

TRINITY BAPTIST CHURCH

FACILITIES POLICY

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ALL GROUPS

Each group will be required to adhere to the following rules and regulations.

REPRESENTATIVE

Each group will be required to have one person who will be responsible not only for communication but also for damages. This person will coordinate all the scheduling, set-up, supervision, and cleanup of the facilities and will be solely responsible for that event.

REQUESTING USE OF THE FACILITY

Each group will be required to fill out a Facilities Usage Request form no less than two weeks prior to the activity date. The request form should be turned in to the church office. No group will be allowed to use any TBC facilities until the Ministry Lead and/or Elders have approved their request form. All official church related organizations and activities will take priority over all other requests. Not all of the rooms and buildings will be available at all times for all events. For example, the entire facility is used for ministry activities on Wednesday nights and Sunday mornings so no other use would be allowed. Also, some parts of the facilities must be used for certain type of events, such as, if the event purpose is for bible study or discipleship then the commons would not be the most appropriate room since it's design is for public fellowship and ease of entrance to all areas of the building.

CHILDCARE

Each group will be required to provide adequate childcare for the participants of the event. Children will not be allowed to "RUN" unsupervised in the facilities nor will TBC be responsible for childcare.

ENFORCEMENT OF POLICIES

Each group will be required to enforce the Facilities policies for their event. Any group that does not enforce these policies will lose their privilege to use the facilities. Trinity Baptist Church Elders may not grant requests made by any group.

After use, each group will be responsible for leaving the facilities in the same condition as found. This would include cleaning all spills and trash, replacing all equipment and furniture to their original location and turning out all lights.

Any group failing to meet these requirements will be responsible for paying the actual costs incurred to clean, repair, or re-setup the impacted area. The cleanup, repair, or setup will be scheduled and overseen by the TBC facilities representative. The group will be required to pay for any expenses incurred by the church to get the facility back to same condition before the group used the facility. There will be a post usage inspection where the condition of the facilities used will be documented. Any representative from the group is welcome to accompany the TBC representative during this inspection.

COSTS

Fees will be determined by the Elders based on purpose of the request and costs incurred from the event. Each group will be responsible to pay agreed upon fees and any extra costs incurred by TBC due to damages and/or extra maintenance incurred during the group's use of the facility.

SPECIAL PROCEDURES FOR SPECIFIC BUILDINGS/ROOMS

DUGOUT

Purpose

The Dugout is an important part of the All Stars Children's Ministry. Its primary purpose is to allow All Stars ministers to win kids to Christ and grow them spiritually. The Dugout is designed to attract children into an atmosphere where Christ is exalted, the gospel is repeatedly shared, spiritual growth occurs, and children are given clear examples and teaching of how to follow Jesus Christ. The Dugout is a safe, fun, and well-maintained area where All Stars ministers build relationships with elementary children.

Usage Guidelines

Normal hours of operation will be Sundays from 9:00am-12:00pm (or service over) and Wednesdays from 6:00pm-8:00pm. Use of the Dugout at other times will be limited. Due to the potential damage of costly equipment, random use of this facility will not be permitted.

The Children's Minister will schedule several Community Days and Parent's Night Out events throughout the year to allow all members and the community to enjoy this facility.

Any event requiring use of the Dugout can only be requested by a ministry lead and must be scheduled with the Children's Minister a minimum of two weeks in advance. This will allow time to staff the area.

Restrictions

Any use of the Dugout outside of normal hours of operation will require a Kid's Event Staff (KES) member to be present. Our Kid's Event Staff is a team of specifically trained individuals that will ensure a safe environment for kids while actively protecting equipment. The Kid's Event Staff team member will oversee the elementary wing. KES will not directly supervise children. This will be the responsibility of parents and small group leaders. Parents and small group leaders are expected to fully support and comply with the KES team. The size of the scheduled event will determine

the number of KES team members required. If a KES team member is not available, elementary children will not have access to the Dugout.

No private parties (birthday parties, family parties, small group gatherings, etc...) will be permitted in the Dugout.

