

Building Use Policy

Royersford Baptist Church
452 South Lewis Road
Royersford, PA 19468

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Conditional Use and Regulations for the Use of Fellowship Hall, Parlor, Choir Room and Other Rooms

Statement of Purpose:

The property and facilities of Royersford Baptist Church (RBC) have been created to bring glory and honor to God and to support and encourage God's work in the world. The use of these facilities to those ends by the church membership and outside groups is encouraged. The following guidelines are designed to ensure appropriate use.

A. Guidelines for Use

1. The facilities at RBC may be used by outside groups as long as the Guidelines adopted by the Leadership Council are strictly observed.
2. In general, regularly scheduled events will be given precedence over one time events, and activities of the congregation will have priority over use by outside groups.
3. RBC facilities may be made available to approved organizations for purposes of emergency disaster relief and evacuation.
4. The Royersford Baptist Church building is not available to "for profit" groups to conduct their business ventures.
5. Definitions:
 - Church family – the church family is defined as all members and active participants who are listed as such in the current church directory or its addenda.
 - Social functions are defined as dinners, luncheons, athletic events (note prohibited uses, section C), or meetings.

B. Scheduling and Fees

1. A schedule of the use of the church facilities will be maintained by the church Administrative Assistant, who will monitor use to avoid conflicts.
2. All fees collected will be deposited to the General Fund of the church.
3. All groups, church family or outside, shall designate a responsible adult as a contact person to interact with the Administrative Assistant.
4. A facilities use request form (Exhibit A) must be completed in order to reserve a room. Upon church approval of the rental, the following must be completed:
 - A Room Rental Agreement.
 - A certificate of insurance showing general liability coverage of at least \$1,000,000 per occurrence and showing that Royersford Baptist Church has been endorsed to their policy as an Additional Insured. For groups whose primary activity is child care or working with children and/or youth, the insurance must include coverage for Sexual Abuse and Molestation Liability. For purposes of practicality, Abuse and Molestation Liability coverage will not be required for events such as parties.
 - Verification of Receipt of Key form (Exhibit B).

5. Regular meetings and special events of other tax exempt organizations (Scouts, AA, OA, etc.) will be scheduled in the Fellowship Hall or appropriate other rooms. Groups scheduling smaller events are encouraged to use the Parlor or the Music Room. The coordinator/contact person for the group must complete a new Request Form (Exhibit B) each year and submit a current certificate of insurance. At that time, the contact person for the group and the schedule for the year must be updated.

6. Rental Fees (for one-time events):

a. Church family

Donations will be accepted from the church family. This donation is to cover utilities and custodial services. The church family member must be one of the main and primary organizers of the group and/or event.

b. Non-members

Fellowship Hall

\$100 per hour (single use), plus an additional (refundable) security deposit of \$100.00.

The security deposit will be returned:

- 1) after the church custodian has checked the condition of the room and notified the Administrative Assistant that no damage resulted from the use, and
- 2) upon return of the key, if all of this agreement has been kept.

Other Rooms

\$25.00 per hour (single use) plus refundable security deposit of \$50 which will be returned as described above.

Notes

Rental of the Fellowship Hall includes access to the restrooms in the back hallway of the building. Access to the rest of the building is not included in the rental of the Fellowship Hall.

Rental of the Parlor includes access to the restrooms in the hallways near that room. No other part of the facility is included in that rental.

- 7. Rental fees for regular or recurring use will be set by the Building and Grounds Committee and will be reviewed annually.
- 8. Keys – A key to the appropriate outside doors may be picked up from the church office during the week preceding the event. For all single event rentals, the key must be returned to the church Administrative Assistant within two business days after the conclusion of the event. If a key is lost or not returned, the renter will be charged for replacement and/or re-keying the affected locks at the discretion of Royersford Baptist Church.
- 9. Set up, breakdown, and cleaning services are available (depending upon availability of the church custodian) for an additional fee. The fees are:

Service	Size of Group	Fee
Set up – Fellowship Hall	Parties of 75 or more	\$75.00
	Parties of less than 75	\$35.00
Break down and cleaning	Parties of 75 or more	\$125.00
	Parties of less than 75	\$85.00

The church Administrative Assistant will calculate the charge and accept the payment.

- Guidelines and fees for wedding services are outlined on a separate form; funeral services are provided for members and non-members at no charge, the latter as an outreach and caring ministry.

C. Regulations and Premises Requirements and Restrictions

Building use regulations are intended to protect the integrity of the building, to ensure continued availability for future generations, and to protect the investment of labor of the church family. Within the Fellowship Hall, basketball and volleyball are permitted activities with adult supervision. All other sport/game-related usage requires advance approval from the church Leadership Council.

