



Facility Use Policy for Members

As a ministry to its members and as an outreach to the community, Lebanon Baptist Church welcomes the use of its facilities when the use does not conflict with regularly scheduled church activities. However, in order to protect the church's financial investment in the facilities and to properly reimburse the time of church representatives who oversee the use of the facilities, the Trustees, with the approval of the Deacons, have established the following policies.

1. The pricing policy shown below applies to active members who desire to use the facilities for special events or activities that are "non-income generating" (i.e. a non-business event).
 - a. These rates do not apply to official church groups such as Sunday School classes, choirs, youth and children's groups, or other church approved committees and boards. Church groups are responsible to schedule their events through the Church Office, leave the rooms clean and orderly, and make arrangements with a church representative (when necessary) for special needs [like sound & lighting in the worship center, moving the partitions in the social rooms, etc].
 - b. All costs are based on minimum 4 hours usage. **Each additional hour will be charged at the rate of \$25.00 per hour.**

WEDDINGS

<u>Wedding Ceremony</u>	<u>Rehearsal Dinner</u>	<u>Wedding Reception</u>	<u>Kitchen</u>
\$300.00 *	\$50.00 per room	\$50.00 per room	\$50.00 **

OTHER EVENTS (Recitals, Banquets, Showers, etc.)

<u>Worship Center</u>	<u>Use of Social Rooms</u>	<u>Use of Kitchen</u>
\$250.00	\$50.00 per room	\$50.00 **

* *Wedding ceremony includes the rehearsal (2 hours) and the wedding (4 hours). Fee also includes cleaning, set-up of platform, sound and lights.*

** *Kitchen fee assumes caterer will use equipment and facilities to prepare food (4-8 hours, i.e. for a dinner/reception). If kitchen is used only as a staging area with no food preparation involved, there will be no additional charge.*

2. Any reservation of the church facility is on a "first-come, first served" basis and is subject to the approval of the pastoral staff and/or trustees. In addition, any potential scheduling conflicts will be subject to final decisions made by the pastoral staff and/or trustees. Confirmation of the reservation will be made when the Facility Usage Agreement Form is completed and payment is received.

3. **Each room** to be used must be requested *in advance* on the Facility Usage Agreement Form.
4. No furniture, moveable walls or other fixtures may be moved without obtaining approval *in advance*.
5. All decorating must be approved *in advance* to insure safety, accessibility and other issues are considered. Any decorative materials used must be removed the day of the event.
6. Any light, sound or set-up requirements must be approved *prior to the date of the event*.
7. Any usage of candles or open flame must be approved *in advance* (per City of Roswell Fire Ordinance).
8. The Lebanon Baptist Church facility may not be used for any event with the purpose of commercial financial gain.
9. No alcoholic beverages of any kind or tobacco products may be brought to the facility for any activity that is scheduled at the facilities of Lebanon Baptist Church.
10. No dancing will be permitted at any activity that is scheduled at the facilities of Lebanon Baptist Church.
11. All checks for the use of the facility should be made out to Lebanon Baptist Church.
12. These charges are being made for the use of the facility, utilities, equipment, and for a qualified church representative to oversee the use of its facility and equipment. They are not to be considered a gratuity to any church member or representative.
13. The qualified representative for LBC will be chosen by an appropriate pastoral staff member and will be accountable to the pastoral staff and/or trustees.
14. For each approved activity, a qualified representative of Lebanon Baptist Church will be responsible to oversee the set-up, cleaning, restoration of rooms to proper arrangement for next scheduled usage, usage of equipment, opening the facility prior to the event, securing the building when the event is completed, and any other activities deemed reasonable by the pastoral staff and/or trustees.
15. The individual who signs the Facility Usage Agreement Form will be responsible for insuring that all the guidelines are followed and will also be responsible for payment of the damage deposit and fees.
16. This usage policy is effective January 1, 2004. Any reservations made on or after that date will be subject to all fees and requirements.
17. Any deviations, exceptions, or interpretations of the above policies will be subject to the approval of Lebanon Baptist Church Trustees.