

**Gibson City Bible Church
Policy on Facilities Usage
Updated 1/25/2016**

Uses of the property and facilities of the Gibson City Bible Church are subject to the terms of this policy. This policy is recommended by the Deacons and approved by the Elders. Deacons are assigned responsibility to administer this policy according to its terms.

Building Eligibility Guidelines

The facilities of the Gibson City Bible Church are dedicated to the glory of God. This means that GCBC seeks to steward the facility to the best of its ability in ways that best honor the Lord. While this does not mean all activities which take place within the confines of the building and/or grounds must be “religious” in nature, it does mean activities within the building would be expected to be things which are not illegal, lewd, immoral, etc. However, we do hope the facilities can be used by the church and the community to the good of both.

With that in mind, please note the following:

- Religious events (weddings, funerals, baptisms, etc.) must be coordinated through the Senior Pastor of the GCBC. That is, he does not necessarily have to officiate at the event, but he shall be consulted in regards to the content of the event.
- Weddings are covered more extensively by a separate wedding policy. Those making application to use the facility for a wedding must use the wedding application which is available through the church office or on the church website at www.GibsonCityBible.org.
- A Facilities Use Request Form (Exhibit A) must be completed for all groups/individuals requesting facility use at any time. All activities must be coordinated through the church office. This includes usage by outside groups such as the local schools and usage by those within the church such as anniversary celebrations, weddings, sports activities, fellowship meetings, etc.
- Facilities are not available to outside groups for fundraising or for-profit activities, including small businesses. The facilities may not be used for personal gain or any commercial purpose or for any purpose contrary to doctrine or other policies of GCBC.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs.
- All outside groups or persons requesting use of church facilities must also have and adhere to protection guidelines regarding minors. Individuals or groups of

individuals under the age of 18 must have adult supervision adequate to the age, number of youth, and the nature of the use.

Building Use Priorities

The ministries of the Gibson City Bible Church take priority in terms of the use of resources. The ministries of GCBC place a significant demand on the church facilities, especially mid-week and on the weekends. Examples of functions which are priorities at GCBC are Sunday church services, Wednesday evening youth programs, Thursday evening praise team rehearsal, and other events planned by ministry leaders of GCBC.

Building Use Reservations

Applications for all building uses are to be made on the Facilities Use Request Form (Exhibit A). Applications must be received in the church office at least 45 days prior to an event. Any exceptions must be approved by the Deacons. Applications can be obtained through the church office or online at www.GibsonCityBible.org. No use may be reserved for more than twelve months prior to the intended use.

Speaking with the church administrative assistant and completing a Facilities Use Request Form does not constitute a reservation. The Deacons review all building use requests and will approve or disapprove based on the stated criteria in this policy and availability.

The Facilities Use Request Form provides for every area of the church. The resources of GCBC include the building and grounds (including the pavilion) and the contents therein. Application can be made for a portion or the whole of these resources. Requests can be made to use one or more of the sport facilities (gymnasium), the worship center, kitchen facilities, or the pavilion. All facilities, set-ups, and other service needs (kitchen, multi-media, chair set, etc.) must be included on the form when it is approved. Substantive changes will necessitate re-approval.

Fees associated with Pavilion usage are required when securing exclusive use of the Pavilion by reserving it on the church calendar. Unsecured use of the Pavilion does not necessarily require payment. For example, a family eating a picnic lunch in the Pavilion after church does not require payment. A family who wants to reserve the Pavilion on a specific date for a family reunion does require payment.

Facilities reservations must be submitted through the church office to the Deacons; approval of building use for uses other than the ministries of the church is the responsibility of the Deacons. GCBC reserves the right to accept or decline any application for the use of its resources. In deciding which outside uses to approve, the church will consult the guidelines listed under "Building Use Priorities" section and the examples set forth in Exhibit C.

A Deacon will be available to meet with the user when a request has been approved to review conditions of use, the expectations and needs for the event, and to confirm schedules for room set up and clean up as needed. Any questions during the

application process can be directed to the church administrative assistant. For new, exceptionally large, or unusual events, the church staff may request an in-person meeting with the user to determine scope of event and needs.

