

## **BUILDING USE POLICY AND FEE SCHEDULE**

North Greenwood Baptist Church  
Greenwood, MS

The following Building Use Policy and Fee Schedule shall apply to all persons, groups and organizations requesting to use the facilities of NGBC; for all activities other than regularly scheduled and sanctioned church activities. This includes, but is not necessarily limited to receptions, family reunions, community ministry activities, etc., as approved by the staff, deacons and membership of NGBC. This policy and fee schedule as written herein shall remain in effect until such time as they are adjusted, amended or otherwise changed in accordance with the Constitution and By-Laws, or policies as approved by the members of NGBC. This policy does not include weddings. A separate wedding policy can be requested for use of the facilities for such an event.

- A. The person, group or organization requested use of the facility must designate one person (designee) to be in charge of the proceedings and responsible for proper use of the facilities requested. The designated persons name, address and telephone number will be provided on the application for building use (FACILITIES REQUEST FORM and CALENDAR PLANNING GUIDE).
- B. The designee (see A. above) must meet with the church administrator or other designated leadership as deemed appropriate for the function and facilities to be used, to review church policy and expectations concerning such things as fees; keys; use of non NGBC employed accompanists, sound engineers, and custodial personnel; use of entrances and exits; equipment and those parts of the facility open to the participants. The designee will be responsible to see that all rules and regulation are followed.
- C. All buildings, grounds and equipment must be left in the same condition as they were found. The person(s), group and /or organization using the facilities will promptly reimburse NGBC for any and all losses or damage occurring during the use of said facilities. Users may be required to provide acceptable written evidence of adequate liability insurance (Certificate of Insurance) as required by the insurance carrier for NGBC. Regardless of whether Certificates of Insurance are required, all persons, groups and organizations requesting to use the facilities of NGBC, hereby agree to defend, hold harmless and fully indemnify NGBC to include the payment of attorney's fees in the event of accidents or injuries to participants or damage to property of the requested function or event. NGBC, and its staff or members accept no responsibility for the property of others while used in or on the premises and/or left by those participating in the scheduled function or event. No items may be stored overnight for such activity. No overnight activity will be scheduled or allowed on NGBC premises.
- D. Adult supervision must be provided at all times. NGBC staff or members will not be responsible for, nor supervise the activities or functions as approved for usage of facilities.

## **BUILDING USE POLICY AND FEE SCHEDULE**

North Greenwood Baptist Church  
Greenwood, MS

- E. The use of drugs, tobacco and alcoholic beverages is prohibited on the premises of and in all building and facilities owned, rented, leased or otherwise under the legal control and operation of NGBC.
- F. Special written permission is required when the requesting person(s), group or organization wishes to put up decorations or scenery, move furniture, or to display, sell or exhibit items; and they will be responsible for furnishing all equipment and/or supplies unless specific arrangements are made with and agreed to by appropriate, responsible representatives of NGBC.
- G. Parking will be in regularly designated areas ONLY!
- H. The person(s), group or organization using the facilities and equipment will be responsible for cleaning the areas and equipment used and the restoring of them to the same condition as they were found. See the FEE SCHEDULE for charges relating to custodial setup, take down and cleaning services that are incurred by NGBC and must be covered outside the normal operations of the church budget when the facility is reserved for non-church sponsored and related activities.
- I. All requests for use of NGBC facilities must be submitted in writing on the FACILITIES REQUESTED FORM and CALENDAR PLANNING GUIDE. All requests and fees must be submitted to the Church Office at least two (2) weeks in advance of the date requested. Refundable damage deposit may be required upon confirmation of calendar date.
- J. Considering that all possible request cannot be spoken to specifically in this policy, NBC reserves the right to invoke or set special requirements as deemed necessary or deny use of facilities in order to meet or protect the interests and position of NGBC according to the Mission Statement of NGBC.
- K. The fees (charges) listed herein are applicable to all person(s), groups or organizations requesting and subsequently using the facilities and equipment of NGBC. Under no circumstances or conditions will any person(s), group(s) or organization(s), whether they are members or non-members or NGBC, be relieved of any responsibilities outlined herein, nor are they guaranteed approval of any request to use the facilities and equipment of NGBC.
- L. NGBC by its very nature and evangelistic mission, reserves the right to waive any fees to and for certain community service, non-profit and Christian organizations.
- M. In the event of a natural disaster or state of emergency, NGBC will cooperate with state, local & non-profit disaster relief organizations in order to utilize all facilities needed and as directed by the pastor, administrator or other designated person as the church deems appropriate.

