

**Berkeley Avenue Baptist Church**  
**Church Calendar Scheduling and Facility Use Policies**  
**January 22, 2012**

**Purpose:**

This policy is designed so that the church calendar is up to date with all programs, activities and meetings which will keep staff, directors, chairpersons and members informed of all scheduled events.

**Policies:**

The Official Church Calendar is maintained by the Property Director. No one else may enter, delete or change information on the official calendar.

Church program activities (meetings, fellowships, recreation, musical programs) may be scheduled by staff, organization and department directors, and committee chairpersons as coordinated by the Ministry Services Committee.

The Ministry Services Committee will coordinate the schedule of events for the church calendar.

Program activities and committee meetings will not conflict with the regularly scheduled services of the Church.

Use of the buildings and grounds for other than church sponsored activities is subject to the church policy on use and space availability. When a conflict arises, church activities take priority over sponsored activities on a first come, first serve basis.

**Procedures:**

**Scheduling**

Each individual wishing to schedule an activity or emphasis must complete a Calendar Scheduling Form. Forms are kept in the Church Office. The Schedule Request form is required to be submitted to the Church Secretary two weeks prior to the event.

The Secretary shall check calendar availability for the facilities and will make notations on the form.

The Director of Property and Space takes the request to the MSC meeting for approval.

The Secretary enters the event on the church calendar after the approval of the MSC. Then the secretary notifies the person who submitted the request of the approval.

The Secretary distributes a monthly building use calendar to each staff member, Ministry Service Committee member and custodian, if needed.

**Opening/ Locking of the Building:** When an event is approved the Property Director will assign someone to open and lock up the building, turn on heat or air conditioning, and answer questions. **Do not contact the pastor for these needs.**

**Cancellation or Changes:**

To change the date, time or cancel the event please contact the Secretary as soon as possible to note cancellation in the bulletin or newsletter.

## **Facilities Usage**

**Purpose and Scope:**

The following guidelines are intended to be broad enough to cover many situations, but may not address all issues. In situations where specific direction is not available, enough flexibility is allowed for the Property Director or relevant staff to make decisions.

Although these guidelines may in some instances seem restrictive, the interest is to protect the facilities while accommodating our members and invited guests in a neat, safe and clean facility. The spiritual ministry and mission (Love God, Love Neighbors, Make Disciples) will always be the first and foremost consideration when requests are made to use the Church buildings and grounds.

**Roles, Responsibilities and Management:**

All rooms in all buildings must be scheduled in advance through the Property Director, pending approval of the Ministry Services Committee. An empty room does not necessarily mean it is available.

Church facilities and property shall be limited to noncommercial, not-for-profit making, nonpolitical organizations whose purposes are deemed to be consistent with the mission of the Church. The Church buildings and grounds shall not be used for any political rallies, speeches, or political fundraisers. Nor shall the Church buildings be used for parties by members to make monies for personal gain.

The use of Church facilities by clubs and organizations will not be automatically approved even if the club member is a Church member

All rooms will have a standard setup. If a group needs a different setup from the standard arrangement, it will be the group's responsibility to rearrange the setup to ensure that the room is returned to its original arrangement. Furnishings, such as tables and chairs, should not be moved from one location to another without notification and specific approval of the Property Director or relevant staff.

Posting of announcements, whether using tape, staples, or other means of attachments on walls, doors, or windows is not permitted without the approval of the Property Director. Bulletin boards are available throughout the buildings for posting announcements. The Church Secretary will be the authority over all bulletin boards and posted notices.

Space will be assigned in a way that best serves the goal of meeting the needs of the members. No group "owns" space, including storage closets. Groups may be asked to relocate if necessary to meet these goals. Therefore, customizing of space (i.e. window treatments, etc.) is not permitted. All space is multipurpose. All window treatments must have a uniform appearance from the outside.

