, scheduling, re-scheduling, denying, or canceling reservations based on the "types of use" outlined below.
4. Individual rooms may not be reserved from during periods when that room is scheduled for cleaning.
5. No alcoholic beverages are permitted on the premises.
6. No smoking is permitted on the premises.
7. All minors involved in facility use must be supervised by an appropriate number of adults to ensure the adherence to the Facility Use Guidelines.
8. All Uses should be confined to the areas that were requested (plus restrooms). The facilities are to be left clean (vacuumed and trash placed in trashcans), and in good repair (left in the order/setup it was found).
9. Facility uses that are not primary uses will not conflict with the primary use of the building for worship and ministry. This includes excessive noise or other audible sounds that may disrupt or distract pastors, staff or ministry leaders from performing their duties.
10. Food and beverages will be kept to the rooms designated for such use. Any room with carpet on the floor is not permitted for such use.
11. PBC will not promote or announce non-PBC ministries during the services, on the website or in the bulletin, except in cases where they are sponsored by a PBC ministry.

How to Submit a Facility Use Request

The online **Facility Use Calendar** on our website is maintained by the church office and updated daily. Additionally, up-to-date **Church Building Activity Sheets** will be posted in a conspicuous place in the church building on a weekly basis.

1. All Leaders, Members, and Guests are asked to check the online PBC **Facilities Use Calendar** prior to submitting a request in order to see if the room has already been reserved by another Leader, Member, or Guest.
2. All Leaders, Members, and Guests are asked to submit their **Facility Use Request** online through our website at www.purbap.org at least **four weeks in advance**. (Or, you may come into the office to fill out a Request Form).
3. The church office will notify you once your request has been reviewed, **approved, and scheduled** on the Facility Use Calendar and/or will discuss changes in room location or request denials as needed.
4. All Leaders, Members, and Guests are asked to complete all requested information on the Facility Use Request Form (specify type of setup (if needed); the room(s) you are requesting; and include time for setup and cleanup for your event).

Types of Uses

The three following “types of uses” are defined to give the Church Administrator flexibility and authority in approving, scheduling, re-scheduling, denying, or canceling reservations:

Primary Use (Church Ministry Activities)

The highest priority use of the building is a gathering place for Purcellville Baptist Church ministries. Pastors, Elders, Deacons and Ministry Leaders are responsible for ministry activities. Primary Uses clearly have priority over Secondary and Incidental Uses. We ask that Leaders please contact the church office at least **30 days in advance*** of an event. No ministry need for facility use should cause a “Secondary” or “Incidental Use” to have less than a one (1) day notice to relocate within the building or thirty (30) day’s notice to re-schedule. *All changes should be processed through the Church Administrator as far in advance as possible.*

Secondary Use (Church Member Activities)

Church members may use the building for various purposes that may or may not be related to a particular ministry. Members who are given permission to use the facility become responsible for the event and are accountable to ensure that the guidelines set forth in this document are upheld. Secondary Uses are a priority over Incidental Uses. Secondary Uses **will not be approved more than 30 days in advance*** and the approval of any Secondary Use should not cause an Incidental Use to have less than 1 day notice to relocate within the building or 30 days notice to re-schedule. *All changes should be processed through the Church Administrator as far in advance as possible.*

Secondary Use requires a fee of \$25 per room, per hour; the Multipurpose Room requires a fee of \$100 per hour and is generally not rented, except in the case of weddings and funerals. Other fees may apply for excessive cleaning.

If the requestor is charging a fee to the persons attending their function or event, then the church’s fee will be the lesser of the above listed fee or 10% of proceeds.

Incidental Use (Community Activities)

Anyone requesting use of the church building **needs to be sponsored by a church member** in advance of the request. If a church member accepts responsibility for the group’s use of the facility AND if the intended use is consistent with the Church’s vision, the request will be approved and the church building made available for use by individuals from the community.

Incidental Use requires the same fee schedule as Secondary Use (see this section for fee schedule)

Weddings

Weddings have a separate policy at PBC. Please inquire if interested.