

FACILITY USAGE POLICY

New Hope Baptist Church – 4010 Keowee School Road – Seneca, SC 29672 – (864) 882-0828

INTRODUCTION

New Hope Baptist Church makes its facilities available for activities in furtherance of the purposes and Statement of Faith of New Hope Baptist Church and this Policy. Further, it should be remembered that the facilities discussed herein are the House of the Lord and should be treated in a manner that demonstrates due reverence.

PRIORITIES OF USE

Church-sponsored events take precedence over all other events. Active New Hope Baptist Church members' personal events (such as weddings, parties, anniversaries, etc.) have second priority. Any other use which is deemed in furtherance of the Church's purposes and Statement of Faith may be permitted as stated hereinafter.

While no rental fee is assessed, those using the facilities are asked to pay costs to help defray the custodial expenses, depreciation, and utility fees.

Should any conflict arise after a schedule for an event has been set, the Facility Usage Team may reschedule a lower priority event only in the case of an emergency. Solutions acceptable to all parties will be purchased in all cases.

APPLICATION AND SCHEDULING

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the *Facility Usage Application* form. Outside groups wishing to use the facility will furnish a Certificate of Insurance Liability and Property Damage name and protecting the interests of the Church.

All applications shall be received by the Church Office and will be approved as soon as it can be reviewed by the Facility Usage Team. Applications may also be reviewed by the Church Building & Grounds Team as needed. The decisions of the Church Building & Grounds Team regarding all facility use shall be final.

All fees are to be paid to New Hope Baptist Church. The security deposit is due when the application is submitted. Once an event is approved, a copy of the *Facility Usage Application* form will be sent to the requestor. If an application is denied, the deposit will be returned within two weeks. The balance of the fees will be due two weeks prior to the event. In the event of a cancellation, please let the Church Office Manager know as soon as possible. To receive a refund, notice of your cancellation should be received 48 hours in advance. A facility key will be issued to members of the Church upon request.

Each year by October 1, each Church committee's team leaders will fill out a *Facility Usage Application* form and return it to the Church Office Manager in order to reserve rooms for their meetings and events. Usage is reserved on a space-available basis thereafter. All groups using the facilities on a regular basis must fill out an application and have it reviewed for approval annually for continuing use.

RULES

Failure to follow the rules will cause you to forfeit your deposit and lose rental privileges.

1. Permission to use the facilities does not constitute endorsement of a group's policies or beliefs by New Hope Baptist Church
2. New Hope Baptist Church has a no smoking, no alcohol, no gambling, no weapons, and no pets (*other than service dogs*) policy.
3. There must be a supervising adult, 21 years or older, from the user's group present at all times.
4. Use of the kitchen facility requires a complete clean-up. All food items must be removed, and trash taken out to the trash area.
5. No furnishings may be moved from other parts of the facility. If you need additional items, put them on your application, and it will be discussed with the Facility Usage Team.
6. Due to wear and tear from transportation and use, tables chairs, and other equipment may not be borrowed by members or friends for use outside of the facility.
7. No nails, tacks, or tape are to be used on any wall or furnishing.
8. The group may adjust the thermostat for the area being used but must change it back to the original temperature at the event's conclusion.
9. The facility must be left in an orderly condition. This includes cleaning up the restrooms and removing all trash.
10. Upon leaving, all tables and chairs must be returned to their proper location, all lights must be turned off and doors secured.
11. All groups must vacate the building by 10pm unless prior approval has been applied for and granted.
12. All incidents of damage must be reported to the Church Office Manager. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.
13. If using the organ, piano, or keyboard, prior approval must be granted.
14. In **NO CASE** shall the sound and/or lighting system be operated by anyone other than AUTHORIZED PERSONNEL by prior approval from the Facility Usage Team.
15. Use of the facilities for a wedding is covered in the *Wedding Policy*.
16. No profit-making business or enterprises are allowed.

17. New Hope Baptist Church is not responsible for any damage to personal property of groups or individuals that may ensue while on premises.

FACILITY USAGE FEES

To help cover extra responsibilities and expenses of utilities, the following fees must be paid within two weeks after the church office confirms reservations. If fee is not paid within this limit, your reservation will be cancelled.

Church Members*				Non-Members <i>(upon approval)</i>			
Sanctuary	\$50	Fellowship Hall	\$50	Sanctuary	\$200	Fellowship Hall	\$200
Cleaning	\$50	Cleaning	\$50	Cleaning	\$50	Cleaning	\$50
Total	\$100	Total	\$100	Total	\$250	Total	\$250
<i>Both with cleanings: \$200</i>				<i>Both with cleanings: \$500</i>			

Non-Profit Civic Organizations/Clubs (upon approval)			
Sanctuary	\$100	Fellowship Hall	\$100
Cleaning	\$50	Cleaning	\$50
Total	\$150	Total	\$150
<i>Both with cleanings: \$300</i>			

***Weddings** – To qualify for the church member rates: Bride, groom, or at least one of the parents or grandparents must be a member of New Hope Baptist Church.

Sound Room Wedding Policy Guidelines

Due to the complex nature of the equipment located in the sound room used to incorporate audio and video needed to enhance worship and events, New Hope Baptist Church only allows qualified and trained church members or staff to have access of this equipment; therefore, the need to compensate the individual for their time.

A minimum charge of \$75.00 is required for the time of the individual running the equipment. This includes an hour for the ceremony and an hour for scheduled rehearsal. This fee assumes there is no preparation needed to any media to be used (i.e. video created, PowerPoint created, etc).

- ❖ **All media required 1 week in advance** – This includes any videos, power points, or music needed to be played during the ceremony. Many times, media is compatible with one system but then when played on another the media is discovered to be incompatible, so for testing purposes to avoid potentially avoidable issues during the ceremony, all media should be turned into the church office or sound room technician no later than one week before the scheduled ceremony.

- ❖ **Rehearsal and ceremony should be scheduled at least two weeks in advance –**
Individuals needed to operate the audio/video equipment have families and jobs outside of our church, so on their behalf, we request that you schedule the rehearsal and ceremony as soon as possible to ensure that someone will be available to operate the equipment. Without a two-week notice, we cannot guarantee that a technician will be available for your event, so please provide us with adequate notice.