

Policies for Use of Vinton Baptist Church Buildings

Proposed revisions requested by the Property Committee

Church Members, p. 40

Revise the fees for the use of rooms and to whom the fees should be submitted.

- B. The fee for using the Large Dining Room for a social gathering is a ~~\$50.00~~ **\$100** custodial fee. A drawing of the setup should be submitted to the ~~Custodian~~ **Church Office** the week before the activity.
- C. The fee for using the Small Dining Room **or Disciple Center** for a social gathering is ~~\$25.00~~ **\$50** as is (without moving the table and chairs out); and ~~\$50.00~~ **\$75** if furniture is to be moved from the Small Dining Room **or Disciple Center** and replaced afterward.

Add an item to address the fee for church members' use of the Sanctuary for a wedding, and re-letter the items that follow.

- D. **"The fee to use the Sanctuary for a wedding is \$175. There is no fee to use the Sanctuary for a funeral."**

Remove Item E and re-letter the items that follow.

- ~~E. All fees are due 10 days in advance in the church office.~~

Combine and reword Items F. and G. into one item--Item F.--reflecting a fee change, and then re-letter the items that follow:

- ~~F. The Church Hostess must approve the use of dishes, kitchen facilities, etc. Church dishes to be washed must be done by Hostess or Kitchen Committee members and a fee of \$35.00 shall be required to cover their time.~~
- ~~G. If refreshments are served, the host is asked to see that the kitchen is left in a clean and orderly manner after the activity. If a caterer is used, the host should instruct the caterer to leave the kitchen in a clean and orderly manner.~~
- "F. The Church Hostess must approve the use of dishes, kitchen facilities, etc. Church dishes to be washed must be done by the Hostess or Kitchen Committee members, and a fee of \$50 shall be required to cover their time. If refreshments are served, the host is asked to see that the kitchen is left in a clean and orderly manner after the activity. If a caterer is used, the host should instruct the caterer to leave the kitchen in a clean and orderly manner."**

Revise Item I. to update the due date for payment, and add new language.

"I. All fees are due ~~40 days~~ **2 weeks** in advance in the Church Office, **and payment will be considered confirmation of a reservation.**"

Non-members, p. 41

Revise the fees for the use of rooms and to whom the fees should be submitted.

- B. The fee for using the Large Dining Room for a social gathering is a ~~\$75.00~~ **\$150** custodial fee payable ~~submitted~~ directly to the ~~Custodian~~ **Church Office**. A drawing of the setup should be submitted to him the week before the activity.
- C. The fee for using the Small Dining Room or Disciple Center for a social gathering is ~~\$50.00~~ **\$100** as is (without removing tables or chairs); and ~~\$75.00~~ **\$150** if furniture is to be moved from ~~these rooms~~ **Small Dining Room** and replaced afterward.

Add an item to address the fee for non-members' use of the Sanctuary for a wedding, and re-letter the items that follow.

- D. **"The fee to use the Sanctuary for a wedding is \$350. Approval to use the Sanctuary for a funeral and any fees associated with the usage are at the discretion of the Church Staff."**

Revise Item E. to update the due date for payment, and add new language.

- "E. All fees are due ~~40 days~~ **2 weeks** in advance in the Church Office, **and payment will be considered confirmation of a reservation.** The person for whom the gathering is given will be the determining factor of member or nonmember (not the person giving the gathering)."

Combine and revise Items F. and G. into one item--Item F.--reflecting a fee change and adding a refundable deposit, and then re-letter the items that follow:

- ~~E. The Church Hostess must approve the use of dishes, kitchen facilities, etc. Church dishes to be washed must be done by Hostess or Kitchen Committee members and a fee of \$35.00 will be required to cover their time.~~
- ~~F. If refreshments are served, the host is asked to see that the kitchen is left in a clean and orderly manner after the activity. If a caterer is used, the host should instruct the caterer to leave the kitchen in a clean and orderly manner.~~
- "F. The Church Hostess must approve the use of dishes, kitchen facilities, etc. Church dishes to be washed using the church's dishwasher must be done by the Hostess or Kitchen Committee members, and a fee of \$50 shall be required to cover their time. If refreshments are served, the host is asked to see that the kitchen is left in a clean and orderly**

manner after the activity. If a caterer is used, the host should instruct the caterer to leave the kitchen in a clean and orderly manner. A \$25 refundable deposit will be charged to the appropriate party to ensure this requirement is satisfied.”

Revise Item G. to change the fee for the use of the gym and add new language.

G. All non-church groups (**except those under contract or with permission from the church**) using the gym will be charged a **\$300** fee per day to cover the use of the building and custodial fees.”

Policy for Use of Ministries Building/Recreational Facilities

Add “Church Staff” and remove “Church Council” in Item I.

General Regulations, p. 41

- I. The Family Life and Recreation Committee **and Church Staff** will be responsible for the interpretation and enforcement of the rules and conduct. All appeals will go to the ~~Church Council~~ **Church Staff**.

Add “Church Staff” and remove “Family Life and Recreation Committee” in Item J.

- J. Policies and procedures may be altered and added to only with the approval of the ~~Family Life and Recreation Committee~~ **Church Staff** and, in some cases, the church body.

Reservations, p. 42

Add “Church Staff,” remove “Family Life and Recreation Committee,” and change to whom the reservation request form should be submitted in Item A.

- A. Only organizations of Vinton Baptist Church and/or organizations or groups approved by the ~~Family Life and Recreation Committee~~ **Church Staff** may reserve any part of the recreation facility. The ~~committee~~ **Church Staff**, in conjunction with the church calendar, will determine the time available for reservations. Request forms must be filled out and submitted **to the Church Office**.
- B. All reservations must be made through the ~~committee~~ **Church Office** at least 2 weeks in advance.

Rules for the Gymnasium, pp. 42-43

Remove Item G and re-letter items that follow.

~~G. All blinds in the gym are to be raised to the top of windows when using athletic equipment.~~

Revise re-lettered Items G and J.

G. Team practice must be reserved through the **Church Staff** ~~Family Life and Recreation Committee~~ and should not exceed one hour unless a special request is presented.

J. Fees for all uses outside of our recreation programs (sporting uses only) are established as follows: \$15 an hour, and must be sponsored by a church member who ~~has to~~ **must** be present during use; money shall go into recreation funds. (Recreation teams from our community or private groups.)