

General Building/Facility Usage Policy

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GENERAL BUILDING/FACILITY USAGE POLICIES

South Side Baptist Church
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The policy for management of this facility is intended to ensure orderly access:

1. Church ministries
2. Members of the church
3. Regular Attenders (those individuals we have a record of attending at least 2 times per month for at least 6 months).
4. Fees may be assessed in certain instances to cover full or partial expenses of an event.

When you use the building, two simple rules of thumb should guide you:

1. This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory, but do your best to take care of it.
2. When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry!

If you would like to use the facility for a wedding, please view the Wedding Rental Policy. You can find the Wedding Rental Policy at www.southsidesbc.org/weddings.

If you have any questions or requests regarding any portion of this policy, please email Stefanie LaCava (Church Office Administrator) at info@southsidesbc.org.

General Facility Policy

NOTE: For private gatherings (non-ministry use), a security deposit of \$100 will be requested at least four (4) weeks prior to the event for the use of the building; this deposit will be returned should the building be left in the condition in which it was found.

1. Facility usage must be coordinated with the church calendar and scheduled two months in advance with the church Office Administrator (see contact information above) and by filling out a "Building Use Request" form. This form is found online at www.southsidesbc.org/rental. Upon receipt of a completed Building Usage Request form, a tentative "hold" will be placed. Notification of approval will follow within two weeks.
2. Members and regular attenders are asked to do all set-up, take down and clean up of the area used. (See the "Clean Up Checklist" found at the end of this document for instructions). In the event excessive or unusual clean up is required after the event, the deposit will be forfeited on the part of the church Cleaning Supervisor.
3. We encourage the use of rooms as they are set up; requested room layouts different than the standard will need to be taken care of by the party renting the room. Rooms must be returned to the original layout (diagrams will be posted within each room.) We also encourage the use of the gym for use with events that involve food.
4. ABSOLUTELY NO:
 - alcoholic beverages on church property
 - smoking in the church building or within 8 feet of any doors
 - pesticides in or around the church facility
 - food or drink in the Sanctuary
 - red, purple, lime green, orange or other "colored" drinks in carpeted areas of the building. Colored drinks are allowed in the gym, but all spills must be immediately cleaned to prevent staining. If there's a permanent stain on the gym or on carpet that is not able to be fully cleaned, you must contact the Church Office Administrator before the end of the event.
 - taking church equipment from the premises for personal use (includes all tables, chairs, sport equipment, and audio visual-equipment)
 - moving of platform, musical instruments/gear without permission
 - kicking of balls in sanctuary
 - DUCT TAPE on gym floor; blue or grey painter's tape is a usable alternative (check with church maintenance before purchasing)
 - rollerskates or skateboards
 - candles
5. The use of snacks with children must be supervised by an adult.
6. The church will not be responsible for personal property left in the building.
7. Tape or string can hang decorations; tape must be removed completely. We recommend blue or green painters tape.
8. We request respect for other peoples or ministries using the building at the same time.
9. Ministry leaders must provide for adult supervision of children during an event held in the building. Rooms used for childcare must also be requested and approved before the event.

10. Doors of rooms not requested (and approved for use) must remain locked.
11. Saturday evening events must be cleaned up, finished and out of the building by 10:00 pm.
12. Members in good standing may request a key and temporary code to use for their event.
13. When leaving the building, please follow the lock-up procedure listed below.

Lock-Up Procedure

The last person in the building should be the ministry leader/ individual who requested the use of the building for the event. This person needs to pick up the laminated "Building Usage Checklist" which can be found at the Welcome Center. Each item on the checklist needs to be "checked", and the sheet "initialed" when done. The completed and initialed checklist/ clipboard should be left on the Welcome Center for the Church Office Administrator to pick up. To lock and secure the building, please follow this procedure:

1. Review the checklist and check each area as specified (kitchen, bathrooms, doors and lights). Note that lights in the children's wing (green painted walls) and main foyer turn off automatically; there are no switches for these lights. The rest of the building needs lights turned off manually.
2. Check **Door E** to make sure it's is fully closed and locked. (Door is found on far side of the gym, facing south).
3. Lock **Door A** under canopy. (All other exterior doors should already be locked, but should be checked to ensure they are locked.)
4. Double check that doors are locked by pulling on them before you leave. If they do not lock, please contact a church staff member before leaving!
5. If you need to return a key, please follow directions discussed when arrangements for the key were made.

