



2010 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 in the church building or on the church grounds.
7. All minors involved in facility use must be supervised by an appropriate number of adults (child/adult ratio) to ensure the adherence to the Facility Use Guidelines And Child Protection Policy.
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 as 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 (Rms.# 100, 201, 208, 200). Any room with carpet on the floor is not permitted for such use, unless designated as such by the Church Administrator. In all cases, clean up your messes, tops on drinks are required, can use the dustbuster in hall closet.
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.
12. During your event, the go to person should be the office during office hours and /or Pastor or closing person during the evenings.

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). Also completed forms for waiver/release of injury and child protection policy are required.
5. If payment for rental usage is required and once request is approved, payment needs to be made **before event occurs** and can be done so online.
6. Church Facilitator is only responsible to daily open and decode alarm by 6:00am and **when needed** to close and set alarm by 11:00pm. All other time requests are at his availability.

Types of Uses

The following “types of uses” are defined to give the Church Administrator flexibility and authority in approving, scheduling, re-scheduling, denying, or canceling reservations. **The “No trace left behind” policy applies to all usage types, which states that the cleanliness and room arrangement is restored to the condition in which it was found. Weddings and funerals have a separate policy at PBC. Please inquire if interested.**

All changes should be processed through the Church Administrator as far in advance as possible.

Definitions for meetings verses events are offered as guidelines for your requests:

Meetings: Are a single facility use where you do your own setup/teardown with tables and chairs provided for your use. This includes Sunday School Classes.

Events: Are multiple facility uses where you pay (if applicable) for services to setup/teardown, fees for uses of building, equipment, etc.

PBC Church Ministry Activities (Meetings or Events)

The highest priority use of the building is a gathering place for Purcellville Baptist Church ministries.

Requestor: Pastor, Elder, Deacon or Ministry Leaders responsible for ministry activity.

Priority: Approved if available

Restrictions: May not enter until building is opened, or assume responsibility for the opened building.

Must be out by building lockup time, or assume lockup responsibilities.

Fee: None

Additional notes: Ministry leaders are responsible for: #1 all setup/teardown (facility team will assist when can and when needed), #2 collecting of monies, #3 reconciliations of monies/reimbursements, etc., #4 giving monies to church office to hold on premise. **Please note:** If a room change is needed after initial request is approved, your event is subject to availability; therefore, you may need to control your numbers if additional space is not available.

Secondary PBC Use (Church Member Meetings or Events)

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 and must oversee the event and are accountable to ensure that the guidelines set forth in this document are upheld.

Requestor: Church Member

Priority: May be considered, if available

- Restrictions: Use is only applicable during hours the building is open and supervised. Group must follow church's Child Protection Policy.
- Fee: \$25/hour per room; \$100/hour for the Multipurpose room. \$150 for Kitchen use.
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.
- Sound/video: If sound/video is desired, you must provide someone who is competent in operating the equipment. Multipurpose Room equipment can only be operated by PBC Audio/Visual Team, which will require an additional fee, to be determined based on the need at the time of the request.
- Cleaning: No trace left behind policy applies. Other fees may apply for excessive cleaning.

Non-Ministry Activities

A community activity may be considered on a one-time basis, based on availability.

- Requestor: Church Member, Community Group or Non-church Member. Event needs to be sponsored by church member. **Church member is responsible to oversee and be on sight of event. They must also be responsible to lockup church.**
- Priority: May be considered, if available.
- Restrictions:
 - 1) ONE-TIME USE ONLY. **Longer terms of incidental use may be considered if the use is sponsored by a church ministry** and if the intended use is consistent with the church's vision. Usage group must have the support and accountability of a ministry in the church.
 - 2) Use is only applicable during hours the building is open and supervised.
 - 3) Preference is given to groups who share the gospel.
 - 4) Group must follow church's Child Protection Policy if the event includes children.
- Fee: \$25/hour per room; \$100/hour for the Multipurpose room. **Fees are due before the event begins.**
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.
- Sound/video: If sound/video is desired, you must provide someone who is competent in operating the equipment. Multipurpose Room equipment can only be operated by PBC Audio/Visual Team, which will require an additional fee, to be determined based on the need at the time of the request.

Cleaning: No trace left behind policy applies. Other fees may apply for excessive cleaning.

CHECKOFF LIST FOR MINISTRY LEADER/CHURCH MEMBER ON SITE:

Check off List for Meeting & Events

1. Check Church facility calendar for conflicting events and availability (including normal business hours, holiday schedule, availability of team members needed, etc.)
2. Send out emails to all involved: Church Facilitator, setup teams, kitchen, AV/Music, bulletin, event coordinator, etc. You can reach everyone by emailing Events@purbap.org . Please get their commitment before approval of request.
3. Check for waiver and child protection policy signatures.
4. When approved, collect fees where needed.
5. If using an event coordinator, make sure communication is established for all involved.
6. If outside PBC event, make sure church member is aware of responsibilities for overseeing event. Office responsibilities are only in a communication capacity.
7. Make sure Ministry Leader is aware of responsibilities for overseeing their event.