

**BUILDINGS AND GROUNDS POLICY
FOR
ELM GROVE BAPTIST CHURCH**

PURPOSE

The facilities and grounds of Elm Grove Baptist Church are to be used to bring glory to God and serve the community through Christian worship, education, fellowship, recreation, and outreach ministries.

DOCTRINAL POSITION

Consistent with our long-standing statement of beliefs expressed in the Southern Baptist Convention's Baptist Faith and Message 2000, none of the church's building, grounds or equipment may be used for any activity inconsistent with our sincerely held religious beliefs. The church reserves the right to prohibit or terminate any use of our buildings, grounds and equipment that is determined by the pastor, deacons or Church Council to be a violation of our deeply held understanding of Holy Scripture.

GENERAL USE

1. The use of all EGBC property, space and equipment shall be determined and controlled by the Building and Grounds Committee in consultation with the Church Council. The Church shall use the facility to the best advantage in carrying out its ministries.
2. Use of the EGBC shall conform to fire and safety ordinances.
3. The person in charge of an anticipated activity shall read this Policy and complete a Facility Use Form available in the church office. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed and announced until permission is given by a church staff member and the activity is recorded on the Master Calendar. All anticipated functions should be placed on the Master Calendar in the Church Office preferably three months and no later than two weeks in advance of the event. Special exceptions may be given on a case-by case basis due to extenuating circumstances.
4. Unauthorized rooms will be locked. If an event requires use of Sunday School rooms, users must not disturb the room setup to include pictures, chalkboards, decorations, supplies, audiovisual equipment, etc., without prior permission. The person in charge of an event must ensure rooms are returned to their normal configuration following the event.
5. Any damage to the church facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the Facility Use Form.

6. The person in charge of an activity must be instructed on building security, and the use of the heating and air conditioning, kitchen equipment, telephone, lights, and fire alarm system and know how to operate the fire suppression equipment.

7. The playground is generally limited to children below middle school age. Adult supervision is required while children are at play. Unsafe or damage playground equipment must be immediately reported to the church staff or Buildings and Grounds Committee.

RULES

1. Gambling, alcoholic beverages, illegal drugs, tobacco products, and illegal weapons are prohibited on church property. No foul language will be allowed.

2. Special care should be taken with respect to carpeted areas. Food and beverages may be consumed in all rooms of the EGBC (except the Sanctuary) as long as they are properly disposed of at the end of an activity (no food or beverages are to be left in the rooms or on the tables); any spills are to be wiped up immediately with an appropriate carpet cleaning solution.

3. Christian modesty is required for all forms of dress.

4. The person responsible for a function **MUST** be at least 21 years old, be present for the duration of the function, and be responsible for maintaining all rules.

5. Children and teen activities must have adult supervision--one adult for every 10 children or teens. Overnight functions, such as lock-ins, mixed groups (male and female) must be chaperoned by at least one male and one female adult.

6. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should only be used for fastening permanent or semi-permanent items such as white erasable boards, chalkboards, and bulletin boards. The attachment of decorations and other materials to walls shall be done only with the consent of the Buildings and Grounds Committee.

7. No equipment or furnishings in the EGBC are to be removed from the building for personal use without the permission of the Buildings and Grounds Committee. If equipment or furnishings are needed for off-site church activities, approval must be obtained from the Building and Grounds Committee before equipment or furnishings leave the property. All equipment and furnishing leaving the church property must be signed out at the Church office.

8. Unclaimed items left in the building will be disposed of after two weeks. EGBC **WILL NOT** assume responsibility for damaged, lost, or stolen personal items.

9. The building shall be left in the proper condition/configuration for regular church activities. Special attention should be paid the cleanliness of the kitchen and bathrooms. Items, such as tables and chairs are to be returned to their normal setup condition as determined by the Buildings and Grounds Committee.

10. Those responsible for an activity will ensure inside and outside trash is disposed of in the dumpster at the rear of the parking lot. All food left over after an activity must either

be taken home or put through the garbage disposal. Do not leave leftover food in the refrigerator without the permission of the Kitchen/Hospitality Committee.

11. No temporary structure will be built within the facility without the approval of the Church Council and the supervision of the Buildings and Grounds Committee; for example, platforms, structures, or devices that attach to the floor, wall, or ceiling or that might damage the facility.

12. Any infraction of state or city ordinances on church property will be handled in such a way as is in keeping with the best interest of the Church and its mission.

RESERVATION PROCEDURE

1. The person responsible for an activity will complete a Facility Use Form and turn it in to the Church Office in sufficient time to have the activity placed on the Master Calendar preferably three months and not later than two weeks in advance of the requested date.

2. The church staff will evaluate the request, ask for further information, if necessary, and approve or decline the request. Approval or denial will be confirmed by giving a completed copy of the request to the originator. If time is crucial, the requestor may call the Church Office for initial confirmation.

3. When two or more requests are submitted for the same date and time, EGBC groups will have priority. When two EGBC groups request the same date and time, the first-come, first-served rule will apply. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activities.

4. All non-members desiring to use EGBC facilities for weddings must have an EGBC member sponsor who will act as the responsible person and serve as the liaison between the church and the wedding party. Everyone desiring to use EGBC facilities for a wedding must adhere to the Wedding Policy. See the Facility Fee Policy for applicable fees.

5. All groups outside of EGBC desiring to use any building (for purposes other than a wedding) must also have an EGBC member sponsor and the approval of the Church Council. The EGBC member sponsor must complete the Facility Use Request Form and accept responsibility for the activity. See the Facility Fee Policy for applicable fees.

6. Permission for use of the EGBC by community organizations may be granted by the church staff in consultation with the Buildings and Grounds Committee. The appropriate fees will be decided by the Finance Committee and Buildings and Grounds Committees on a case-by-case basis. Fees may be waived if the event is in the public interest and supports the community ministry of the Church.

7. Once an activity is approved, a copy of the Facility Use Form will be sent to the individuals affected by that activity; for example, Requestor, Custodian, Kitchen Committee Chairperson, Nursery Supervisor, etc. If an activity is canceled, the Church Office must be contacted so that the appropriate individuals may be informed of the cancellation.

8. A request by the church staff for a change of dates/times for scheduled activities may sometimes be necessary; if and when this occurs, Christian cooperation and understanding will be sought and expected.

KEYS AND ALARM CODES

1. The number of keys issued is kept to a minimum in order to provide maximum security and to prevent misuse of the facilities. Everyone receiving a key must sign for it, and the approved key holders list will be reviewed and re-approved every two years or more often as deemed necessary by the Church Council. When a key holder no longer needs access to the building, he/she should return the key promptly. (If a key is lost, a replacement key will be issued at a cost of \$2.) If a key holder no longer needs a key, he/she will return the EGBC key(s) to the Church Office.

2. All individuals issued a key will also provide a unique 4-digit alarm code to the Church office. Individually assigned alarm codes are designed to provide a tracking of those who arm or disarm the alarm system and must not be shared with unauthorized persons. When an individual no longer requires a key, the alarm code will be deactivated.

3. Individuals directly involved with the ministries of the church who need access to the EGBC will, upon their request, be issued a key to the outside door and, if appropriate, a key to the inside rooms. Requests for EGBC keys by any other individuals must be approved by the Church Council.

4. The person responsible for an activity (or a designated key holder) will unlock the EGBC for a scheduled event and immediately following the event complete the A Checklist for Maintaining the Kitchen and lock and check all three outside doors to insure the building is secure and alarms are set.