

# **POLICY FOR USING THE CHURCH PROPERTY**

SULLIVAN BAPTIST CHURCH

4152 Maplewood Street

Kingsport, TN 37660

423-349-6288

## **1. REQUEST FOR USE OF FACILITIES**

- A. Any activity planned anywhere on the church campus must be approved and scheduled through the church office prior to the event. To check the church calendar, call the church receptionist during office hours at 423-349-6288 on Monday thru Friday.
- B. The programs and activities of those requesting use of the facilities and equipment must not be contrary to the beliefs and teachings of Sullivan Baptist Church.
- C. Approved non-church related activities are subject to cancellation when church related activities need the building. The group contact person will be notified as soon as possible of any emergency changes.
- D. Facilities are not available to outside groups for fund raising, for profit making activities, nor for programs related to partisan political campaigns.
- E. All groups must provide their own insurance for the purpose of covering liability and property damage or accidents that might occur on church property. The user will be held responsible for any damage done to the church property during the scheduled event.

## **2. GENERAL GUIDELINES FOR USE OF FACILITIES**

This is God's Church, so we ask that you please observe the following directives:

- A. Smoking is not permitted in any church owned building. Tobacco products should not be used at the entrances and exits of buildings. All waste materials must be disposed of properly.
- B. Alcoholic beverages or illegal substances are not permitted at any time or anywhere on the church grounds. There will not be any exceptions.
- C. Telephone usage should be limited and restricted to local calls only.
- D. Groups are expected to stay in the location where their activity is scheduled. Other areas of the church are "off limits." Please use restrooms nearest the general location of your meeting.
- E. If rooms are rearranged or furniture and other items are moved from one room to another, make sure that such items are placed back and the rooms are left in the same condition that you found them.
- F. Playground equipment located behind the fellowship hall can be used but only when accompanied by a parent. (Please note: The playground located in front of the church is NOT church property.)
- G. If your group engages in crafts or handwork, please see that the floor and tables are properly cleaned and all materials are put away in assigned storerooms and cabinets.
- H. Office machines are not to be used by anyone without staff supervision or unless prior arrangements are made through the church office.
- I. If you adjust a thermostat to warm or cool a room, please set it to its original setting when you leave.
- J. Turn off all lights when leaving the building. Make sure the water is off in all restrooms. Check all appliances, such as the coffee machine, and others that may have been used.
- K. Close and lock all windows before leaving. Check all outside doors to be sure that they are locked. Make sure that the church is locked and secure before the last member of your group leaves.
- L. Food and drink are not to be brought into the sanctuary. Light snacks and drinks are permitted in meeting rooms and the preschool area. A full range of food and drinks are permitted in the Fellowship Hall.
- M. The use of some of the church campus out buildings may be used for training and teaching purposes by outside groups, but must be approved through the church office or staff. This does not include discipleship classes or any other church activity.

## **3. KITCHEN GUIDELINES**

- A. Do not use church paper products (napkins, plates, cups, etc.) for your group event. These items are provided for ministry activities only. Feel free to safely use other kitchen equipment.
- B. Do not leave food in the refrigerator. Remove all food when your group leaves.
- C. Empty coffee grounds and thoroughly wash and dry coffee urns and pots. Dishes should be dried and returned to cabinets.

- D. Remove trash and place in dumpster located beside Fellowship Hall. Replace trash bags in the trash cans. Extra trash bags are in the kitchen cabinets.
- E. Do not overload electrical circuits. The circuit breaker box is located in the kitchen.
- F. Church dishcloths, towels, and tablecloths will be laundered by the Hostess Committee. Sullivan Baptist Church does not provide tablecloths for non-ministry related functions or outside groups.
- G. Please leave the kitchen in as good (or better) condition than you found it.

**4. WEDDING GUIDELINES**

- A. All Wedding Parties must have a Wedding Director. If you do not know of a director you wish to use, the church will recommend a Wedding Director. The honorarium for the Wedding Director will be the responsibility of the Wedding Party.
- B. Arrangements for custodial service will be scheduled through the church office. Clean-up of the kitchen and kitchen utensils are the responsibility of the reception party. (Refer to Section 3.)
- C. Use bird seed rather than rice to throw at the bride and groom. Do not distribute or throw seed inside.
- D. Observe all other directives for using church facilities.
- E. The candelabra and accessories are available for use at Sullivan Baptist Church only and are not to be loaned outside the church. Use of candelabras is on a first-come, first-serve basis, and reservation must be made by through the church office. Candles will be purchased by Sullivan Baptist Church. Cost must be reimbursed by user party no later than the day of the event.
- F. Church sanctuary furniture or equipment should be moved only by a representative of the Properties Committee or staff. Arrangements for moving furniture or equipment should be made prior to the event by contacting the church office during normal business hours. Do not take it upon yourself to move any furniture or equipment. (NOTE: This does not include Fellowship Hall or classroom tables and chairs.)
- G. For NON-MEMBERS, a Sullivan Baptist member must be present during the rehearsal, wedding and reception to serve as a church representative for Sullivan Baptist and to provide necessary information about our facilities.
- H. Weddings must be performed by a Protestant minister in good standing with his denomination and must be approved by the Pastor and/or Chairman of the Deacons of Sullivan Baptist Church
- I. Sullivan Baptist Church, its custodians, pastor, trustees and members are not responsible for accidents, thefts or destruction of the property of anyone using these facilities.
- J. You expressly waive and release any right, claim, and remedy against Sullivan Baptist Church, its pastor, trustees, deacons, employees and members, which may arise from your use of the church property and/or facilities including, but not limited to, incidental consequential damages arising from or in connection with your use of the same.
- K. Facility Fees to be paid at the time of booking (applies to non-members only). The following facility fees apply for a wedding. These facility fees are used to offset such expenses as electricity, water, cleaning supplies, paper products, etc.

SANCTUARY.....	\$50.00
FELLOWSHIP HALL.....	\$25.00
CLASSROOM.....	\$10.00/per classroom

- L. Custodian Fees to be paid no later than three (3) days prior to the event applies to members and non-members. The following custodian fees apply for a wedding. Arrangements for these services must be made through the church office. Custodian fees may not be waived by the potential user volunteering to clean or agreeing to provide their own custodial services.
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| SANCTUARY.....       | \$75.00 |
| FELLOWSHIP HALL..... | \$25.00 |
- M. Audio Visual Fee to be paid no later than three (3) days prior to the event (applies to non-members only):
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| AUDIO/SOUND EQUIPMENT ATTENDANT.....      | \$50.00 |
| VISUAL/PROJECTOR EQUIPMENT ATTENDANT..... | \$50.00 |

Only a member of the church Audio Visual Ministry may operate the sound and projection equipment. This person must be present for the Rehearsal and Wedding . It is the responsibility of the Wedding Party to make this arrangement by contacting the church office at 423-349-6288.

- N. Payments must be either by exact cash amount or check made payable to Sullivan Baptist Church. Credit cards are not accepted.