- In general, all users should be respectful of church property and of others when using the facilities.
- There shall be no rollerblading, inline skating or skateboarding, or similar games that could damage windows, doors, or lights, permitted in the Fellowship Hall or any other areas of the building.
- Entrance shall be arranged through the church Administrative Assistant. Entrance shall be through the main door only for rooms other than the Fellowship Hall. Entrance to the Fellowship Hall shall be through the main entrance to the Fellowship Hall.
- Both restrooms should be kept as clean as possible. The restroom sinks are not to be used for cleanup of paint, glue, craft materials, or hazardous materials. Craft cleanup should be done in the mop sink located adjacent to the kitchen.
- Smoking is not permitted in any area of the church building and grounds.
- No alcoholic beverages are permitted on church property.
- Given the potential for accidents in the kitchen, no children under age 18 are permitted to use the church kitchen without supervision by two parents or other responsible adults.
- No tacks, staples, nails or similar items may be used on the walls. Tape or StickyTac may be used, but must be completely removed after the event is concluded.
- The sound system located in Fellowship Hall is available for use in the hall. All music and related sound systems are to be kept at reasonable levels so as not to disturb neighbors or other church activities. The church does not provide any other equipment (VCRs, DVD players, TV monitors, pianos, etc.) for the renter's use. The church's lighting and stage equipment are not available for borrowing by outside groups, except by special arrangement with the RBC Players.
- The sound system and associated equipment located in the Sanctuary is not available for use by renters, nor are the church banners.

11. The piano and the drum set in the sanctuary may not be moved. If you wish other items on the platform moved, please note this on your Room Rental Agreement.
12. The platform in the sanctuary is only to be accessed by necessary participants of your group. All others should remain on the main floor including those taking photographs.
13. All activities should end at a time to allow for the room to be cleaned and secured and ready for the next day. This does not include special pre-arranged activities such as youth lock-ins.
14. Tables and chairs are to be returned and/or replaced in the position requested by the Administrative Assistant.
15. The church kitchen may be used for food preparation; use of a catering service is also permitted. The refrigerators and freezers may be used for temporary storage. *All kitchen users must adhere to the posted Guidelines for Use; arrangements for use of the kitchen appliances must be made in advance with the Kitchen Team to ensure proper training.*
16. All trash must be removed and placed in the dumpster outside the Fellowship Hall. Place a new liner in the trash cans after emptying them.
17. Place recyclable materials in the appropriate containers. The containers are labeled (e.g., plastics #1 and 2, aluminum cans).
18. Non-members must provide their own paper products and condiments. Articles in the kitchen are church property and are not part of the rental agreement.
19. Members may use tableware, tablecloths, dishcloths, and towels, but are required to launder them before returning them to their proper storage place.
20. The HVAC system must be turned down, and lights must be turned off and doors and windows must be closed and locked when the building use ends.
21. Those using the facilities will be responsible for any breakage and/or property damage that occurs during use. The security deposit will be applied toward any such damage.

Tables and Chairs

Depending on availability, Church members may borrow tables and chairs by completing a Sign Out Form for Use of Church Equipment (Exhibit C) and making arrangements with the Administrative Assistant. Tables and chairs might not be available for borrowing at certain times due to church activities or already scheduled events.

The suggested donation for use of church tables/chairs is \$5 per table and \$20 per 50 chairs.

Notes

Please do not use the padded chairs as stepstools or footrests at any time. Stepstools and stepladders are available from the storage room next to the kitchen.

Please note that only the metal folding chairs are available for use outside of the church building. The padded chairs in the Fellowship Hall may not be removed from the building.

Wedding Policies and Fees (Non-Members)

The following is a list of wedding resources offered by Royersford Baptist Church. Please call the church Administrative Assistant to discuss your choices and the associated costs in more detail.

Resources:

Use of the church sanctuary

Officiating minister

Custodian

(Fee is based on the assumption that pictures will be completed within an hour after the end of the wedding.)

Deposit – (refundable) security deposit

(The security deposit will be returned:

1) After the church custodian has checked the condition of the room and notified the Administrative Assistant that no damage resulted from the use, and

2) upon return of the key, if all of this agreement has been kept.)

Chancel Preparation

Premarital counseling/planning sessions

(If you are using the RBC pastor; these sessions are required. If you are using another minister, there is no charge, but you must provide a letter from that person stating that you have received premarital counseling.)

