



FACILITY USE GUIDELINES

PROHIBITIONS

- Consumption or use of alcoholic beverages
- Gambling
- Illegal drugs
- Tobacco products
- Weapons

BUILDING AND EQUIPMENT USAGE

- Food and/or beverages are not allowed in the Sanctuary
- Church office equipment is restricted and is for Church use only; equipment is to be used only by authorized staff
- No equipment or furnishings in Mt. Pleasant Missionary Baptist Church are to be removed from the building for personal use; if equipment or furnishings are needed off-site for Church related activities, approval must be obtained from the Board of Trustees Administrator and the items signed out of the Church Office

MINOR SUPERVISION

The person responsible for a function must be an adult over the age of 21

- Must be present for the duration of the function
- Responsible for maintaining all rules
- Oversee the use of facilities and buildings
- One adult for every 10 children or teens
- Children shall not be allowed to run free throughout the Church building or Sanctuary
- Use of rollerblades, roller skates, skateboards, etc. inside Church facilities or outside on Church property is prohibited
- For overnight functions, such as lock-ins, mixed groups (male and female) must be chaperoned by at least one male and one female adult, preferable a married couple

DECORATIONS/EQUIPMENT

- The attachment of decorations and other materials to walls shall be done only with the consent of the Board of Trustees or designee, except when posters, pictures, notices, etc., are placed on bulletin boards
- Decorations may be attached to the walls, doors, and light fixtures with masking tape only; no decorating is permitted in the hallways
- All decorations must be removed immediately and completely following the event

- Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may be delivered the day before the event and must be removed within two days after the event has ended

- No temporary structure will be built within the facility without the approval of the Board of Trustees (e.g., platforms, structures, devices that attach to the floor, wall or ceiling or structures that might damage the facility)
- No clothes, towels, sports equipment, shoes, personal items, etc. shall be stored in the Church facilities
- The building shall be left in proper condition for the next group or your group may incur the cost of cleaning
- Those responsible for an activity will ensure trash is bagged, tied and placed in an outside trash receptacle
- All food left over after an activity must either be taken home or put through the garbage disposal unless it will be used within two days. Leftover food must be sealed, clearly marked, and dated.
- Any infraction of state or city ordinances on Church property will be handled in an official manner the proper authorities will be contacted (pastor, Church board, police, ambulance, etc.)
- The Church facilities may only be used between 9:00 a.m. and 9:00 p.m., unless otherwise approved
- All food items and refuse must be properly disposed of at the end of an activity
- Spills are to be wiped up immediately and a report of spillage or damage shall be made to the Church Secretary as soon as practical
- Christian modesty is required for all forms of dress
- Gum chewing is discouraged in carpeted areas
- No muddy footwear is allowed on carpeted areas

EMERGENCY SCHEDULING CONFLICTS

Church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

FINAL DECISIONS

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned in the Policy, the Board of Trustees or their designated representative shall decide the matter and all individuals and groups shall abide by the Church Administrator's directions or forfeit immediately the use of any part of the facility.

HOURS OF USE

Monday through Friday from 9:00 am - 9:00 pm

Weekends from 9:00 am - 10:00 pm

Exceptions to these times must be approved in advance and will be subject to a custodial surcharge

Note: Church office hours are Monday through Friday 10:00 am – 4:00 pm

ORGAN AND PIANO USE

Permission to use the organ, harpsichord, or piano must be granted by the Executive Director of Music. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Executive Director of Music or Organist. Pianos cannot be moved except by permission from the Executive Director of Music or the Church Administrator, and may require the assistance of professional movers in the case of grand pianos. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.

RESERVATIONS

Plans for anticipated activity should **not** be fully developed or announced until permission is given by a Church staff member and the activity is recorded on the Master Calendar. The person responsible for an activity must complete a Campaign Builder and turn it into the Church Office preferably three months prior to the activity and not later than two (2) weeks in advance of the activity to allow sufficient time for the activity to be placed on the Master Calendar.

The Church staff evaluates facility requests and approves or declines requests.



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When two Mt. Pleasant Missionary Baptist Church groups request the facility on the same date and time, the first come, first-served rule will apply and/or approval from Pastor and/or Board may be required in certain situations. The exception to the rule will be if the two groups can work out an amicable solution to scheduling their activity.

ROOM SET-UPS

All rooms have been designated with a standard room set-up. The Board of Trustees will provide each group with a diagram of this standard for the room they are interested in using. Any set-up changes requested by the group are subject to approval by the Board of Trustees and are considered in the calculation of Impact Fees.

SANCTUARY SOUND SYSTEM

The Sanctuary sound system recording systems are available upon request. The systems may be operated by the church sound technicians or by technicians pre-approved by the Media Ministry. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

A Special Event Media Request Form must be completed when Church media equipment will be needed at an event.

SANCTUARY USE

The Sanctuary may be used only for worship, weddings, funerals and such occasions as are appropriate to worship space.

SECURITY

Our Church work to maintain a safe and secure environment within the facility; however, no system is foolproof. All users are asked to pay close attention to personal property and valuables, not leaving them unattended. The Church is not responsible for theft or damage to personal property.

STORAGE

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite.

SUPERVISION OF CHILDREN AND YOUTH

The Church has adopted the policy of Safe Sanctuaries for children and youth. See Youth Ministry Policy & Procedures

UNUSED ROOMS

Unauthorized rooms will be locked; all individuals who have access to Sunday school rooms, or other meeting rooms, are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audio-visual equipment, coffee pots, etc.

ACKNOWLEDGEMENT AND CONSENT TO GUIDELINES

Your acknowledgment and consent to the Facilities Use Guidelines are required with your Campaign Builder. After your review, please check the option below to acknowledge review and receipt of the Facilities Use Guidelines

By checking this box, I accept and consent to the terms and conditions of the Facilities Use Guidelines

Name: _____ Ministry: _____

Event Name: _____ Event Date: _____