No food or drink will be allowed in the Dugout.

If a child due to carelessness, horseplay or intentional vandalism damages equipment or merchandise, parents of that child will be responsible for the damage.

Summary

Our church is blessed and fortunate to have this facility. If we wish to continue to provide this incredible atmosphere for elementary students, we must all strictly abide by the guidelines that will enable us to maintain this type of game room.

SAFARI

Purpose

The indoor playground areas are an important part of the Safari children's ministry. The primary purpose is to attract young children and their families into an atmosphere where Christ is exalted and the gospel is repeatedly shared. The Safari is a safe, fun, and well-maintained area where Safari ministers help children Start a Foundation and Relationship in Christ.

Usage Guidelines

Normal hours of operation will be Sundays from 9:00am-12:00pm (or service over) and Wednesdays from 6:00pm-8:00pm. Use of the playground during other times will be limited. Due to our strong commitment to maintain a clean environment, random use of this facility will not be permitted.

The Children's Minister will schedule several Community Days and Parent's Night Out events throughout the year to allow all members and the community to enjoy this facility.

Any event requiring use of the Safari can only be requested by a ministry lead and must be scheduled with the Children's minister a minimum of two weeks in advance.

Restrictions

No food or drink will be allowed in the playground areas.

If a child due to carelessness, horseplay or intentional vandalism damages equipment or merchandise, parents of that child will be responsible for the damage.

No private parties (birthday parties, family parties, small group gatherings, etc...) will be permitted in the Safari.

Outside of the normal hours of operation use of either playground will require a Kid's Event Staff (KES) member present. Our Kid's Event Staff is a team of specifically trained individuals that will ensure a safe environment for kids while actively protecting equipment. The Kid's Event Staff team member will oversee the area and will not directly supervise children. Supervision is the responsibility of parents and classrooms leaders. Parents and classroom leaders are expected to fully support the KES team. The size of the scheduled event will determine the number of KES team members required. If a KES team member is not available, children will not have access to the Safari.

Summary

Our church is blessed and fortunate to have this facility. If we wish to continue to provide this incredible atmosphere for children and their families, we must all strictly abide by the guidelines that will enable us to maintain this type of playground.

DEFINITION OF GROUPS

CHURCH GROUP

A church group is any person(s) who is a member of Trinity Baptist Church and is using the facilities or grounds for a church sponsored ministry activity. This would also include groups that are officially approved by Trinity Baptist Church.

Ministry related usage, and regularly scheduled functions must be approved by ministry leads and do not require Elder approval. These types of requests could be restricted to certain days of the week to help the cleaning and maintenance schedule.

CHURCH APPROVED GROUP

Trinity Baptist Church officially sponsors several civic and non-profit groups within the community. These groups have been voted on and approved by the Elders and must serve within the moral, religious, and community parameters of Trinity Baptist Church. These groups meet in the facilities of Trinity Baptist Church by privilege not by right. Failure to adhere to our church policies and/or church leadership instructions may lead to the forfeiture of facility privileges.

These groups are not considered direct ministries of TBC and are solely responsible for monetary needs and governmental requirements. Trinity Baptist Church however, provides assistance in the following areas:

SPACE – Meeting space is given to these groups as needed and as available. These groups must adhere to all the rules and regulations of Trinity Baptist Church, which includes formal requests for additional meeting space, supervision of children, and clean up of the facilities.

SUPPORT – Trinity Baptist Church will lend support to officially approved groups, as it is capable. Trinity Baptist Church and its leadership may not approve all requests.

CHURCH NON MINISTRY RELATED GROUP

Church members who desire the use of TBC grounds and facilities for non ministry purposes such as birthday parties, family reunions, sports activities, etc... are considered to be Church Non Ministry Related Groups.

NON-CHURCH GROUP

A non-church group is any group that is not officially approved by Trinity Baptist Church and is not directly under a ministry of Trinity Baptist Church. This would include all civic organizations, and community-sponsored groups.

