

LOUISA BAPTIST CHURCH - Policy for Use of Facilities

Requests for use of the building(s) and grounds must be made through the Building Use Coordinator. Information about this contact may be obtained by calling Louisa Baptist Church (LBC) at (540) 967-1364. A "FACILITIES and EQUIPMENT USE AGREEMENT" and all other pertinent forms must be signed by a responsible adult who, as a representative of the group requesting use of the building, agrees to abide by the guidelines as set forth herein. **This policy is applicable to LBC members and nonmembers for use of the building outside of LBC purposes (defined as: regularly-scheduled or special events sanctioned by LBC and/or directed by the Property and Use Focus Group).** Fees for facility use and attendants are listed in this document. Any deviation from this policy must be approved by the Church.

Groups unable to use the property responsibly will not be permitted continued use. The LBC Fellowship reserves the right to terminate a contract if parties fail to comply with the guidelines.

Accordingly, we urge your immediate attention to the following guidelines:

1. Only those rooms/areas designated on the "Facilities and Buildings Use Agreement" and fees paid for can be used.
2. Premises shall be left in clean and orderly condition, with chairs, tables and furnishings arranged as directed by the Building Use Coordinator or Attendant. All trash must be placed in trash bins located in rear parking lot. It is appreciated if any safety concerns or damage discovered be reported immediately to the Building Use Coordinator or Attendant. Damage or disarray discovered upon first entering the building must be brought to the immediate attention of the Building Use Coordinator or Attendant.
3. Turn off all lights, fans, water and appliances. Please do not adjust thermostats. Outside lights are automatic.
4. Please use only the entrance(s) agreed to in the agreement. A Code will be provided to the Access Door if needed.
5. Any materials left behind will be regarded as abandoned property and disposed.
6. Do not move materials other than your own from one room to another.
7. No equipment and supplies belonging to LBC are to be used unless prior approval has been received from the Building Use Coordinator.
8. Youth and children's groups require adult supervision at all times. Responsible party must remain in the building until all members of the group have vacated the premises.
9. Political advertising will not be displayed on LBC grounds.
10. The LBC building and grounds shall not be used for any activity which violates town, county, state or federal law.
11. The LBC building shall not be left unattended while unlocked.
12. The LBC building exists primarily for use of the LBC Fellowship. In the event that the LBC Fellowship should need the building for its own use (example: memorial services), you may be asked to relinquish your time for that occasion. Future needs might necessitate a re-arrangement

of schedules, room assignments, etc. We will try to give users ample time to adjust their times and programs. If unable to make adjustments to schedule, LBC will provide total refund of fees collected

13. If your group uses this facility for regular meetings, we ask that you renew agreement and read this to your group at least each quarter. You will be responsible for your group's compliance to these guidelines.

14. The group using LBC should place clearly marked directions to the meeting location in the Church parking lot. There should be no parking in "reserved" spaces in the parking lots at any time.

15. No alcoholic beverages may be served or consumed anywhere in the buildings or on the grounds.

16. No smoking is permitted in buildings or grounds.

17. Open flames in window sills are prohibited. Candle wax must not be allowed to drip onto carpet or any surfaces. Use of dripless candles is preferred. Underlayment protection must be provided under any candles at all times (this includes tea light candles).

18. Rice and confetti may not be used anywhere on Church property. Birdseed or blowing bubbles may not be used in the Church buildings (but may be used outside buildings).

19. All decorations must be in good taste, appropriate and removed from facilities as soon as possible following event.

20. All music used in or on LBC facilities must be appropriate and approved by Building Use Coordinator.

21. Any damage to buildings, furnishings or grounds will be the full responsibility of the group using LBC.

Fees charged for the use of the facility are based on the utility use, normal custodial use, etc. The fee charges will be decided when LBC Buildings and Grounds Focus Group or designee approving the request. This Group meets once a month. **Additional charges will be made for personnel being present to operate and maintain Church property (Attendants).**

Groups using the building(s) are required to **vacate all buildings and grounds by 9:00 p.m.** unless other arrangements have been made in writing.

Sanctuary Use

Under no conditions should decorations be attached to the pews or other furniture by glue, nails, pins, tacks, adhesives, tape etc without prior approval.

Because of the size of our sanctuary, use of the sound system may be required. This is to be arranged by calling Church Office at 540-967-1364 and will require additional charges.

The sanctuary is to be used only for weddings, memorials, concerts, worships, etc. Demonstrations, workshops, lectures, classes, etc. shall be held in the Fellowship Hall area or classrooms.

Sale of music, tapes, shirts, etc. will not be allowed in the sanctuary, but will be allowed in corridors leading to sanctuary or in the hallway in rear of education wing.

Capacity of the sanctuary is not to exceed 250 persons.

