

WAKE FOREST BAPTIST CHURCH FACILITIES USE POLICY

Effective June 1, 2016

1.0 INTRODUCTION

The purpose of this document is to set forth guidelines, terms, and fees associated with the use of the facilities of Wake Forest Baptist Church (WFBC) by both church members and non-members. Additionally, procedures for scheduling facilities for ongoing ministries and for private functions scheduled by members of WFBC and non-members are attached to this policy.

2.0 FACILITIES USE GUIDELINES

- 2.1 The facilities of WFBC exist to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facilities. Scheduling conflicts will be handled as set forth in Section 12 below.
- 2.2 Any use of WFBC facilities must always align with the core values, beliefs and goals of WFBC.
- 2.3 The philosophy of any group requesting the use of WFBC facilities must be consistent with the core values, beliefs and goals of WFBC.
- 2.4 WFBC does not enter into any long-term commitments that could limit the church's use of its facilities in the future.
- 2.5 WFBC reserves the right to deny use of its facilities to any member, non-member, or group without reason or cause.
- 2.6 Usage of WFBC facilities will generally be grouped in the following four (4) categories:
 - 2.6.1 Ministry-related by WFBC church members;
 - 2.6.2 Ministry-related by non-church members (Ex. Non-profits & civic clubs)
 - 2.6.3 Non-ministry related by WFBC church members; both personal and business use;
 - 2.6.4 Non-ministry related by non-church members.
- 2.7 Church facilities may be used for commercial enterprise by any person or group whose use constitutes *non-revenue-producing* activity.
- 2.8 Requests to use church facilities for commercial enterprise by any person or group whose use constitutes *revenue producing* activity will be evaluated and approved or denied on a case-by-case basis. Non-Member rates will apply to all commercial *revenue producing* use of facilities.

3.0 FACILITIES AND EQUIPMENT

The WFBC facilities and equipment covered by this policy include, but are not limited to, the sanctuary, fellowship hall, kitchen, classrooms, conference rooms, choir room and The Stephenson Center. Other policies applicable to the use of a specific area or equipment may also apply, including but not limited to, WFBC Wedding Policies, Funeral Policies,

etc. When the interpretation of this policy conflicts with that of another WFBC policy, the matter in question will be settled by the Ministerial Staff.

4.0 DEFINITIONS

- 4.1 Member: Any person who is on the membership roll of WFBC. Member rates are applicable only to the immediate household of the WFBC member; limited to the member's spouse, son, daughter or any other person living in the member's household for a majority of months of the current calendar year.
- 4.2 Non-Member: Any person who is not on the membership roll of WFBC. Anyone who attends WFBC and/or participates in one of its ministries but who has not gained membership is a non-member.
- 4.3 Ministry Related Use by Members: WFBC members may request to use WFBC facilities for purposes such as but not limited to; Bible studies, simulcasts, conferences, workshops, and concerts.
- 4.4 Ministry Related Use by Members and Non-Members: Both Members and Non-Members may request to use WFBC facilities for events such as civic club meetings and non-profit organization meetings or conferences in accordance with Section 2.
- 4.5 Non-Ministry Related-Personal Use by Members: WFBC members may request to use WFBC facilities for family events such as weddings, receptions, parties, reunions, etc.
- 4.6 Non-Ministry Related-Business Use by Members: WFBC members may request to use WFBC facilities for business events such as receptions, meetings, recitals, dinners, etc. if the intended use does not violate Section 2 of these guidelines.
- 4.7 Non-Ministry Related-Personal or Business Use by Non-Members: Non-Members may request to use WFBC facilities for club meetings, weddings, receptions, business meetings, recitals, dinners, parties, etc. in accordance with Section 2.
- 4.8 Ministerial Staff: The employed ministers of WFBC.
- 4.9 Office Staff: Administrative employees of WFBC other than Ministerial Staff.
- 4.10 Custodian: The custodian(s) employed by WFBC or his or her designee.
- 4.11 User(s): The person or organization contracting use of a WFBC facility. User is responsible for ensuring compliance with this policy by their employees, contractors and guests.
- 4.12 Event: The specific use for which the User contracted the WFBC facility.

5.0 GENERAL USE REGULATIONS

- 5.1 All Users of WFBC facilities are required to adhere to the policies set forth in this section.
- 5.2 Policies set forth in this section apply to all spaces in WFBC facilities and all associated equipment.
- 5.3 The transfer or passing of permission to use church facilities or equipment to any individual or any group is prohibited.
- 5.4 Any exceptions to these policies must be approved by the Ministerial Staff.