If an event is to incorporate multi-media (music, Power Point presentation, videos, etc.), a representative of the church (technician, worship leader, pastoral staff member, or Deacon) may review the multi-media at least 24 hours prior to the event. The purpose of the review is to ensure the format of the multi-media is compatible with the church's technological capabilities and to ensure the content of the multi-media is appropriate. If the content is deemed inappropriate (contains profanity, sensuality, or perversity), a more suitable substitute will be required. If the multi-media is to be run through the church's multi-media center, an approved church technician is required to operate the equipment, which may require remuneration to that individual.

Notice of acceptance or rejection of the application will occur by mail, e-mail, or phone as soon as the Deacons have dealt with the application. A reservation has not been accepted until the required deposit is received by the church.

A bill detailing fees for building usage, technical service, and other financial commitments necessary for the event will be given to the user upon approval of the request.

All events, including church-sponsored events, must be placed on the church activities calendar and cleared through the church office.

Users will be given a copy of this policy and shall agree to release all the church and individuals in leadership within the church from any and all liability arising out of the use of church facilities or equipment.

Users granted permission to use the facility shall:

- Make a damage deposit in the amount of \$150 (for members and regularly attending non-members) or \$250 for all other uses. Damage deposit will be refunded no sooner than five days following the event, net of applicable charges, if any.
- Use the facility according to the rates set forth on the Schedule of Charges (Exhibit D). Exceptions to usage charges will be made (other than for AV charges) in the cases of twenty-fifth, fiftieth, and sixtieth wedding anniversary celebrations of church family and may be allowed (reduced or waived entirely) by the Deacons with respect to uses deemed to be in furtherance of the mission of the church and on a case-by-case basis.
- When deemed necessary, have present with them during set up, take down, and the actual event, a representative identified and acceptable to the church. Such

representative shall possess the necessary keys and have access to the necessary equipment needed by the user.

- Be provided with a FOB which opens the front door of the church. The FOB will be disabled immediately following the event. A \$10 charge will be assessed in the event the FOB is not returned.

Gibson City Bible Church reserves the right to make changes to any/all schedules in order to accommodate church ministry or unforeseen events (such as the death of a member). This includes any contractual agreements for any group. The church may adjust or waive any/all charges on an individual basis at the discretion of the pastor and/or the Deacons.

Restrictions

Alcoholic beverages are not permitted in the building or on church property, including the parking lot and pavilion.

Smoking and the use of other tobacco products is not permitted in the building or pavilion.

Gambling activities, such as bingo, lotteries, or raffles, are not permitted unless approved by the Deacons.

The sale of merchandise or other fundraising activities is not permitted unless approved by the Deacons.

Candles, incense, or other open-flame devices are not permitted except in the observance of a religious service. Those wishing to use candles should note the request on the application. The Deacons will consider requests to use candles when reviewing the application.

No tape, adhesives, staples, or tacks are to be used on any wall surface. Nothing is to be mounted on doors, windows, glass, posts, or mirrors. Any damage to the above will be charged to the user.

Items that are not eligible to be reserved or removed from the building include (but not limited to) kitchenware, nursery furniture, lawn mowers, garden tools, snow blower, and grill.

Facility Use Guidelines

It is expected that anyone using the GCBC facilities will recognize that the facility should be maintained in the best possible condition. Groups will be responsible for any damage to church facilities or property caused by misuse, negligence, or carelessness. With respect to church-sponsored uses, damage caused intentionally or by neglect of supervision, or due to misuse of facilities and properties may result in GCBC seeking compensation for that damage. Any damage to the property, facilities, or equipment

incurred in the course of uses other than those sponsored by the church will be the responsibility of the person or persons authorized to use the property or facilities. Any damages, injuries, or unusual incidents must be reported within 24 hours that such damage occurs.

Movement of furniture or equipment between rooms is not allowed without prior approval. Equipment may be brought in for use in the facility only after being approved in advance through the office.

Use of the facilities does not imply permission to use the classrooms, the nursery, or the toddler room. These rooms are also governed by the Facilities Use Form. If these rooms are used without authorization, a cleaning fee (vacuuming, sanitizing) will be assessed.