Wedding Service Facilitator

(If the RBC pastor is not officiating, this coordinator must be present at your rehearsal and wedding to assure that all details for use of the building are properly handled.)

Costs:

\$100.00

Honorarium is accepted

\$75.00

\$100.00

\$25.00

\$150.00

\$100.00 (plus \$20/hour over 5 hours)

Additional Services Available:

Sound/Computer technician *(if available)*

\$20.00/hr.

Wedding Banner

\$10.00

Candelabra

\$10.00

Fellowship Hall *(your responsibility to set up and clean up)*

See the Building Use Policy

Kitchen *(for catering use and/or temporary food storage)*

See the Building Use Policy

Our church does not provide an organist/pianist for wedding services, but we will provide contact information for possible musicians upon your request. Costs for such services will need to be discussed with the musician you select.

Notes

1. Your first step in scheduling your wedding is to make an appointment to meet with our pastor. This is true even if you are planning to have another minister officiate at your wedding. Following that meeting, your wedding date will be scheduled on the church calendar.
2. Alcoholic beverages and smoking are not permitted anywhere on church property.
3. If you are having flowers delivered to the church, you will need to make arrangements with your florist and have someone at the church to receive the delivery, unless it is made during regular church office hours.
4. Check with the Administrative Assistant if you think your wedding may include use of the digital projection equipment. You may use the equipment only if a trained sound/ computer technician from our church is available to assist on the date(s) you need.
5. Out of respect for the wedding party and those officiating, flash photography is not permitted during the ceremony.
6. The throwing of rice, bird seed or confetti on church property is not permitted. We suggest bubbles as a friendlier and cleaner alternative.
7. When paying for fee-related services, other than the custodial fee, please make check payable to "Royersford Baptist Church" and send it or bring it to the RBC Administrative Assistant. Checks for custodial services will be made out directly to the custodian.

Wedding Policies and Fees (RBC Members)

The following is a list of wedding resources offered by Royersford Baptist Church. Please call the church Administrative Assistant to discuss your choices and the associated costs in more detail.

Resources:

Use of the church sanctuary

Officiating minister

Custodian

(Fee is based on the assumption that pictures will be completed within an hour after the end of the wedding.)

Wedding Service Facilitator

(If the RBC pastor is not officiating, this coordinator must be present at your rehearsal and wedding to assure that all details for use of the building are properly handled.)

Premarital counseling/planning sessions

(If you are using the RBC pastor; these sessions are required. If you are using another minister, you must provide a letter from that person stating that you have received premarital counseling.)

Costs:

No charge

Honorarium is accepted

\$75.00

\$100.00 (plus \$20/hour over 5 hours)

No Charge

Additional Services Available:

Sound/Computer technician *(if available)*

\$20.00/hr.

Wedding Banner

No charge

Candelabra

No charge

Fellowship Hall *(your responsibility to set up and clean up)*

See the Building Use Policy

Kitchen *(for catering use and/or temporary food storage)*

See the Building Use Policy

Our church does not provide an organist/pianist for wedding services, but we will provide contact information for possible musicians upon your request. Costs for such services will need to be discussed with the musician you select.

Notes

1. Your first step in scheduling your wedding is to make an appointment to meet with the pastor. This is true even if you are planning to have another minister officiate at your wedding. Following that meeting, your wedding date will be scheduled on the church calendar.
2. When paying for fee-related services, other than the custodial fee, please make check payable to "Royersford Baptist Church" and send it or bring it to the RBC Administrative Assistant. Checks for custodial services will be made out directly to the custodian.
3. Alcoholic beverages and smoking are not permitted anywhere on church property.
4. If you are having flowers delivered to the church, you will need to make arrangements with your florist and have someone at the church to receive the delivery, unless it is made during regular church office hours.
5. Arrangements should be made with the Administrative Assistant for use of the digital projection equipment.
6. Out of respect for the wedding party and those officiating, flash photography is not permitted during the ceremony.
7. The throwing of rice, bird seed or confetti is not permitted. We suggest bubbles as a friendlier and cleaner alternative.

Facilities Use Request Form

I/we request use of the Royersford Baptist Church facilities.

Date of event or use _____ Room requested _____

Time of Event _____

Name of individual or organization _____

Contact person _____

Telephone number _____ email address _____

Alternate contact person _____

Telephone number _____ email address _____

Person responsible for cleanup, locking doors, etc. (If different from above)

Telephone number _____ email address _____

___ Hold harmless agreement is attached, and the below-signed certifies that it is properly executed by the individual or by an authorized representative having authority to execute the same on behalf of the organization requesting use of the Facilities pursuant to this form.