5.5 Facilities Use

- 5.5.1 The conduct of all persons attending events is expected to be respectful of the Lord's house.
- 5.5.2 When children are in attendance, they must be under the control of parent(s) or other responsible adult(s) at all times and are not permitted to roam freely on church property or in church facilities.
- 5.5.3 Smoking and the use of alcoholic beverages or illegal substances are prohibited on all church property and in all church facilities.
- 5.5.4 All Users are to use only the rooms and restrooms assigned for their Event and must confine themselves to permitted areas and to the use of the room, furniture and equipment as set up and agreed upon when scheduling the event.
- 5.5.5 Users are **not** permitted to take tables, chairs and/or equipment from other, non-assigned rooms and/or areas of the church. All supplies needed for the User's Event must be provided by the User.
- 5.5.6 User must gain advance approval from WFBC to use equipment or furniture borrowed or rented from a third party. Any borrowed or rented equipment or furniture must be removed immediately upon conclusion of the Event and by no later than 9 PM for an Event held on a Saturday.
- 5.5.7 WFBC furniture and equipment must be set up according to a Form 3-WFBC Facilities Set-up Request Form and moved only by the WFBC Custodian or designated representative(s) unless otherwise approved.
- 5.5.8 User will have a maximum of ten (10) consecutive hours in a contracted facility to prepare for, host and clean up after an Event, except that facilities on the WFBC Main Campus must be vacated by 9:00 PM on Saturday evenings, and The Stephenson Center must be vacated by 11:00 PM on Saturday evenings.
- 5.5.9 A Custodian will be on call during the designated time of facilities usage. This service is included in the room fee. Fees include basic room set-up and clean up after the event. Additional services requested by the User will be charged to the User.
- 5.5.10 Users should report any maintenance problems and/or damage to the on call Custodian immediately upon entering the reserved space. Users should not attempt to correct any issue or repair any damage.
- 5.5.11 Dining or serving of food is limited to pre-approved designated areas.
- 5.5.12 Church nurseries and childcare facilities are **not** available for activities, events, programs or classes that are not a ministry of the church. Any exceptions, including weddings, must be approved by the Ministerial Staff.
- 5.5.13 No nails, screws, tacks, glue or cellophane tape may be used on the walls, carpet, furniture, tile, or woodwork. Grip-it strips may be used for wall hangings; posters, pictures, etc. Only gaffer's tape may be used to tape down wires and cables on floors.

- 5.5.14 No decorations may be affixed to the walls, moveable partitions or surfaces without prior approval of the Office Administrator.
 - 5.5.15 No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside WFBC facilities without prior approval of the Office Administrator.
 - 5.5.16 All scenery or props must be free-standing. No nails, screws or stage hooks may be used in WFBC facilities.
 - 5.5.17 Exterior doors will remain locked until the appointed set-up time for an Event for the physical protection of WFBC staff and facilities.
 - 5.5.18 Pre-made arrangements for unlocking and locking the facility will be made with the User based on individual needs. The User must adhere to these arrangements.
 - 5.5.19 No flyers, windshield advertising or solicitation of any kind will be permitted on church property or in church facilities.
 - 5.5.20 Any employee or representative of WFBC shall, at any time during any Event including set up, rehearsals, performances, take down or clean up, have access to any area of the facilities being used.
 - 5.5.21 All Users are expected to leave the building in the same condition as it was prior to the Event and remove all items associated with their Event immediately following the Event.
 - 5.5.22 The Custodian shall inspect the facility to assess the condition of the building and equipment which was used to verify that rooms, furnishings, and equipment, if applicable, were left in proper order. If the condition of the building, furnishings, and/or equipment is not left in proper order, the User will not receive the Refundable Deposit of the facilities usage fee and may be assessed the cost of additional cleaning or other services required to restore facilities to its pre-Event condition.
 - 5.5.23 Users will be held financially responsible for any damage done to church property associated with the scheduled Event.
 - 5.5.24 The Ministerial Staff shall have the right to determine the need for and acquire the use of outside security, or other professional services in the event they are deemed to be required in advance of a planned event. Charges for these services will be added to usage fees.
- 5.6 Equipment Use (for Ministry & Members)
- 5.6.1 Church equipment in the Sanctuary must **always** be operated by church technicians.
 - 5.6.2 Furniture, equipment and audio visual equipment may be checked out or used away from the church by members upon written request, using a Form 2-WFBC Equipment/Furniture/Instruments Request Form, and with the approval of the Office Administrator. The WFBC Form 2-Equipment/Furniture/Instruments Request Form must be received and approval granted prior to removing any furniture or equipment from WFBC facilities.

