

Lizella Baptist Church Facility Use Guidelines
Appendix 5

GENERAL

Lizella Baptist Church is dedicated to the glory of God. The Church's facilities were provided by God's benevolence and the sacrificial generosity of its members. All Lizella Baptist property is consecrated and set apart to worship God (Colossians 3:17), and therefore is to be used exclusively to glorify God and edify the Body of Christ. Although the facilities are not generally open to the public, Lizella Baptist makes its facilities available to members, and non-members from the community on a case-by-case basis as a witness to its faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Lizella Baptist facilities may not be used for activities that contradict, or are inconsistent with, the Church's beliefs as outlined in the Lizella Baptist Constitution and Bylaws, Section III, Articles of Faith. This restricted facility use policy is necessary for two reasons. First, the church may not in good conscience materially cooperate in activities or promote beliefs that are contrary to its faith (2 Corinthians 6:14; 1 Thessalonians 5:22). Second, Lizella Baptist must present a consistent public witness to the community through its stewardship of property. Allowing facilities to be used in a way that contradicts Lizella Baptist's statement of faith would have a severe, negative impact on the message that Lizella Baptist strives to promote and could cause confusion and scandal to Lizella Baptist members and the community. Therefore, only events that are consistent with Lizella Baptist Church's religious beliefs, as outlined in the Lizella Baptist Constitution and Bylaws shall be permitted.

GUIDELINES

Lizella Baptist Lead Pastor or Executive Pastor must approve all church facility use requests. Priority shall be given to church members and church-sponsored groups or activities.

In the church's sole discretion, Lizella Baptist facilities may be made available to non-members or outside groups (the "User") meeting the following qualifications:

1. The User must affirm that the planned facility use does not violate Lizella Baptist Church faith and practice.
2. The User must submit a signed "Lizella Baptist Facility Use Request Form".
3. The User must agree to abide by Lizella Baptist church rules of conduct for facility use as stated below and as described in under Property, Section V of Lizella Baptist Church Constitution and Bylaws.
4. The User must take responsibility for the facilities and equipment used.

EVENT REQUESTS AND SCHEDULING

Facility use requests shall be made to the church office by submitting the Lizella Baptist Church Facility Use Form. The event will be reserved and placed on the church calendar only when the use is approved by the Lead Pastor or Executive Pastor.

FEES

Use of church facilities is subject to a security deposit of \$100 which may be waived in the sole discretion

of the Lead Pastor. Church members are exempt from this fee because maintenance of the facilities is derived from member tithes and offerings. All fees charged are for the express purpose of recovering costs associated with ministering to users by making our church facility available and not for the intent of making a profit.

FACILITY USE REGULATIONS

1. Users may only enter and use those areas of the campus that have been reserved.
2. Smoking is prohibited in any indoor church facility, as well as in close proximity to the entrances and parking areas of campus.
3. Food/Beverage Guidelines:
 - a. No food or beverage is allowed in the Sanctuary.
 - b. Lids are recommended for beverages in every other carpeted area except for the Fellowship Hall.
 - c. Where drippings may occur, protective plastic sheeting should be placed.
 - d. In case of accidental spills/stains, staff should be notified immediately.
 - e. No food or other resources will be used from the Lizella Baptist Pantry without express consent of the Hospitality Committee.
4. Décor:
 - a. No adhesive of any type (sticky putty, tape, nails, velcro, pushpins, staples, or other) shall be used on painted walls/doors.
 - b. Items can be hung in place of existing décor only.
 - c. Any décor brought in for an event must be removed and facility left as it was prior.
5. Equipment/Facility Resources:
 - a. No kitchen equipment shall be moved, disconnected, unplugged, or relocated.
 - b. Absolutely no oils, food, or solid substances of any type shall be disposed of in or poured down any sink.
 - c. Refrigerator/freezer shall be left as it was found. Any remaining food should be removed by the User (discarded with the garbage or taken home).
 - d. All equipment shall be left clean, powered off, swept under. Floor should be swept and mopped. Surface areas of tables, counters, high chairs and sinks should be clean.
 - e. Supplies (dishes, paper products, silverware/utensils) shall be cleaned, restocked and stored in the proper location.
 - f. Tablecloth use, if approved by Hospitality Committee (on a case-by-case basis), shall be sprayed with Spray 'n Wash and left as instructed by Hospitality representative. Training is required and tablecloth use requires a fee of \$20/each for laundering.
 - g. Garbage must be disposed of in the Lizella Baptist dumpsters. Gate must be reclosed. Bags must be replaced in the cans and cans must be left clean and dry.
 - h. Lights must be turned off. HVAC reset to 80/65.
 - i. A/V equipment may be used by Lizella Baptist trained A/V techs only. Additional fees may be required.
6. Security:
 - a. Permitted areas will be disarmed upon the agreed schedule coordinated with office staff. Users will receive instructions for locking up as is pertinent to the reserved area.
 - b. User must notify staff once the building is clear for alarm rearming purposes.
7. Children should be supervised by trained/vetted childcare workers for all Lizella Baptist Church sponsored events, per the Lizella Baptist Abuse Prevention Policy and Guidelines.
8. Sex-specific changing areas, restrooms, and showers are to be used by members of the

designated biological sex only.