___ A certificate of insurance showing general liability coverage of at least \$1,000,000 per occurrence and showing that Royersford Baptist Church has been endorsed to their policy as an Additional Insured. For groups whose primary activity is child care or working with children and/or youth, the insurance must include coverage for Sexual Abuse and Molestation Liability. For purposes of practicality, Abuse and Molestation Liability coverage will not be required for events such as parties.

For Ongoing Meetings (e.g. Girl Scouts, Boy Scouts, AA, TOPS)

Proposed schedule for year (contact church office for any changes or updates to these dates to ensure there are no conflicts with your requested use). Attach separate sheet if your schedule does not fit in the available space on this form.

Name of Requestor _____

Signature _____ Date _____

This section for church use

Approved By _____ Date _____

Donation Received (tax exempt organizations)? _____ Amount \$ _____

Deposit Received? _____ Amount \$ _____ Date _____

Payment Received? _____ Amount \$ _____ Date _____

Room Checked after Usage by Custodian? _____ Deposit Returned? _____ Date _____

**ROYERSFORD BAPTIST CHURCH
ROOM RENTAL AGREEMENT**

I/We the undersigned individual(s) _____
(Print Name)

OR authorized representative(s) of _____
(Name of Organization, if applicable)

of _____
(Street) (City) (State) (Zip)

will be using the building and grounds of ROYERSFORD BAPTIST CHURCH (RBC) from

_____ (AM/PM) to _____ (AM/PM) on _____, 20____, for the

purpose of _____
(herein referred to as "the activity.")

Request for moving items on the sanctuary platform(if applicable)- _____

Approximate number of people attending _____.

Cost: \$ _____.

I/We agree to observe the following rules and regulations:

- No alcohol or smoking is permitted on RBC premises.
- The person(s) signing for the key must be in attendance during the activity and the last one to leave the event.
- Ratio of adults to attendees under the age of 14 years to be at least two adults to 15 children.
- The activity must be confined only to the rooms assigned.
- Renter(s) are solely responsible for the following:
 - Dispose of ALL decorations;
 - Wipe table tops and put away tables and chairs;
 - Sweep and mop floors used (brooms and mop in storage room);
 - When kitchen is used, wipe up floors and counters, wash ALL items used and store where found;
 - Empty all trash cans in rooms used into dumpster, replacing plastic bag (new bags in bottom of can);
 - Turn off ALL lights in rooms used;
 - Lock ALL doors, inside and out upon leaving.
- In the event of a building emergency contact Dave Messer, Administrative Support Facilitator,
- Report any occurrences, e.g., injuries or damages to RBC property to the church Administrative Assistant immediately following the event.
- Return key to RBC Administrative Assistant within two (2) days following event.

The security deposit will be returned:

- 1) after the church custodian has checked the condition of the room and notified the Administrative Assistant that no damage resulted from the use, and
- 2) upon return of the key.

I/We further understand and agree that neither Royersford Baptist Church, nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as well as all appliances and fixtures in the activity, I/we hereby assume all risk in connection with participation in the activity. I/We further release RBC, its trustees, employees, agents, or representatives for any damage which may occur while participating in the activity. I/We further agree to save and hold harmless RBC, its trustees, employees, agents, or representatives from any claim by the undersigned member of the organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the activity. I/We also agree to allow RBC, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital; and that I/We have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we have fully informed myself/ourselves of the content of this affirmation and release by reading it before I/we signed it.

A separate form will be completed if a key is needed.

(Date)

(Signature)

Telephone No. _____

(Signature)

Telephone No. _____

Sign Out Form for Use of Church Equipment (Available to Church Members Only)

This form covers the use of equipment that is the property of Royersford Baptist Church. Please note that along with the privilege of using this equipment is the responsibility to maintain it and return it in proper condition. Any damage and necessary repairs are the user's responsibility.

Please complete all areas that apply on the following checklist.

A donation is suggested for use of equipment for non-church related functions. The suggested donation for tables and chairs is \$5 per table and \$20 per 50 metal folding chairs.

I hereby request the use of the above equipment and accept responsibility for the use of the equipment. I will pay for any damages, loss, or repairs needed to the equipment as the result of my use.

Signature

Date

Church Member's Information

Name _____

Telephone Number _____

Address _____

Alternate Contact Name _____

Equipment Requested Tables

Chairs (only the metal folding chairs may be removed from the building)

Kitchen Items (list on back)

Other (list on back)

Date of Use _____ Date to be Returned _____ Date Returned _____

Request Approved By _____ Date _____