

Grassy Pond Baptist Church

Facility Use Policy

PURPOSE

The purpose of the facilities of Grassy Pond Baptist is to advance the Kingdom of God through worship, witness, education, fellowship, and recreation, providing quality activities in a Christian setting.

FACILITY USE

The facilities of Grassy Pond Baptist Church shall be used by all members and their guests for all church sponsored activities. Members of Grassy Pond Baptist church and their invited guests may use the facilities for approved non-church sponsored events such as birthday parties, anniversaries, weddings, reunions, etc.

USE BY OUTSIDE GROUPS AND ORGANIZATIONS

Grassy Pond Baptist Church does not rent its facilities or grounds to outside groups or organizations. Outside groups and organizations who are allowed to use church facilities must be sponsored by a church member. The sponsoring church member must be present for the entire time of the group activity and be responsible for insuring clean up and the return to the original setup of table and chairs. The sponsoring church member will be responsible for the cost of any outside cleaning that is needed because of the group meeting. Any athletic team or organization, that is not a part of Grassy Pond Baptist Church, must provide the church with proof of insurance prior to the event/season. *Organization and group purposes, agendas, activities and/or conversations must in accordance with the basic beliefs and doctrine as set forth in the Grassy Pond Baptist Church Constitution and Bylaws.*

WEDDINGS

Church facilities may be used for weddings and receptions by any church member or their immediate family members. Officiants who are not staff members of Grassy Pond Baptist Church must be approved by the Pastor. Weddings must be between one man and one woman as stated in the church constitution regarding church doctrine. December weddings can take place Monday through Thursday and Christmas decorations and furniture may not be moved.

FUNERALS

Church facilities may be used for visitations and funerals by any church member or their immediate family members. Officiants who are not staff members of Grassy Pond Baptist Church must be approved by the Pastor.

SCHEDULING AND RESERVATIONS

In reserving the above facilities, the following guidelines shall be used:

1. Any member wishing to schedule the facility must be at least twenty-one years of age.
2. All regularly scheduled church events shall have priority.
3. No recreational activities shall be held in the facilities during regular scheduled church wide services. Mission organizations may use the facilities during adult prayers services on Wednesday evening.
4. Requests for the use of the facilities for church-related activities other than those regularly scheduled (i.e. Sunday School Class social, choir social, church sponsored shower, etc.) must complete a reservation form for the event. **The event will not be added to the church calendar until paperwork is completed.**
5. Requests for the use of the facilities for non-church related activities by church members are as follows:
 - A. Activities which include family reunions, non-church sponsored showers, birthday parties, anniversaries, and weddings must complete a reservation form for the event. **A Church member must be present the entire time of event.** The event will not be added to the church calendar until paperwork is completed.
 - B. Activities which include civic organizations, business meetings, etc. must be in accordance with the basic beliefs and doctrine as set forth in the Grassy Pond Baptist Church Constitution and Bylaws.
6. The week of the event arrangements need to be made by the church member to pick up a church key to unlock and lock the facility. The key must be returned to the church office the next business day after the event.

GENERAL FACILITY GUIDELINES

1. Actions and manner of dress will be consistent with Christian standards.
2. Shirt and shoes must be worn at all times. Appropriate gym shoes must be worn for recreational activities.
3. Food and drink must remain in the dining area.
4. There will be no use of tobacco inside the building.
5. No one will be allowed on the grounds with or under the influence of alcohol and/or drugs.
6. Pets are not allowed in the building.
7. Loitering in the parking lot will not be permitted.
8. Skateboarding, roller-skating, and inline skates are not allowed on church property.
9. Adult supervision must be provided for organized activities involving individuals under the

age of 19. There must be one adult for every ten (10) children, grades 6 and under. For activities involving the youth, grades 7-12, there must be one adult present for every twelve (12) youth present. For mixed groups, there must be one male and female supervisor.

10. The church member for any activity has the authority at any time to remove anyone behaving inappropriately from participation in any activity. If inappropriate behavior continues, parents will be notified for those under the age of nineteen and anyone over this age will be asked to leave the church property.

11. All equipment in the facility may be used only with prior approval.

KITCHEN AND DINING AREA GUIDELINES

1. The kitchen and dining area must be cleaned after each use according to the cleaning checklist.
2. Tablecloths are available for use. These must be cleaned and returned to their proper place.
3. Church paper products are to be used only for church-sponsored and church-related events.

FACILITIES CHECKLIST

FAMILY LIFE CENTER/ SOCIAL HALL/ RECREATION BUILDING CLEAN UP CHECKLIST

- _____ Wash and return all dishes and equipment used to its proper place.
- _____ Wipe down all tables, counters, and stoves
- _____ Take all food and dishes you have brought
- _____ Empty all trash cans and place trash in outside trash cans
- _____ Mop up any spills. Sweep kitchen and dining area
- _____ Wash any dirty towels and then return to proper place in kitchen
- _____ Leave tables and chairs in proper place as found
- _____ Check restrooms and turn off lights
- _____ Make sure entire building is empty. Lock all doors making sure all lights are off

PLAYGROUND AREA CHECKLIST

- _____ Pick up all trash and put in trash can
- _____ Report any equipment that is broken to prevent future injuries