9. Abusive or foul language, violent behavior and illegal substance, drug or alcohol use are strictly prohibited on the Lizella Baptist campus. Any person exhibiting such behavior will be required to leave the premises.

INSURANCE

For all non-church sponsored events where User is a commercial entity, User should obtain liability insurance coverage in the amount of \$1,000,000 naming Lizella Baptist Church as an additional insured. All Users must sign a “Lizella Baptist Facility Use Request Form”.

All Users agree that submission of signed Lizella Baptist Facility Use Request Form also serves as an Indemnity and Hold Harmless Agreement between User and Lizella Baptist Church, its clergy, staff, volunteers, members, or representatives.

WEDDINGS

Lizella Baptist believes marriage to be a religious institution. All weddings held on Lizella Baptist Church property must conform to the Lizella Baptist Church Wedding Guidelines, Appendix 6, which is available upon request.

CONSENT AND AGREEMENT

I (the User) affirm that by submitting the attached Lizella Baptist Church Facility Use Form:

1. I understand that Lizella Baptist Church does not allow its facilities to be used in a way that materially conflicts with its faith.
2. To the best of my knowledge, the purpose for which I am requesting use of Lizella Baptist Church will not contradict Lizella Baptist Church’s faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to the Church staff.
3. I understand that Lizella Baptist does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Lizella Baptist Pastor’s approval, which is conditioned in part on my agreement to the requirements in the Lizella Baptist Facility Use Policy, a copy of which I am now reading and have understood.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$100 (unless expressly waived by the Lead Pastor), a certificate of insurance as detailed above, and any other fees required by Lizella Baptist Church.
5. I understand that I will be responsible for any damages to Lizella Baptist Church facilities resulting from this proposed use of facilities.
6. I understand that Lizella Baptist church believes disputes are to be worked out between parties pursuant to Matthew 18 and 1 Corinthians 6, without recourse to the courts. Accordingly, I agree to attempt resolution of any disputes through Christian mediation.

User Name: _____

User Signature: _____

Date: _____



LBC Facilities Use Request Form

Your Name _____ (User) Today's date _____

Contact Phone(s) & Email _____

Event Description _____

Date of event _____ Time _____ # of Guests _____

Locations Reserved _____

A/V Equipment Needed _____

Office Use Only: User is: _____ LBC Member _____ Individual Non-Member _____ Civic/Business

Training Date: _____ Staff Assigned: _____

___ You will be given access to permitted campus areas for the duration of your reservation only. (Should you be loaned a key/fob for convenience, DUPLICATION IS NOT PERMITTED and original must be returned as agreed.)

___ Lock-up responsibilities – Doors with maglocks are not to be locked manually.

___ Thermostats must be returned to automatic setting or 80 degrees summer/65 winter.

___ Make sure all garbage is taken to dumpster, sinks and floors clean. Can liners replaced.

___ Check all lights (even bathrooms) and turn them off.

___ Please use only the facility that you asked for (no children in other parts of building). All children must be supervised, both indoors & out according to LBC Abuse Prevention Guidelines. LBC and its representatives, volunteers, members & staff are not liable for injuries sustained at private, non-LBC affiliated events.

___ Equipment cleaned; powered off; swept under; at NO time will equipment be relocated or re-arranged.

___ Supplies properly cleaned, stored and stocked in the proper manner and location.

___ Fees discussed if applicable. Amount: _____ Date paid: _____

*Note: A deposit may be required. Return of deposit funds is contingent on all areas of this checklist and any additional guidelines being acceptably completed. Donations for facility use are accepted to defray costs of electricity, gas, maintenance, etc.

Commitment Agreement: I have read and agree with all that is contained in the Lizella Baptist Church Facility Use Guidelines. I agree to abide by facility use guidelines contained therein & ensure my party does, as well, understanding consequences for failure to do so include being held responsible for damages and possibly losing reservation privileges in the future. I agree to meet with office, facility, and hospitality staff to be trained on proper use and care of LBC property and facilities at a specified time prior to my event. As event coordinator, I take full responsibility to ensure the proper care, clean-up, & restocking of facilities, hospitality supplies, and equipment according to LBC policies and the training I received. Further, I agree to indemnify and hold harmless Lizella Baptist Church, its staff, volunteers, and representatives for any damages (to personal property or otherwise), illness, injury, or death occurring as a result of my use of Lizella Baptist Church facilities.

Event Coordinator _____ Staff _____

Use of Church Property

Date Submitted _____

_____ on campus _____ off campus

Approved by _____

Item Name	Qty	Storage Location	Check Out	Check In

Please use this space to draw a diagram of how you would like the event area set up:

