

Building and Grounds Use Policy



Poplar Grove Baptist Church

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Purpose

Poplar Grove Baptist Church is committed to the use of its campus and buildings as an integral part of its mission by ministering to the whole person in its congregation and community. Church facilities should be used to the fullest extent by providing opportunities for worship, fellowship, education, service and evangelism.

Use of Property by Outside Organizations

Outside organizations must contact the church office, fill out, and complete a Facilities Use Request Form. That form will then be reviewed to determine if it is in line with the purpose of Poplar Grove Baptist Church. The applicant will be notified of their status within seven days. If approved, instructions will be given on securing and returning a key and other specifics.

No organization or event that is contrary to the basic doctrines of Poplar Grove Baptist Church or that would hurt the testimony of Poplar Grove Baptist Church will be allowed to use the church facilities. In turn, the following stipulations are required:

- Any illegal activity is prohibited.
- No political activity.
- Alcoholic beverages are not to be served or consumed in or on church property. This includes wedding ceremonies and receptions.
- No smoking is permitted within the confines of the church buildings.
- If needing to display items or put up decorations, do not attach anything to interior walls. All displays and decorations must be taken down at the end of that event.
- Non-drip candles, globes, and/or protection for carpet and flooring must be used. The florist or person signing the Facilities Use Request Form is responsible for attending this matter and for any damage from the rise of candles.
- Rooms and/or facilities should be cleaned up by the users and left in the same condition it was found. All trash and food should be picked up and disposed of into trash receptacles and taken to the dumpster.
- Events that do not fall in line with the overall purpose and ministry of Poplar Grove Baptist Church will not be allowed.

No organization or individual will be allowed to use church facilities for the primary purpose of monetary gain. Requests by individuals or organizations that have the primary goal of ministry may be accepted (Musical Guests, Special Speakers, Workshops, Training, etc.).

Use of the kitchens for food preparation must be supervised by a member of the Fellowship Committee or ministry staff. Using the kitchen for storage and refrigeration of prepackaged or prepared food is allowed. The user must provide paper products. The following procedures should happen at the end of each event:

- Appliances, coffee makers, preparation areas and service areas that are used should be wiped down and cleaned.
- Dishes and utensils washed and stored properly.
- Garbage cans emptied, trash carried to dumpsters and cans re-lined.
- Kitchen and serving area floors swept and mopped if necessary.
- All decorations should be removed.
- Tables and chairs stored.

Use of Property by Outside Organizations (con't.)

A cost reimbursement for utilities and janitorial service is required for approved outside organizations as follows:

- Gymnasium/stage area - \$100.00 per hour
- Gymnasium/stage area and kitchen - \$150 per hour
- Fellowship Hall - \$50.00 per hour

Clean-up should follow kitchen procedures when food is served

*There will be a three hour minimum charge for approved outside organizations. Fees will be required before the event takes place.

*Security Deposit - Building fees are required upfront. An additional Security Deposit is also required upfront. The Security Deposit is 50% of the total cost of the event. Upon inspection of the building and the signing off by an appointed staff member or church member, the security deposit will be refunded. Poplar Grove Baptist Church reserves the right to retain the security deposit if clean-up is unsatisfactory and/or damages are a result of the event.

*Cancellation Policy – If the event is cancelled, Poplar Grove Baptist Church will retain 50% of the building fee unless the circumstances are deemed providential.

Special circumstances for waving of fees:

-The Ministerial Staff approves the event as a special ministry to our community and allows this congregation to be a "good neighbor." Examples - Home Owners Association meeting to immediate surrounding neighborhoods, testing for local Home School Association, etc.

-In helping a sister church continue ministry for a temporary time period

-The temporary housing of mission teams

-Training events for local, state, and national organizations

-Regional Events (concerts, children, youth, choir, adult, etc.)

-Other such events as approved by ministerial staff

All damages beyond normal wear and tear are the responsibility of the organization or individual requesting use of the building. Damages will be assessed and repairs made within a reasonable time frame.

Weddings must refer to the "Wedding Agreement" for policies and fees. We do not allow non-member weddings.

We do not perform funerals for non-members unless approved by the ministry staff. Facilities, sound and cleaning fees may apply if approved.

Use of any audio visual equipment that requires a sound technician will require an additional fee. Fees are as follows: \$25 per hour / 2 hour minimum charge - Set up and tear down time will be calculated into the cost.

All requests for building use not covered in this policy will be reviewed by the ministerial staff. Responses will be given within seven days.

Use of Property by Outside Organizations (con't.)

Each group, by signing the Facilities Use Request Form, shall indemnify and save harmless Poplar Grove Baptist Church and its employees from any and all claims, demands, actions, losses, expenses of any kind whatsoever, and from all persons whomever, arising out of the use of Poplar Grove Baptist Church's facilities, equipment, or other property by the group's member's, participants or invitees.