No changes, alterations (i.e. paint, etc.) or construction of any kind shall be made to the Church buildings or grounds without the approval of the Property Director. Memorial plantings must be approved by the Ministries Services Committee and are subject to replacement and/or relocation due to changes in property usage.

Use of BABC facilities by other denominations or others outside the Church may be permitted on a "not-to-interfere" basis. Each request must be submitted to the Ministries Services Committee in sufficient time to allow investigation of the group to determine whether or not the group or church professes views consistent with our church denomination theology.

All properties of BABC are smoke free. No alcoholic consumption and/or controlled substance will be permitted anywhere on BABC properties. No food and/or drinks, including bottled water, are permitted in the Sanctuary.

All health, fire, and safety rules and codes are to be strictly enforced and obeyed. Members and guests are expected to adhere to these rules. Nothing shall be stored or placed under stairwells or in hallways.

Children under the age of twelve shall not be left unsupervised at any time. Adult supervision of children is required at all times.

**SANCTUARY:**

Use is at the discretion of the Pastor.

**EDUCATION BUILDING:**

Classrooms are assigned by the Grow Director. Classrooms will be available for use by other groups throughout the week.

Conference Room is to be used for special meetings and adult Sunday school classes.

**KITCHEN:**

Usage is permitted according to policy set forth by the Connect Director and/or Property Director. Groups or individuals who are using the kitchen for the first time will require some training to operate safely and efficiently. The kitchen has a standard setup. It will be the user's responsibility to ensure that the kitchen is returned to its original arrangement and is properly cleaned according to the kitchen use policies and check list.

**PROCEDURE FOR USAGE REQUEST:**

The process for scheduling a room involves filling out a "Calendaring and Facility Request Form" and submitting it to the Church secretary. The Church Secretary will check for availability before forwarding the request to the Ministries Service Committee for approval. Ministries requesting rooms for ongoing studies/activities will be given approval as generously as possible. Please note, however, that the Church has the right to preempt, ask a group to move locations, and/or cancel for special circumstances. Prior notification will be given for preempting unless there is an emergency. Every effort will be made to accommodate all needs.

### Charges for Fellowship Hall or Education Building

|                           |          |
|---------------------------|----------|
| Member                    | \$0      |
| Custodian                 | \$75.00  |
| Utilities                 | \$65.00  |
| Non-member                | \$100.00 |
| Breakage fee (refundable) | \$100.00 |
| Custodian                 | \$75.00  |
| Utilities                 | \$65.00  |

All fees must be paid in full at the time the reservation is made. Dates will not be calendared until fees are paid.

**Opening/ Locking of the Building:** When an event is approved the Property Director will assign someone to open and lock up the building, turn on heat or air conditioning, and answer questions. **Do not contact the pastor for these needs.**

**Berkeley Avenue Baptist Church**  
**CALENDARING AND FACILITY REQUEST FORM**

Date \_\_\_\_\_

Name of Person Completing Form \_\_\_\_\_ Phone \_\_\_\_\_

Date of Function \_\_\_\_\_ Day of Week \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Name of Group \_\_\_\_\_

Event Description \_\_\_\_\_

Contact Person (must be present at function) \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Vehicle/Equipment:** Van \_\_\_\_\_ TV \_\_\_\_\_ VCR/DVD \_\_\_\_\_ Projector/Screen \_\_\_\_\_

**Main Bldg:** Sanctuary \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

**White Hall:** Kitchen \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

**Outdoor Facilities:** Parking Lot \_\_\_\_\_ Softball Field \_\_\_\_\_

**Pearson Education Bldg:** Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

Room # \_\_\_\_\_ Room # \_\_\_\_\_ Room # \_\_\_\_\_

Fee: \$ \_\_\_\_\_ Amount Paid: \$ \_\_\_\_\_ Check Nbr: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

Property Director

Complete this form and return to the Church Office for approval before announcement of the event. On-going reservations expire after 1 year. Notify the Church Secretary as soon as possible if your activity or event is cancelled. Groups are responsible for set-up of tables, chairs, etc., as well as cleanup.

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