



# Second Baptist Church - Facility Guidelines

The buildings and property of Second Baptist Church are considered a means to provide opportunities for the congregation to worship, fellowship, and witness to and serve the community. These guidelines were developed to insure that the facilities are utilized in a way that brings honor and glory to God.

The Administrative Minister is the final decision-maker concerning use of church facilities.

## I. FACILITY USE

While Second would like to extend its facilities to all groups, the day and age we live in does not allow for this. Groups advocating values or actions contrary to Christian character and the example of Christ are not permitted use of church facilities. The church buildings, equipment and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable or community benefit. Second facilities are available in accordance with the following general priorities and guidelines:

1. Church worship
2. Weddings
3. Funerals
4. Meetings of core ministry groups within the church (Men's Ministry, Women's Ministry, Children's Ministry, Student Ministry, Bible Fellowship, etc.)
5. Groups that have an affinity to Second Baptist Church (Kingdom First Partners).
6. Personal use by members.
7. Community service, educational organizations, and other non-profit organizations will be considered upon receipt of an application.

## II. FACILITY FEES

- Ministry Related, Church-Sponsored events & funerals No Fee
- Personal Use by Second members TBD
- Other approved groups TBD
  - Use of church facilities for outside groups may be subject to a use and maintenance fee to pay for the upkeep of church facilities and any necessary media/A/V needs. These fees will be determined and included in this agreement.

## III. FACILITY AREAS

- Gathering Room/Gathering Room Kitchen
- Fireside Room
- The Court
- Atrium/Atrium Kitchen
- Basement
- Adult Bible Fellowship Rooms: 209-222
- Auditorium



#### Additional Details:

1. To honor our facilities staff, only events that do not require setup will be scheduled on Saturdays because of the need to set up for Sunday Services and Sunday School.
2. Staff member will help decide room reservation based on capacity needs.
3. All events should take place between 8:00 AM and 9:00 PM.
4. If a staff member is on site, there is no need for a security person. If the event does not include a staff member, please request security until the event is over.
5. Personal Use – The Gathering Room Kitchen is the only area available for personal use. The Church's Facilities Team will return Church equipment, such as tables and chairs, to original placement.
7. The Church's Facilities Team will turn off all lights and will lock all doors.
8. Please leave the space you have reserved similar to how it was set up. Take anything you brought with you as you leave.

#### **IV. FACILITY SCHEDULING**

Before scheduling an activity and/or meeting, a request should be made through the ministry in which you are scheduling. Said ministry will send you a link to a facilities reservation form. This can also be found on the website.

Facility use requests shall be made through the Ministry Leaders the event revolves around. If this is an outside event, it will be directed to the Communication and Events Director and Marketing and Events Associate. The event will be reserved and placed on the church calendar only when the Administrative Minister approves the use.

Church sponsored groups or church related functions will be given priority in scheduling events/meetings. The volume of events in any given weekend may also play a factor in event Confirmations.

#### Procedure:

1. Facilities Request Forms are located on the Website under resources. Please fill out the form completely, indicating everything you need for the event.
2. Requests are reviewed on Tuesdays. You will be notified once your request is approved or contacted if there is a conflict in scheduling. The event will then be placed on the church calendar.
3. Please give at least two weeks' notice of your event.

#### Cancellations:

If it is necessary to close the church due to inclement weather, scheduled users should access the church's website, Second's app, or Second's Facebook page for information. For any other emergency closings, the office staff will notify the scheduled users.

#### **V. FACILITY USE REQUIREMENTS**



- Courtesy – Please be aware that several groups may use the facility at one time. It is important to stay in your designated area to avoid interfering with other activities.
- Groups or organizations using the facilities will be responsible for any and all damages to the church property caused during the meeting. The church will not be liable for personal belongings that may be left or damaged as part of the meeting.
- An adult (21 years old minimum) must be present and in charge of any activity.
- There will be no use of tobacco or alcohol products in the church buildings.
- The use of nails, screws, or adhesive tape is prohibited in all church buildings.
- Posters, signs, flyers, etc. may not be mounted on walls, doors, windows or any structure that may be damaged. Painter's tape may be used to decorate for banquets and showers.
- The piano and furnishings on the platform in the Auditorium or piano in the Fireside Room and Gathering Room cannot be moved except by permission of the church's music minister or church administrator.
- Furniture from the areas listed above cannot be moved for any reason including tables and chairs.
- No skateboards, hoverboards, or roller blades are allowed on church premises.
- Should you use a kitchen, please clean up after yourself as if it is your own home.
- Disposable products, coffee, and supplies are not to be used for personal use.
- Non-church activity reservations will not be scheduled on a recurring basis.
- Out of respect for our facilities team, no outside, KFP, or personal event will be scheduled on Sundays.
- Food and beverage is allowed in classrooms, but not in the auditorium. Should the need arise for other reserved areas, it will be determined by a Second Staff Associate when discussing the use of the facilities.