After an event, tables, chairs, and other furnishings used are to be returned to their original places. Any debris on floor or tables must be cleared away and rooms used left in good condition. Any material used must be placed in its proper storage area or taken with you. Restrooms are to be left clean. Please refer to the church clean up guidelines (Exhibit D) for a detailed description of expectations for clean-up.

In all cases, functions must end and the building vacated by 8:00 pm.

Facilities Use Fees

A detailed list of fees (Exhibit B) will be presented to the user at the time of request approval. All fees will be paid two weeks prior to the event. Reservations may be cancelled for non-payment with or without notice.

Set up and clean up should be handled by the user. Users should strive to leave the facility in the condition it was found in.

For the purposes of the fee schedule below, "members" are defined as GCBC members or regular attendees.

Exhibit A
Gibson City Bible Church
Facilities Use Request Form

(To be filed at least 45 days prior to event)
(A separate request form is required for weddings)

Name of Applicant _____

(Organization if applicable) _____

Address _____

Phone _____

Date of requested use _____

Starting Time _____

Finishing Time _____

Purpose for Building Use: _____

Requested Facilities:

- Worship/Activity Center (basketball/volleyball equipment o yes o no)
- Stage
- Sound System (requires GCBC Tech)
- Narthex/Café Area
- Café Coffee Service
- Kitchen
- Nursery/Toddler rooms
- Classrooms [Specify room number(s)] _____
- Pavilion (west restrooms o yes o no) _____
- Other facilities _____

By signing below I represent to the Gibson City Bible Church (“GCBC”) that, if the applicant is an organization, I am an authorized representative of that organization with authority to make these commitments in its behalf, that I have received and reviewed a copy of the Building Use Policy of GCBC, and I (individually and/or in behalf of the organization) accept responsibility for property damage to the property, facilities, and equipment of GCBC and will hold harmless and defend GCBC, its officers, agents, and employees against any and all claims for personal injury or property damage asserted to have arisen or incurred in the course of such use(s) (EXCEPT to the extent such claim is caused by the negligence GCBC, its officers, agents or employees) and agree to provide evidence of insurance or other financial capacity upon request.

Applicant's signature _____

Contact person (if different from Applicant) _____

Phone (if different than Applicant) _____

Date _____

(For Office Use Only)

Approved _____

Date _____

Disapproved _____

Date _____

**Exhibit B
Facilities Use Fees**

Facilities		Facilities usage	
		Non-members	GCBC members
Narthex/Café			
	Evening or half day	\$150	\$50
	All day (morning and afternoon)	\$250	\$50
	Coffee service	\$1.00 per person	
Kitchen			
	Evening or half day	\$100	\$50
	All day (morning and afternoon)	\$150	\$50
Worship/Activity Center (no stage)			
	Evening or half day	\$200	\$125
	All day (morning and afternoon)	\$350	\$200
Worship/Activity Center (with stage)			
	Evening or half day	\$250	\$150
	All day (morning and afternoon)	\$450	\$250
AV usage (requires approved sound tech)			
	Evening or half day	\$100	\$100
	All day (morning and afternoon)	\$200	\$200
Nursery/toddler rooms			
	Evening or half day	\$75	\$25
	All day (morning and afternoon)	\$120	\$25
Classrooms			
	Evening or half day	\$50	\$25
	All day (morning and afternoon)	\$75	\$25
Pavilion			
	Evening or half day	\$100	\$50
	All day (morning and afternoon)	\$150	\$50
	West restrooms	\$50	\$25

Exhibit C

Guidelines for Facilities Uses

In general, events that promote GCBC ministries; Kingdom work and purpose; Bible doctrine; charitable or educational organizations and purposes; and community outreach, relations, and development are welcome at GCBC.

Examples of events that are permitted at GCBC include:

- GCBC-sponsored events.
- Special occasions such as birthday parties, wedding and baby showers, graduation parties, anniversaries.
- Events sponsored by not-for-profit Christian organizations that do not conflict with GCBC doctrine and policies.
- Events sponsored by civic organizations that do not conflict with GCBC doctrine or policies.
- Events sponsored by sports teams or organizations that do not conflict with GCBC doctrine or policies.

In general, events that are aimed at raising or earning money or that conflict with Bible and GCBC doctrine and policies are not approved. Examples include:

- Fundraisers.
- For-profit business ventures.
- Worship for non-Christian groups.
- Events that conflict with Bible teachings and GCBC doctrine and policies.
- Events with inherent risk.