Fellowship Hall Use

No decorations may be attached to the furniture, walls, or ceiling by glue, nails, pins, tape, etc. Food may only be consumed in the Fellowship Hall - No food in any other areas of the Church unless approved in advance.

Capacity of the full fellowship hall is not to exceed 225 persons.

309 Annex Use

No decorations may be attached to the furniture, walls, or ceiling by glue, nails, pins, tape, etc.

Food may only be consumed in designated areas.

Capacity of the 309 Annex is not to exceed 35 persons.

Kitchen Use

Use of the kitchen must have an additional agreement and a LBC assistant must be present when in use.

No food is to be prepared in the kitchen without prior agreement and may incur additional charges. Beverages, food, etc., if served, must be prepared in the group's own equipment and away from LBC and group must have Virginia Department of Health permit or licensed caterer.

Room Use

No decorations may be attached to the furniture, walls, or ceiling by glue, nails, pins, tape, etc.

Food may only be consumed in designated areas.

INSURANCE REQUIREMENTS

In order to protect the church's facilities and to limit any potential liability that LBC might suffer from allowing outside entities to utilize church facilities and grounds, **the following insurance requirements must be obtained from the outside entities, groups or programs before the facilities are to be reserved and committed to these entities, groups or programs.**

This policy affects any outside entities, groups or programs that are not directed, controlled or organized by LBC and not covered by LBC Insurance coverage. This only applies to meetings, gatherings or programs by non-church entities, groups or programs who utilize the church facilities. (Exceptions are made for non-church members who utilize our facilities for weddings/wedding receptions, funerals, and family reunions.) The church must receive a Certificate of Insurance from any outside entities, groups or programs utilizing the church's facilities and grounds prior to reserving the church's facilities. The requirements are as follows:

General Liability Insurance – Either commercial general liability or event general liability coverage evidencing the following:

Limits - \$1,000,000 per occurrence/\$2,000,000 aggregate – **Covering** – bodily injury, property damage, personal injury, advertising Injury, products/completed operations

Medical Injury Limit - \$5,000 per injury

Additional Insured - Louisa Baptist Church, 305 East Main St., Louisa, VA_- MUST BE named an Additional Insured on each policy/certificate of insurance along with the name of the entity.

Upon receipt of an insurance certificate evidencing coverage for an outside entity, group or program, the certificate must be faxed (540-967-4506) or mailed to Louisa Baptist Church (P. O. Box 552, Louisa, VA 23093) for review and approval.

No official plans, advertising, etc. shall be carried out until you have received a phone call or letter of confirmation from LBC as to the outcome of this request.

All fees must be paid prior to facility use.

A setup for all rooms requested is due 2 weeks before the event.

Person completing the Facilities and Buildings Use Agreement must be present during all hours of the scheduled event unless other written arrangements have been made.

Facility/Attendant Fees

Church Affiliation	Event	Time Limit (hrs)	Sanctuary	Fellowship Hall	309 Annex	Additional Cost Per Hour	Individual Rooms/Hr (8-5 M-F)	Individual Rooms/Hr (off hrs)	Additional Hours Use/Fee	Fees Applied
Church Family	Funeral/Memorial		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0	\$0.00
Church Family	Wedding/Rehearsal*	4	\$50.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	0	
Church Family	Other Events	2	\$0.00	\$0.00	\$0.00	\$25.00	\$0.00	\$0.00		
Non-Member	Wedding/Rehearsal*	4	\$300.00	\$200.00	\$50.00	\$50.00	\$30.00	\$50.00		
Non-Member	Funeral / Memorial	3	\$150.00	\$100.00	\$50.00	\$50.00	\$30.00	\$50.00		
Non-Member	Other Events*	4	\$300.00	\$200.00	\$100.00	\$75.00	\$30.00	\$50.00		
Supported Ministry**	Miscellaneous	4	\$50.00	\$50.00	\$25.00	\$25.00	\$25.00	\$25.00		
Audio/Visual Equipment*	Use Fees ->		\$50.00	0.00	0.00		0.00	0.00		
Audio/Visual Attendant***	Attendant Fee \$25/hr Per attendant									
Kitchen Use*	Use Fee \$100 +					\$25.00				
Kitchen Attendant***	Attendant Fee \$25/hr									
Facility Attendant***	Attendant Fee \$25/hr									
									TOTAL FEES	

*Reflects only fee involved with facility usage. Additional fees may apply.

**Supported Ministry includes those with line items in our budget unless excluded by Building Use Coordinator.

***Attendant must be present to operate audio/visual equipment, instruct use of kitchen and/or assist with facility use.

Thank you very much for your concern, help and cooperation.

The LBC Building Use Coordinator is: Shirley Collins Phone: 540-872-0294