- 5.6.3 Use of musical equipment on-site or off-site must be approved by the Minister of Music and Worship.
- 5.6.4 Church equipment, including but not limited to; projectors, screens, DVD players and/or sound equipment is subject to availability and approval.
- 5.6.5 A security deposit may be required at the time of reservation of furniture, equipment, and/or audio visual or musical equipment that is borrowed for personal use off-site.
- 5.6.6 Damages to furniture, equipment, audio visual and/or musical equipment are the financial responsibility of the User. If damages occur while in personal use off-site, WFBC will handle the repair or replacement of the damaged furniture or equipment and will bill the User accordingly.

6.0 SPECIFIC USE REGULATIONS

6.1 Sanctuary

- 6.1.1 All provisions of Section 5.0 apply to the Sanctuary.
- 6.1.2 The legal capacity of the Sanctuary is 520 people and should never be exceeded.
- 6.1.3 The Sanctuary is a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly.
- 6.1.4 The Sanctuary may be reserved by following the scheduling procedures outlined in Attachment 4 and completing Form 1 – WFBC Facilities Request Form.
- 6.1.5 The User is responsible for the care and condition of the room and its furnishings. (See Section 5.0.)
- 6.1.6 Use of the Sanctuary will be approved by the Ministerial Staff.
- 6.1.7 The Minister of Music and Worship will be notified of every request to use the Sanctuary.
- 6.1.8 There will be no decorations affixed to the walls, pews or surfaces in the Sanctuary without the consent and approval of the Minister of Music and Worship or Office Administrator.
- 6.1.9 No decorations may be placed on the baptistery in front of the cross.
- 6.1.10 Movement of equipment, instruments, furniture, chairs and stands must be approved by the Minister of Music and Worship.
- 6.1.11 All furnishings and equipment must be moved by approved WFBC personnel or representatives only.
- 6.1.12 The Pulpit and Choir Loft chairs will not be removed.
- 6.1.13 No food or drink will be allowed in the Sanctuary except for the Lord's Supper and bottled water.
- 6.1.14 Use of candles is NOT permitted in the Sanctuary.
- 6.1.15 The door between the History Room and main Sanctuary must remain open at all times.

6.1.16 Users must vacate the Sanctuary by 9:00 PM on Saturday evenings. If the facility is needed past 9:00 PM, arrangements must be made at the time the facility is reserved and will result in additional charges.

6.2 Classrooms

- 6.2.1 All provisions of Section 5.0 apply to Classrooms.
- 6.2.2 No decorations will be affixed to the walls, moveable partitions or surfaces in classrooms without the consent and approval of the Office Administrator.
- 6.2.3 Coffee pots, toaster ovens or other small appliances are not allowed in classrooms.
- 6.2.4 Food and soft drinks may be served in classrooms.
- 6.2.5 All furnishings and equipment must be moved by WFBC personnel.
- 6.2.6 Furniture should not be moved from room to room.
- 6.2.7 Users must vacate Classrooms by 9:00 PM on Saturday evenings. If the facility is needed past 9:00 PM, arrangements must be made at the time of reserving the facility and will result in additional charges.

6.3 Choir Room

- 6.3.1 All provisions of Section 5.0 apply to the Choir Room.
- 6.3.2 The Choir Room is available for groups of 50 or less.
- 6.3.3 The use of the Choir Room will be approved by the Minister of Music and Worship.
- 6.3.4 No decorations, posters, etc. will be affixed to the walls, chairs, or surfaces in the Choir Room without the consent of the Minister of Music and Worship or the Office Administrator.
- 6.3.5 All furnishings and equipment must be moved by WFBC personnel.
- 6.3.6 Users must vacate the Choir Room by 9:00 PM on Saturday evenings. If the facility is needed past 9:00 PM, arrangements must be made at the time of reserving the facility and will result in additional charges.

6.4 Fellowship Hall and/or Kitchen

- 6.4.1 All provisions of Section 5.0 apply to the Fellowship Hall and Kitchen.
- 6.4.2 The legal capacity of the Fellowship Hall is 300 people and should never be exceeded.
- 6.4.3 The Fellowship Hall is available for receptions, productions, dinners and large gatherings.
- 6.4.4 The Kitchen and/or Fellowship Hall will be reserved at least 30 days in advance by completing Form 1 - Facilities Request Form. (See Attachment 4 for Scheduling Procedures)
- 6.4.5 The Fellowship Hall and the Kitchen are separate spaces and must be reserved individually by completing Form 1 - Facilities Request Form.
- 6.4.6 The User is responsible for the care and condition of the room and its furnishings while preparing the space, during the event and while preparing to vacate the space.

