

Calvary Heights

Baptist Church

532 N. Kristi Road - Martinsville, IN 46151
(765) 342-7585

REACHING - EQUIPPING - SERVING - CONNECTING

FACILITY USE POLICY

Please review the policy statement, the facility regulations and the fee schedule. If you wish to use our facilities, complete the Application Form and Insurance Waiver. Drop the completed form by the church office or mail the form to Calvary Heights Baptist Church, Attention: Rentals, 532 N. Kristi Road, Martinsville, IN 46151.

CALVARY HEIGHTS BAPTIST CHURCH

BUILDING USE POLICY

I. STATEMENT:

1. Usage of the building and property of Calvary Heights Baptist Church will be consistent with our mission as a Southern Baptist church. All individuals and groups using the building will conduct themselves in a way that glorifies God and does not detract from that basic mission.
2. The terms "facility" or "facilities," as used in this document, include all property under the control of the church as well as all buildings located on that property.

II. SCHEDULING FACILITY USE

1. Before scheduling an activity using the church facilities, a request for such space shall be made through the church office, so that all assignments may be coordinated and recorded on the church calendar of events.
2. The renter must read, complete and sign our Facility Use Application. All renters must attach a certificate of insurance for their event to the Application. A Facility Use Application will not be considered complete until a certificate of insurance has been submitted and all applicable fees have been paid.
3. If a key is needed for rental of the facility, the key may be picked up from the Church Secretary during her normal office hours (9AM - 5PM Monday through Thursday). The key may be returned to the Church Secretary by placing it in an envelope and placing it in the mail slot beside the church office door. Failure to return keys within three (3) days shall result in forfeiture of deposit. In addition, the renter will be held liable for any charges for rekeying church locks following failure to return or loss of church keys.
4. Any deposit check submitted will be returned after the building is inspected by church staff and any keys are returned. Church staff shall inspect the property within three (3) days of use.

III. PRIORITY OF FACILITY USE

1. Calvary Heights Baptist Church functions and activities have priority over other renters. Rental applications are considered in order received. The priority of rental of the building is given based on the priorities listed below:

First Priority - Calvary Heights Baptist Church functions and activities
Any Calvary Heights group, committee or council doing the work of the church

Second Priority - Church members for personal, non-commercial purposes
Members of Calvary Heights Baptist Church for personal, non-business purposes such as anniversary or birthday parties, etc.

Third Priority - Non-profit organizations, community service organizations and advocacy groups (if sponsored by an active member of Calvary Heights)
The building may be used by these groups only if sponsored by an active member of Calvary Heights, who will be present at the group's function.

2. In the case of ongoing use, such as weekly or monthly rental of facilities, Calvary Heights Baptist Church reserves the right to pre-empt use of the facilities.
3. The facility may not be rented for any for-profit, commercial purpose.

IV. FACILITY USE FEES

1. Any group that is part of or sponsored by Calvary Heights Baptist Church may use the church facilities without fee.
2. **There are no fees for funerals.**
3. **Wedding fees are listed in the separate wedding policy manual.**
4. Non-sponsored group must pay a fee to offset expenses incurred such as custodial effort, utility expense and/or facility preparation:

**Rental Fees For
One Time Use (Up to 4 Hours)**

	Non-Member	Member
Sanctuary	\$100	\$50*
Fellowship Hall & Kitchen	\$50	\$25*
Classrooms	\$50	\$25*

** There are no fees for funerals. Wedding fees are listed in the separate wedding policy manual.*

A security deposit of \$100 is required for all rentals by non-members.

The church body reserves the right to charge lower rates for ongoing facility use. Such decisions shall be made by the church body at a regularly scheduled business meeting.

The above fees are based on a four (4) hour rental. The above fees may be waived at the discretion of the church body at a regularly scheduled business meeting.

V. FACILITY USE REQUIREMENTS

1. **Smoking anywhere inside the buildings is strictly prohibited at all times.** Smoking is only allowed outside the buildings. It is the responsibility of the renter to clean up any smoking materials dropped on the grounds.
2. **No alcohol, drugs, controlled substances, firearms or weapons are permitted on the church property at any time.** No one may be allowed in any of our facilities if "under the influence" of any controlled substance.
3. The use of nails, screws or adhesive tape is prohibited in all church buildings.