Building Usage Checklist

GENERAL

- Bathrooms in area you used are clean (counters wiped, trash picked up off floor, toilets flushed)
- Decorations taken down and either taken with you or disposed of in outside trash bins
- Tables, chairs and any other items used are wiped down and put back in designated areas
- Floors swept
- Trash taken out to black trash bins by garage
- Lights turned off
- Doors locked and everyone out of building
- Alarm is set (doors must be shut and all movement must cease inside building in order to set the alarm)

SANCTUARY

- Trash is picked up off floor
- All items you brought removed from stage

- Tables, chairs and any other items used are wiped down and put back in designated areas
- Trash taken out to black trash bins by garage
- Vacuum floor (vacuums in closet to left of stage)

GYM

- Bathrooms - wipe off counters and pick up any trash, take out trash if needed
- Tables, chairs and any other items used are wiped down and put back in designated areas
- Clean up any wet spills, Dry mop floor (mops in closet closest to outside wall—east side of gym)
- Trash picked up off floors in gym and surrounding rooms if used
- Trash taken out to black trash bins by garage

KITCHEN

- Collapsible trash bins put back in kitchen
- Dishes washed, dried, and put away
- Four-wheeled carts put back and wiped down
- Towels hung on faucet or sink dividers to dry
- Trash taken out to black trash bins by garage and lid placed on trash can in kitchen
- Replace trash bags

CLASSROOMS

- Chairs put back to classroom set up (see image on back of classroom door)
- Counters wiped down
- Coffee pot emptied and washed out; Coffee machine turned off
- Dry erase boards cleaned
- Trash taken out
- Replace trash bags

NURSERY

- See clean up checklist located inside the Nursery

Facilities at Church

SANCTUARY

The Sanctuary can only be used by approval and permission of the Pastoral staff. The Church Office Administrator will coordinate this.

- Sound System - You must use one of our trained sound technicians. There is a fee of \$50 for their services (not included in \$100 refundable deposit).
- Stage - If you need any items removed on the stage, you must set an appointment with the Worship Pastor at least three (3) weeks prior to the event.
- Decor - Decorations will not be allowed to hang from lights or ceiling. No tacks, pins, nails, or glue shall be used to fasten any decorations to the furniture, building or carpet. Only plastic clips or ribbon shall be used to fasten anything to the chairs. Decorations may be taped around doorways, on windows, or hung from the rails on the balcony in the sanctuary. Command strips or painter's tape are allowed, but liability for damaged walls will be placed on the ministry leader/individual whom is holding the event.
- Chairs - chairs may be moved to accommodate your group and must be put back when finished
- Clean up - see checklist

STUDENT CENTER

The Student Center can only be used by approval and permission of the Pastoral staff. The Church Office Administrator will coordinate this.

GYM

- The gym may be used for your party or event. Please keep the doors between the Children's Wing and Welcome Foyer closed during your event.
- Equipment - see equipment list below for available materials.
- Bathrooms - Please use the bathrooms attached to the gym.
- Decor - Decorations will not be allowed to hang from lights or ceiling. No tacks, pins, nails or glue shall be used to fasten any decorations to the furniture, building or carpet. Only plastic clips or ribbon shall be used to fasten anything to the chairs. Decorations may be taped on and around doorways and on windows. Command strips or painter's tape are allowed, but liability for damaged walls will be placed on the ministry leader/individual whom is holding the event.
- Clean up - see checklist

KITCHEN

The kitchen may be used for any event and comes with the rental of the gym.