- 6.4.7 Users must vacate the Fellowship Hall by 9:00 PM on Saturday evenings. If the facility is needed past 9:00 PM, arrangements must be made at the time of reserving the facility and will result in an additional charge.
- 6.4.8 The piano in the Fellowship Hall is kept locked unless reserved by a User on Form 3-WFBC Facilities Set-Up Request Form. The Custodian will unlock it when setting up the room.
- 6.4.9 Regular piano tunings are done on all pianos in WFBC facilities. If a special tuning is needed for an Event, a tuning fee will be paid by the User. (See Attachment 1 and Attachment 2, Fee Schedules)
- 6.4.10 No decorations will be affixed to the walls, moveable partitions or surfaces in the Kitchen or Fellowship Hall without the consent of the Office Administrator.
- 6.4.11 The stage will not be removed, relocated or repositioned.
- 6.4.12 Use of candles in the Fellowship Hall is permitted only when candles are placed in appropriate flame-proof containers and used as table centerpieces. Candles may not be used on windowsills.
- 6.4.13 The following policies are designed to provide guidance for the use of the Kitchen to promote cleanliness and good health practices, to ensure the proper use of the equipment and to protect individuals or groups using the area and the equipment.
 - 6.4.13.1 All catering services must be coordinated with the Office Administrator.
 - 6.4.13.2 The Kitchen will be used for Wednesday Night Suppers and other church-wide Events requiring food preparation, cooking and full use of the kitchen. It may also be reserved by ministries and groups for covered dish meals, small receptions and other Events not requiring full use of the Kitchen; for example, plating food, serving food and minor cleaning of serving pieces, etc.
 - 6.4.13.3 Members, whether engaged in a ministry function or hosting a personal or business Event, who plan to use the Kitchen for cooking must consult with the Wednesday Night Supper Hostess or a trained volunteer of his/her team before the Event to discuss set up, clean up and close down.
 - 6.4.13.4 Consultation with the Wednesday Night Supper Hostess or a trained volunteer of his/her team is not required when the Kitchen will be used only for plating food, serving food and minor cleaning of serving pieces, etc.
 - 6.4.13.5 The User (Member or Non-Member) is responsible for seeing that **ALL** leftover food is removed from the Fellowship Hall and/or Kitchen and that the area is cleaned thoroughly immediately after the Event. Trash cans should be emptied into the dumpster. A Custodian Fee will be charged to the User if the Fellowship Hall and/or Kitchen is left unclean.

- 6.4.13.6 The Wednesday Night Supper Hostess or a trained volunteer of his/her team must be present whenever a caterer is using WFBC Kitchen equipment to cook food on site. This requirement is to monitor, oversee, and ensure proper use of the equipment.
- 6.4.13.7 Caterers must provide a Certificate of Liability Insurance with a minimum limit of \$1,000,000 and sign a Hold Harmless Agreement to WFBC in the event of injury or illness.
- 6.4.13.8 Caterers must make arrangements through the hosting ministry (Sunday School, Children's Ministry, Choir, Virginia Tull, etc.) for food delivered to the church prior to an Event. WFBC will not provide food, supplies, or paper goods to the outside caterer.

6.5 The Stephenson Center

- 6.5.1 All provisions of Section 5.0 apply to The Stephenson Center with the exception of 5.5.7.
- 6.5.2 Picnic tables may be moved by the User. All tables must remain inside of the Pavilion.
- 6.5.3 Non-members may reserve the facility up to six (6) months in advance.
- 6.5.4 Fires are limited to the fireplace in the Pavilion and must be completely extinguished before the property is vacated.
- 6.5.5 Grills must be provided by the User and must be a minimum of 50 feet from the Pavilion while in use.
- 6.5.6 Fees must be paid in advance of the Event, and must be accompanied by a signed WFBC Facilities Use Agreement-The Stephenson Center.
- 6.5.7 The refundable amount will be returned once the key(s) to the facility have been returned (Applicable to Members only), and it has been determined that the facility is in the same condition as it was prior to the Event.
- 6.5.8 If the facility is found not to be in the same condition as it was prior to the Event, fees will not be refunded and additional fees may be charged to return the facility to its prior-to-the-Event condition.