All official church groups will take priority over non-church requests. Upon approval, the requesting group will be required to submit a Facilities usage deposit fee of \$100.00, which is refundable after a post use inspection of the facility by a representative of the Maintenance staff. The fee payment will be billed no later than two weeks after the usage dates and are due no later than two weeks after the postmark date.

All non-church groups will be required to provide a copy of an accident insurance policy for their participants to Trinity Baptist Church. Trinity Baptist Church will not be the primary insurer for any non-church group or non-church member. The accident policy must have a minimum coverage of \$1,000,000.00.

FACILITIES AGREEMENT

Whenever an activity or function that is not a direct ministry of TBC is requested and approved for use at Trinity Baptist Church's facilities, the organizers thereof must agree to abide by the preceding policies and the following rules. If the function/activity cannot agree to the following, the use of Trinity's facilities will be declined.

1. All sound/lighting uses requested, must be approved by the Worship/Production Ministry at Trinity and overseen by same. Trinity will set the limits of which equipment the activity may utilize. Any broken/misplaced or otherwise made-unusable equipment or materials shall be the responsibility of the activity/function. They will be invoiced for the replacement and will be required to pay for the same.
2. The facilities representative for consistency with existing policies must approve all tables, chairs or other decorations required. As in number 1 above, any broken/misplaced/unusable equipment or materials shall be the responsibility of the activity/function's organizers who shall be invoiced for the loss and be responsible to pay the full invoice amount.
3. Trinity Baptist Church's leadership shall be given the opportunity to plan for and deliver an opening welcome and brief narration of Trinity itself. The organizers for the activity/function shall work hand in hand with the leadership of Trinity to initiate it.
4. There is to be absolutely no tobacco products or alcoholic beverages at any time on any part of the Trinity Baptist Church campus.
5. A representative from the function or activity requesting use of the facility must meet with a TBC representative at least one week prior to the activity/function to finalize the use of the facilities, sound/platform equipment, kitchen or any other item requested to be used. A complete set-up diagram must be provided to Trinity and approved by the representative of Trinity. No additions to equipment, room diagram set-ups, etc., may be made the day of the activity.
6. Usage fee agreed upon by the Elders _____.

Elder Representative _____

Acknowledged and agreed to by: [Name of function/activity]

Authorized Representative _____

Date _____

INSPECTION LIST

Lights off	_____	_____
Vacuum:	Halls	_____
	Rooms you have been in	_____
	Door mats (All entrances used)	_____
Mop: (Area you have been in if needed)		_____
	Floors	_____
	Kitchen	_____
	Bathrooms	_____
	Halls	_____
Check bathrooms		
	Toilets/urinals flushed	_____
	Paper off floor	_____
	Sinks/mirrors clean	_____
Trash		
	Empty trash	_____
	Carry trash to dumpster	_____
	Replace trashcan liners	_____
Coffee pots cleaned and warmers turned off	_____	_____

Please keep doors locked to rooms you are not using. Also, check any rooms your children might have been in during your event.

FACILITIES POLICY RULES

No skates of any kind in any of the buildings.

No swearing of any kind.

No tobacco of any kind.

No kicking of any balls or bouncing balls off of walls, ceilings, or in hallways.

No intentional throwing of balls with the intent of hitting facilities fixtures.

No misuse of equipment. Ie: kicking basketballs, sitting on tables, hanging from basketball goals.

No use of hard baseballs / softballs in any of the buildings.

No playing sports in the facility with boots or any shoes that could be considered damaging to the floor. This would include shoes that leave dark marks. Any person caught wearing these types of shoes will remove their shoes or stop play.

No entering unauthorized rooms or buildings.

No taking equipment out of any of the facilities.

Any equipment or furniture that is moved must be placed back to its original location.

The individual that spilled it must clean the spill.

No tampering with or adjusting thermostats.

No tampering with fire extinguishers and or safety equipment.

No hanging of decorations or devices without approval from the facilities representative.

No blocking or obstruction of any exits or hallways.

No official practices of sports teams on Wednesdays or Sundays.

No using tape against glass windows.