4. No equipment, materials, furniture or supplies be moved without permission of church staff (with the exception of folding chairs and tables in the Fellowship Hall). **The piano in the sanctuary may not be moved under any circumstances.**
5. Church staff are not responsible for the placement of tables, chairs, equipment or food for groups renting the building.
6. No equipment, materials, furniture or supplies may be borrowed or removed from the church property. The renter will be responsible for the replacement of any and all equipment, materials or supplies removed from the church property.
7. All musical instruments, including (but not limited to) the piano, amplifiers, drums and guitars, may not be moved or used for any purpose without permission of the church staff or worship leader. Nothing should be placed on top of instruments, including dishes, candles, plants, decorations, furniture, etc. The renter shall be responsible for any and all damages to musical instruments.
8. The Sanctuary sound booth may only be operated by church staff, A/V Coordinator, worship leader or other church members deemed qualified by the church staff to operate the equipment. Facility rental fees do not cover the cost of a sound booth operator. The renter shall be responsible for hiring and providing an honorarium to the sound booth operator (if needed).
9. Thermostats may not be adjusted without permission of church staff.
10. All activities must be supervised by an adult (18 years of age or older). Minors (younger than 18 years of age) must be supervised on the property at all times.
11. A first aid kit is located in the Fellowship Hall. **The pastor should be notified immediately on his cell phone (804-445-3274) regarding any and all injuries that occur on the premises.** Calvary Heights Baptist Church is not responsible for any and all injuries or accidents that occur while using the facilities.
12. All trash must be picked up. All trash bags must be thrown into the dumpster in the parking lot. All rented areas must be vacuumed or mopped.
13. **All lights must be turned off at the end of the event.** The renter will be subject to a \$20 penalty to cover utility charges for failure to turn off lights in the facility.
14. **All doors to the facility must be closed and locked.** The renter will be responsible for any and all damages that occur from failure to close and lock the doors of the facility.
15. The renter will be held liable for any and all damages to the facility during the rental period.

VI. KITCHEN

1. If kitchen equipment or materials are used, a responsible individual must be designated and approved by the church's Kitchen Committee. This individual will be accountable for the cleanliness, security and use of the facility and equipment.
2. All groups, with the exception of Calvary Heights Baptist Church events, are expected to provide their own consumable items, such as plates, napkins, sugar, punch, etc.

3. No items may be borrowed or removed from the kitchen without permission of the Kitchen Committee.
4. Groups and responsible individuals are expected to leave the food service area completely clean.
5. Any towels, dishcloths, potholders and aprons used must be laundered and returned to the kitchen within seven (7) days.
6. Following the event, no left-over food may be left in the refrigerator without permission of the Kitchen Committee. The church staff or Kitchen Committee will dispose of any left-over food left in the kitchen within three (3) days of the event.
7. Any food or condiments in the refrigerator or freezer is designated for scheduled events at Calvary Heights Baptist Church. These food and condiments may not be used or removed without permission of the Kitchen Committee.

CALVARY HEIGHTS BAPTIST CHURCH

Facilities Use Application & Agreement

Date: _____

1. Applicant's Name: _____

2. Applicant's Home Phone: _____

3. Applicant's Cell Phone: _____

4. Applicant's Address: _____

5. Applicant's E-Mail: _____

6. Which space(s) are you interested in renting?

Sanctuary _____ Fellowship Hall _____ Kitchen _____ Classrooms _____

7. What day / dates do you need the space(s)? _____

8. What hours will you need access (from start to finish)?

Start Time _____ Finish Time _____

9. How many people will be attending your function?: _____

10. Name of insurance carrier and agent: _____

11. Will you need special access to any of the following? (requires special permission - not guaranteed):

Piano _____ Sound Booth _____

It is Therefore Agreed By and Between the Parties:

Calvary Heights Baptist Church agrees to let the Applicant use the above described premises for the above described purpose on _____ (date) for a period of

_____ (time period), and WHEREAS, Calvary Heights Baptist Church has agreed to allow the Applicant to use the facilities provided that the following terms and conditions are met:

In consideration for the benefit of using Calvary Heights Baptist Church's facilities, the Applicant agrees to abide by all the terms and conditions of use described in this agreement:

1. The Applicant agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
2. The Applicant agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of Calvary Heights Baptist Church, which is a biblically-based religious institution.
3. The Applicant agrees to abide by the Calvary Heights Baptist Church Facility Use Policy as attached to this agreement.
4. The Applicant promises and warrants that it carries liability insurance. The Applicant will provide a certificate of insurance to Calvary Heights Baptist Church at least seven days prior to the date upon which the Applicant begins to use the above described premises. The certificate of insurance will indicate that the Applicant has made Calvary Heights Baptist Church an "additional insured" on the Applicant's policy with respect to the use by the Applicant of the above described premises.
5. The Applicant agrees to hold harmless, indemnify and defend Calvary Heights Baptist Church (including Calvary Heights Baptist Church's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for the Applicant's purposes, regardless of whether such injury or damage results from the negligence of Calvary Heights Baptist Church (including Calvary Heights Baptist Church's agents, employees and representatives) or otherwise.
6. The Applicant agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which the Applicant will use, including entrances and exits.
7. The Applicant agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
8. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. In the event that Calvary Heights Baptist Church must cancel this agreement, the Applicant will be entitled to any deposit the Applicant has paid.
9. The Applicant agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of Calvary Heights Baptist Church.
10. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Applicant's Signature: _____ Date: _____

Calvary Heights Baptist Church Representative: _____ Date: _____

OFFICE USE ONLY

Certificate of Insurance Submitted on Date: _____ Fees Submitted on Date: _____