7.0 FUNERALS

- 7.1 Funerals of church members and their immediate family members have priority over non-church members.
- 7.2 Funeral scheduling is to be coordinated with the church office following the procedure outlined in the Pastoral Care Manual.
- 7.3 Music for funerals must be appropriate for a church setting and be approved by the Minister of Music and Worship.
- 7.4 Requests for an Order of Service, printed program, musicians, technical assistance, etc. must be included in the initial request.
- 7.5 See the WFBC Funeral Policy for additional detail.

8.0 CHILDCARE

- 8.1 Childcare must be requested by the WFBC ministry leader to the Minister to Children and Families for approval and scheduling.
- 8.2 Childcare is not provided for non-WFBC ministry Events. (See Section 5.5.10)

9.0 BUILDING ACCESS

- 9.1 Building keys and/or Access Codes will be distributed or assigned according to the WFBC Church Key and Access Code Procedures.
- 9.2 Copying keys or propping opened doors is prohibited in order to protect church employees, members, children and the facilities. Doing so could place other individuals in danger.
- 9.3 The building will be accessible through all entrances for church-wide Events unless otherwise noted.
- 9.4 Daily building access will be scheduled by the Office Administrator.
- 9.5 Temporary keys may be checked out from the church office for specific Events with approval from the Office Administrator.

10.0 INSTRUMENT USAGE POLICY

- 10.1 The organ, electronic synthesizers, percussion equipment and other musical instruments are not available on a regular basis to church members or non-member users.
- 10.2 Acoustic pianos located in WFBC facilities may only be used with permission.
- 10.3 It is the responsibility of the party interested in using an instrument to obtain written permission from the Minister of Music and Worship.
- 10.4 The WFBC Organist shall be used for any organ or piano music planned, if available; use of equipment by another musician chosen by the User must be approved by the WFBC Minister of Music and Worship.
- 10.5 No flowers, ribbons, or decorations of any kind may be affixed in any way to ANY church-owned musical instrument
- 10.6 WFBC reserves the right to refuse use of any instrument.
- 10.7 No instrument may be removed from the church building without the prior written approval of the Minister of Music and Worship.
- 10.8 Musical instruments inside WFBC facilities are not to be moved for any reason.
- 10.9 If a move is required for any instrument, only persons approved by the Minister of Music and Worship are to be used.
- 10.10 Rooms with a piano may be reserved for any Event following the procedures set forth Attachment 3 (Scheduling Procedures-WFBC Ministries) and Attachment 4 (Scheduling Procedures-Personal or Business Use) attached to and made a part of this policy.
- 10.11 Regular piano tunings are done on all pianos in WFBC facilities. If a special tuning is needed for an Event, a tuning fee will be paid by the User. (See Attachment 1 and Attachment 2, Fee Schedules)

11.0 FEES

- 11.1 Fees applicable to the use of WFBC facilities are set forth in Attachment 1 (Fee Schedule for Members) and Attachment 2 (Fee Schedules for Non-Members) attached to and made a part of this policy.

12.0 SCHEDULING RESPONSIBILITY AND PRIORITY

12.1 Ministry

- 12.1.1 The Ministerial Staff begins calendar planning for the subsequent year during their Spring Retreat. Major ministry events are reviewed, approved and reserved on the calendar.
- 12.1.2 Council Team Leaders submit events and proposed dates associated with on-going ministries and additional ministry events to the Office Administrator for placing on the calendar for the subsequent year.
- 12.1.3 If a Council wishes to add or reschedule a ministry event during the subsequent or current calendar year, the Council Team Leader will present its request to the Office Administrator. The Ministerial Staff approves all additions to the calendar.
- 12.1.4 Requests from Southeastern Baptist Theological Seminary are considered ministry events and are covered by the Shared Use Agreement in effect by and between Wake Forest Baptist Church and Southeastern Baptist Theological Seminary effective June 17, 2014.

12.2 Non-Ministry (Member and Non-Member)

- 12.2.1 The Ministerial Staff will approve all Non-Ministry requests for facilities. Approval of requests should be considered based on the provisions set forth in Section 2 of this policy.
- 12.2.2 Non-ministry events are scheduled on a first come, first served basis regardless of member or non-member status. If multiple requests for use of the same space, and the same date and time are received simultaneously, the member request has priority over the non-member request.

13.0 HOLD HARMLESS AGREEMENT FOR NON-MEMBER USERS

In consideration of permission to use WFBC facilities, the User will hold Wake Forest Baptist Church harmless from damages, loss or legal action as a result of injuries or personal property damage or loss occurring during the User's Event. Professional caterers and all other businesses providing services in WFBC facilities must provide a Certificate of Liability Insurance with a minimum limit of \$1,000,000 per occurrence naming WFBC as an additional insured.