

# Muldraugh Hill Baptist Church

## Facilities Use Policy

### Philosophy

The Muldraugh Hill Baptist Church facilities are to be used for activities conducted in a Christian setting. It is the church family's aspiration that the facilities be used to communicate the message of Christ to others.

### Scheduling

- I. All planned activities are to be scheduled with the pastor as far in advance as possible to be placed on the church calendar.
- II. Activities are scheduled on a first-come, first-served basis.
- III. Non-members cannot schedule an activity any earlier than three months prior to the date of the planned activity.
- IV. An adult church member, over the age of 21, must attend the activity.
- V. The facilities will not be rented for the sole purpose of having a dance.

### Deposit-Rental Fee

- I. Church Members will not be charged a fee for use of the church facilities, but are expected to leave the interior and exterior facilities in proper order. Please see the section "Clean-Up Specifications" below. An adult church member, over the age of 21, must attend the activity.
- II. Non-members will pay a fee of \$200.00 at the time of scheduling with a refund of \$50.00 if the facilities are left in the proper order and no damages are assessed. If the Facilities Use Committee determines that over \$50.00 in damage to the facilities has occurred, an additional charge will be assessed. Please see the section "Clean-Up Specifications" below. An adult church member, over the age of 21, must attend the activity.

### Clean-Up Specifications

- I. All areas used should be cleaned and arranged in the proper order.
- II. Clean up includes not only the interior facilities but also the porch, steps, sidewalks, parking lot, and church grounds.
- III. All trash must be properly disposed of in the outside dumpster.
- IV. The restrooms must be clear of paper and debris.
- V. The tables and chairs must be cleaned and returned/stack to the original placement.
- VI. The kitchen must be cleaned.

If the above specifications are not followed, the party will be assessed a fee of \$15.00 per hour for clean up as is required. The Facilities Use Committee will determine the number of hours to be charged.

**Rules**

- I. No alcoholic beverages, including beer, wine, champagne, and wine coolers, or drugs are allowed on the premises, including the parking lot.
- II. No smoking is allowed in the church building, including the restrooms.
- III. Please refrain from playing the musical instruments.
- IV. Non-church members are requested to use their own kitchen supplies, such as plates, cups and other paper products.
- V. Do not disturb Sunday School literature and supplies located in the classrooms.
- VI. If an activity is planned for Saturday night, the church facilities must be cleaned before Sunday morning services.
- VII. No food or beverages are allowed in the Sanctuary at any time.

Party members that violate of any of the above rules will be asked to leave the church premises. Dancing and/or music during a wedding or any other event should be used in a manner that follows the Philosophy of this Facility Use Policy.

**Facilities Use Committee**

- I. The Facilities Use Committee will have oversight responsibility in the use of facilities to ensure the process is functioning in an acceptable and Christian manner.
- II. The Committee will resolve conflicts in scheduling of activities.
- III. The Committee will determine all clean up and/or damage assessments.

I, the undersigned, have read and understand the above rules and will be responsible for their enforcement. I also understand that I am responsible for any damages incurred during the scheduled event or clean-up charges assessed after the event.

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Date Agreement Signed

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Scheduled Date of Event

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Signature of Responsible Adult Church Member

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Signature of Non-Member (if applicable)

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Signature of Pastor