### FEE SCHEDULE

- No charge for less than 2 hours - no set-up, no clean-up, no kitchen and food
  - \$25 member - 2 hours - food, kitchen and clean-up
  - \$75 non-members - 2 hours - food, kitchen and clean-up
  - \$100 members - 1/2 day (4 hours) - food, kitchen and clean-up
  - \$200 non members - 1/2 day (4 hours) - food, kitchen and clean-up
  - \$200 members - full day (more than 4 hours) - food, kitchen and clean-up
  - \$400 non-members - full day (more than 4 hours) - food, kitchen and clean-up
  - Certificate of Insurance requested - non-members
  - \$200 Security Deposit - non-members
- Hours listed above include time to set up for the event and clean up after the event.
  - Any special requests to use equipment belonging to NGBC must be presented at the time for the reservation for the event. Use of some equipment may incur fees.
  - If a key is needed for access to the facility, such key will be returned within 24 hours of the event. Failure to return or copying keys will result in action for NGBC to secure its facility and property and the Designee shall incur expense.

### USER AGREEMENT

I (we) have read this BUILDING USE POLICY AND FEE SCHEDULE of North Greenwood Baptist Church, Greenwood, MS and by signing this document agree to all provisions and conditions set forth herein and all provisions for all related policies and procedures and to pay all fees as outlined herein. It is further agreed that North Greenwood Baptist Church has the right to cancel this agreement without cause or reason as its will may dictate or require.

Requested and Agreed to:

Approved and Accepted by:

\_\_\_\_\_  
(Signature of Responsible Person)

\_\_\_\_\_  
(NGBC Representative)

\_\_\_\_\_  
(Printed Name of Responsible Person)

Date: \_\_\_\_\_

\*A copy of this document shall be kept on file in the church office and a copy given to the party reserving the NGBC facility.

## FACILITIES REQUEST FORM AND CHURCH CALENDAR PLANNING GUIDE

North Greenwood Baptist Church

Organization /Group: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact: \_\_\_\_\_ Times: from \_\_\_\_\_ to \_\_\_\_\_

Phone #: \_\_\_\_\_ Set up Time: \_\_\_\_\_

Approximate Number Expected: \_\_\_\_\_ Breakdown: \_\_\_\_\_

*\*Church Activities will take priority—You may be requested to change plans if a conflict occurs.*

**Please list rooms of which you require use:** \_\_\_\_\_

If Kitchen is required, which equipment will be used? \_\_\_\_\_

*Non-church sponsored events must read & sign the Building Use Policy Agreement when submitting this request.*

### Furniture Requested :

____ Tables (# needed)	____ Chairs (# needed)	____ Other
____ Podium	____ Stage	

### Audio-Visual:

____ Microphone/Sound System	____ Projector/Screen	____ Overhead
____ TV/DVD/VCR	____ Marker Board	____ Easel

### Paper Products

_____ Cups 6oz	_____ Plastic Forks	_____ Coffee
_____ Cups 12oz	_____ Plastic Spoons	_____ Coffee Supplies
_____ Bowls (Small)	_____ Plastic Knives	_____ Tea
_____ Bowls (Large)	_____ Napkins Beverage	_____ Water
_____ Plates Dinner	_____ Napkins Dinner	
_____ Plates Dessert	_____ Table Paper	

Special Set-up or Decorations: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **FACILITY GUIDELINES AND REGULATIONS**

### North Greenwood Baptist Church

1. If you use it, please return it to its proper place. This would include tables, chairs, gym equipment, kitchen utensils, etc.
2. All trash accumulated will be bagged prior to leaving the facility and placed in the church dumpster located in between the ROC and the main church building.
3. Please do not use staples, push pins or tape on the walls.
4. Decorations must be approved before putting on the walls.
5. The kitchen is available for use. This includes the stove, ovens, refrigerator, pots and pans etc. Please clean after use. Not available for storage before or after the event.
6. Fryer and griddle can only be used with prior written approval.
7. Do not use kitchen supplies. (cups, plates, condiments, etc.)
8. Fees may apply for the use of audio-visual equipment and technical support.
9. Corridors and exits must be free of obstructions at all times.
10. Activities will be consistent with the belief and standards of North Greenwood Baptist Church.
11. Use of tobacco, alcoholic beverages, and controlled substances will not be permitted on North Greenwood Baptist Church property at anytime.
12. Promptly return any keys to the church administrator within 24 hours of the completion of the event.