- Supplies available in the kitchen:
 - You may use the trashcans and trash bags available in the kitchen. Replacement trash bags are found under the island kitchen sink.
 - You may also use the pitchers, bowls, serving spoons, ovens, fridges, warmer, coffee pots (use of kitchen equipment may require a review of operation by an authorized person)
- You must provide your own plates, bowls, utensils, napkins, cups, food items, drinks (non-alcoholic)

- Clean up - see checklist

CLASSROOMS & NURSERY

Certain classrooms can be used, but must be pre-approved by the Church Office Administrator when date is approved.

- Set-up - Each classroom can be rearranged to your needs. Please refer to the classroom picture (found in each classroom) and place all furniture how it originally found. Be sure to clean all used counters, tables, coffee machines, and coffee pots.
- Decor -Decorations will not be allowed to hang from lights. No tacks, pins, nails, or glue shall be used to fasten any decorations to the furniture, building or carpet. Only plastic clips or ribbon shall be used to fasten anything to the chairs. Decorations may be taped on or around doorways, placed on windows, and hung on the ceiling. Command strips or painter's tape are allowed, but liability for damaged walls and damaged ceilings will be place on the ministry leader/individual whom is holding the event.
- Clean up - see checklist

ITEMS YOU CAN REQUEST FOR USE:

Located in Gym:

- 6 ft. Rectangle tables (approx. 6 available)
- 8 ft. Rectangle tables (approx. 15 available)
- 8 ft. Round tables (18 available)
- Padded folding chairs

Located through church facility:

- Blue Chairs (for Adult classrooms) (approx. 40 available)
- Padded Cream/Brown Chairs (sanctuary) (200 available)
- Projector - portable (1 available)
- TV/DVD cart (2 available)
- Whiteboard w/stand (1 available)
- Sound Equipment - sound system in sanctuary, microphone (stand) - A/V person required for set-up
- Music Stands (3 available)

Calendar Checklist for Event Planning

4-8 WEEKS BEFORE EVENT

- Fill out "Building Use Policy" form online. This form is found at www.southsidesbc.org/rental.
- List out and all requests of the building on the online form—the Church Office Administrator will contact the appropriate people if you need to use other aspects of the church facility besides the gym and kitchen.
- After your event is approved, mail a \$100 check to the church at PO Box 2494, South Bend, IN 46680. This is a refundable deposit, so long all terms and conditions have been met.

3 WEEKS

- If additional rooms were requested, the appropriate ministry leader/church Pastor will contact you.
- If using the stage and need items removed, set up an appointment with the Worship Pastor.

2 WEEKS

- If you were not awarded/given a church office key, inform the Church Office Administrator who will be unlocking the church for you

1 WEEK

- Relay any changes needed to Church Office Administrator

DAY BEFORE

- Decorate or set up for your event

Frequently Asked Questions

WHO CAN USE THE CHURCH?

The church can be used by members of South Side or at the discretion of the Senior Pastor. If someone who is not a member is using the church, a Pastor or member of the church is required to be present while the building is open.

ARE THERE ANY DAYS I CANNOT USE THE CHURCH?

- Sundays
- Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day (and the day after Christmas), New Year's Eve and New Year's Day.
- Saturdays: rentals must begin before 5pm and end no later than 10:30pm

CAN I GET IN EARLY TO DECORATE?

You can get in the day before your event to decorate. If you need more than one day, you need to contact the Church Office Administrator

CAN WE BRING IN BEER OR CHAMPAGNE TO CELEBRATE?

Alcoholic beverages of any kind are not allowed anywhere on the church property, including parking lots, dressing rooms, etc. Any persons found to be under the influence of alcohol or drugs will be removed from the church property. Smoking is not permitted anywhere in the church building, including restrooms and dressing rooms.

WHAT IF I FORGET WHERE THINGS GO WHEN I'M DONE?

If you are moving any items in the church for your party/event, please make a sketch or take a picture of where everything goes so you can ensure the items all get put back where they belong.

WHAT IF I WANT TO HAVE A WEDDING?

Please visit www.southsidesbc.org/weddings. This policy is not designed for wedding rentals.

*South Side Baptist is not responsible for any loss or damage to personal equipment, nor are they responsible for anything left at the church after the event.

*All guidelines are subjected to review by the Pastoral staff at any time.