The licensee and all trades people shall provide to Poplar Grove Baptist Church a certificate of insurance certifying such coverage as is required. The certificate must be in the possession of Poplar Grove Baptist Church prior to use of the property. Waivers to remove Poplar Grove Baptist Church of liability may also be included as a requirement for building use.

We do not loan any property (tables, chairs, and other church equipment) of the church to an outside organization.

No church vehicle may be used by an outside organization.

All ministry events for Poplar Grove Baptist Church will take precedence for calendar planning.

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Use of Property by Members of Poplar Grove Baptist Church

Individual members wanting to use the facility for a personal event must contact the church office, complete a Facilities Use Request Form. That form will then be reviewed to determine if it is in line with the purpose of Poplar Grove Baptist Church. The applicant will be notified of their status within seven days. If approved, instructions will be given on securing and returning a key and other specifics.

No organization or event that is contrary to the basic doctrines of Poplar Grove Baptist Church or that would hurt the testimony of Poplar Grove Baptist Church will be allowed to use the church facilities. In tum, the following stipulations are required:

- Any illegal activity is prohibited.
- No political activity.
- Alcoholic beverages are not to be served or consumed in or on church property. This includes wedding ceremonies and receptions.
- No smoking is permitted within the confines of the church buildings.
- If needing to display items or put up decorations, do not attach anything to interior walls. All displays and decorations must be taken down at the end of that event.
- Non-drip candles with globes, and/or protection for carpet and flooring must be used. The florist or point person is responsible for attending to this matter and for any damage from the use of candles.
- Rooms and/or facilities should be cleaned up by the users and left in the same condition it was found. All trash and food should be picked up and disposed of into trash receptacles.
- Events that do not fall in line with the overall purpose and ministry of Poplar Grove Baptist Church will not be allowed.

No organization or individual will be allowed to use church facilities for the primary purpose of monetary gain. Requests by individuals or organizations that have the primary goal of ministry may be accepted (musical guests, special speakers, workshops, training, para-church, missions, etc.).

Use of the kitchens for food preparation must be supervised by a member of the Fellowship Committee or ministry staff. Using the kitchen for storage and refrigeration of prepackaged or prepared food is allowed. All paper products must be provided by the user or organization. The following procedures should happen at the end of each event requiring food preparation:

- Used appliances, coffee makers, preparation areas and service areas should be wiped down
- Dishes and utensils washed and stored properly.
- Garbage cans emptied, trash carried to dumpsters and cans re-lined.
- Kitchen and serving area floors swept and mopped if necessary.
- Tables and chairs stored.
- All decorations removed.
- Catering companies that use the facility (example: weddings) must meet with the Chairman of the Fellowship Committee prior to the event to review kitchen protocol.

There is no charge to church members for use of facilities for the following events: Sunday School fellowships, ministry events, and similar events tied to the vision statement stated above.

Adopted October 19, 2014

Use of Property by a Member of Poplar Grove Baptist Church (con't.)

Personal Family Events: birthday parties, anniversaries, family reunions, and like other events will require a building use fee.

Baby or wedding showers (when recipient is a church member) may use the fellowship building for no charge. If the gymnasium and or kitchen are used, the listed fees apply. If the recipient is not a church member, the listed fees apply for either building.

Setup, teardown and cleaning will still be the responsibility of the person making the reservation.

Building use fees for personal events (flat fees / not hourly):

- Gymnasium/stage area - \$100.00
- Gymnasium/stage area and kitchen - \$150.00
- Fellowship Hall - \$50.00

Length of the event will be subject to staff approval when the Facilities Use Form is reviewed.

This is a building use fee for utilities. Clean-up and resetting of furnishings is still the responsibility of the reserving party.

All damages beyond normal wear and tear are the responsibility of the organization or individual requesting use of the building.

Weddings must refer to the "Wedding Agreement" for policies and fees. Non-member weddings are not allowed.

There is no charge required for use of the property for funerals of church members.

Use of any audio visual equipment that requires a sound technician for an event (other than funerals of church members) will require an additional fee. Fees are as follows: \$25 per hour / 2 hour minimum charge. Setup and tear-down time will be calculated into the time and cost.

All requests for building use not covered in this policy will be reviewed by the ministerial staff and presented to the church for approval if necessary. Responses will be given within seven days unless congregational approval is required.

All personal events held on the church campus must be approved through the church office

Tables, chairs, and church equipment (sound, video, etc.) will not be loaned out for any reason because of wear and tear and regular event scheduling.

All ministry events for Poplar Grove Baptist Church will take precedence for calendar planning.