Exhibit D

Gibson City Bible Church Facilities Clean-up Guidelines

Narthex/Café

Tables and chairs must be wiped clean and returned to their proper locations.

Carpet must be vacuumed.

Should there be a spill, please clean the floor immediately. Carpet should be blotted with water-soaked paper towels and dried with paper towels. Please notify the custodian of the spill so it can be given immediate attention. Leave a note explaining the situation.

Rubbish must be tied and taken to the dumpster (located near the shed). New trash bags should be placed in cans.

If the patio area was used in conjunction with the narthex/café area, be sure to pick up any rubbish on the patio and return tables and chairs to their original location.

Countertop and sink should be cleaned and items such as napkins, coffee cups, and creamers returned to their proper places.

If the coffee service was used, be sure to discard coffee grounds, empty and rinse coffee urns, and return them to their proper storage area.

Doors to the patio and the front of the building must be locked before you leave.

Kitchen

If you plan to use the stovetop and/or ovens for preparing/warming food, please let the church know ahead of time. The natural gas and pilot lights are turned off when not in use. A church representative will make sure the pilots are lit for you.

If you plan to use paper products for your function/meal, please bring your own paper plates, plastic utensils, and cups unless other arrangements have been made. When the function is over, do not leave leftover paper plates, plastic utensils, or cups in the kitchen; take them home with you.

Whenever food preparation requires cutting or chopping, please use a cutting board (found in drawer on left side of sink closest to the stove). Be sure to clean cutting board thoroughly before returning to the drawer.

Any cooking utensils or dishes used from the kitchen should be washed and put away before leaving. If you don't recall where a particular item belongs, leave it on the counter rather than put it away in an incorrect cupboard.

Be sure to wipe clean the countertops, stovetop, ovens, and sink.

If dishtowels and dishcloths are used, please place them in the hamper.

Plastic tablecloths must be washed off *and dried* before they are put away to avoid molding.

Please pick up items off the floor; sweep the floor if there is excessive debris.

Trash bags must be tied and taken to the dumpster (located near the shed). New trash bags should be placed in cans.

Please do not take home items belonging to the church.

Please do not leave leftover food behind unless it is to be served at a specific event and is so marked.

Worship/Activity Center

If your event requires special arrangement of tables and/or chairs in the worship/activity center, please contact the church office at least two weeks prior to your event. There are a number of activities taking place throughout the week in this space, so the timing or your event setup and takedown will need to be coordinated with these events in mind.

After your function:

Tables must be wiped clean and returned to their proper locations.

Blue chairs are to be brushed off before being stacked and stored.

Refuse should be picked up off the floor.

If the stage area was used, this area must be picked up.

Should there be a spill, please clean the floor immediately. Carpet should be blotted with water-soaked paper towels and dried with paper towels. Please notify the custodian of the spill so it can be given immediate attention. Leave a note explaining the situation.

If trash receptacles were used in conjunction with your event, garbage bags must be tied and taken to the dumpster (located near the shed). New trash bags should be placed in cans and cans returned to their proper location.

Lights are to be turned off.

Nursery/toddler rooms

Toys should be picked up and returned to their proper places.

Tables should be wiped clean and returned to their proper locations.

Refuse should be picked up off the floor.

Bathroom should be cleaned, including toilet flushed, sink wiped down, and rubbish picked up and thrown away. If there are dirty diapers, please be sure to take trash to the dumpster (located near the shed).

Classrooms

Return tables and chairs to their original locations.

Dispose of any refuse.

Return writing utensils, reading materials, other items to their proper places.

Turn lights off and close door.

Pavilion

All refuse should be picked up, placed in garbage bags, and disposed of in the dumpster (near the storage shed).

Tables should be returned to their proper places.

Lights turned off.

If the restrooms on the west side of the building are made available for your function, you are responsible for cleaning them. Be sure that the toilets are flushed, sinks are wiped down, and rubbish picked up. If there are dirty diapers, please be sure to take trash to the dumpster (located near the shed).

ADOPTED: January 25, 2016 Deacons

ADOPTED: August 15, 2016 Elders