

WAXHAW BIBLE CHURCH BUILDING USE POLICY

(last revised April 6, 2015)

THIS BUILDING BELONGS TO GOD AND SHALL NOT BE USED FOR ANY PURPOSE THAT MIGHT CAST A SHADOW ON HIS HOLY NAME

Waxhaw Bible Church (WBC) has been blessed with a wonderful facility to carry out the mission of the church and, in a spirit of community service, make its facilities available to its members, regular attendees, and outside groups. In order to exercise good stewardship, avoid scheduling conflicts, and maintain the facility in the best possible condition, the policies listed below have been established.

A completed application form for use of the facility must be submitted to the Deacon Board (or their designated representative) for approval.

BUILDING AVAILABILITY

WBC facilities may be used by community, charitable, civic groups, and non-profit organizations as follows:

- When space is available.
- When use does not conflict with church sponsored group activities.
- When use does not conflict with the terms of WBC's insurance policies. Some groups may be required to provide an insurance binder prior to use of the building based on group size, activities involved, and/or frequency of events.

WBC is not responsible for the loss or damage of personal items. User groups shall not hold WBC responsible in any way for temporary storage of equipment or supplies. WBC can provide temporary storage of equipment or supplies if space is available.

WBC will not allow its facilities to be used for political activities. However, the facilities may be used as a polling place for elections. Another possible use would be a town meeting/forum which would be open to all sides or parties to promote better understanding of the issues.

WBC reserves the right to deny the use of church facilities to any group or organization whose organizational beliefs are in conflict with the doctrine or teachings of WBC or whose use of the facility may discredit the reputation of WBC.

Approval of any given activity does not guarantee exclusive use of the church. In the event of simultaneous but exclusive use of different areas of the church, each applicant will be informed as to the presence of the other event. The Deacon Board will make any determination as to activity conflict and in such cases, grant approval to the earliest applicant. Audio/visual- must have a WBC trained person running the equipment.

PRIORITY OF USE

1. Regular church activities which include worship services, Sunday school, prayer meeting, AWANA, youth ministries, VBS, Bible study, etc.
2. Weddings, funerals, receptions, music recitals, and individual parties and special events for WBC members and regular attendees.
3. Outside groups.

ROOM SCHEDULING AND TERMS OF USE

A building use request form must be filled out. The form may be obtained from the church office or online at www.waxhawbiblechurch.org. The maximum term for continuing use is one year after which a new application and approval will be required. All requests must be approved by the WBC Deacon Board or its appointed representative.

Any group or organization using the facilities on a continuing basis may be relocated or rescheduled if there is a conflict with church sponsored activities. Every effort will be made to give adequate advance notice and accommodate the group or organization if relocation or rescheduling is necessary.

ADVERTISING AND PROMOTIONS

The Waxhaw Bible Church name may not be used in any printed or electronic advertising or promotional materials other than for maps and directional purposes.

Prior approval must also be obtained for any postings of advertising or promotional materials on WBC bulletin boards or information areas.

FACILITY USE GUIDELINES

WBC utilizes its facilities for numerous ministries and its custodial services are structured to meet the needs of these ministries. Normally, cleaning of the church is done on Fridays. So if an event is held during the week from Sunday afternoon-Thursday night, there will be no charge for cleaning (assumes that group/event will leave the area basically as they found it.) For events on Friday night-Saturday night, a \$100 deposit may be required to pay for possible custodial services after their event. In the event that the group cleans up sufficiently so that the custodial services are not needed, the deposit will be returned.

The following guidelines must be adhered to by all groups and ministries using WBC facilities.

- No minors are to be in the building without at least two adults (age 21 or older) present.
- If at any time the fire alarm system sounds, everyone must exit the building and wait for the Fire Department to give clearance to re-enter.
- Clean up used area or areas of church property. This would include sweeping, mopping, vacuuming, wiping, trash removal, removing of decorations, etc.

- Special events, including those associated with regular ministries, must have specific approval from the Deacon Board to serve food in areas other than the foyer and sanctuary of the main building.
- Kitchen clean up would include: all dishes, equipment, and cookware to be cleaned, dried, and put back in their proper location. Counter tops and floors must be cleaned. All left over food must be removed from the kitchen. All trash must be removed. Clean up must be done after use. Any exceptions must be approved by the Deacon Board.
- Food must be kept in sealed containers. Plastic Tupperware-style is preferred.
- Report any damage to church property to the Deacon Board, even if it was found that way. Also report anything needing repair.
- Report any dangerous or faulty areas or equipment.
- Use of audio/visual equipment is only allowed by approved, trained sound crew.
- Lockup must be done by a deacon or someone who has both a key and building alarm code. A list of people able to lock up will be kept. The deacon responsible for building use requests will work with the building use requestor to find the locking up person.
- Decorative items and furniture in the Sanctuary, lobby or classrooms may not be removed and used in another area of the church.
- No items will be fastened to any walls in the facility without consulting the Deacon Board.
- No tape is to be used on any flooring surface without Deacon Board approval.
- Candles should never be used unless approved by the Deacon Board on every occasion.

Any church property which is damaged, marred, or destroyed must be paid for by the responsible party in accordance with the item's established value for replacement or repair, to be determined by the Deacon Board. Such costs are in addition to the fee for the use of the facility.

The activity should not in any way contradict Biblical commands or go against the WBC constitution. Alcoholic beverages and use of tobacco are prohibited in the church and on the church grounds.

MEDICAL ACCIDENT NOTIFICATION POLICY

Listed below is the Notification Policy for medical attention and insurance coverage, for accidents occurring at the church property. The person responsible for the event will:

- Call for medical assistance if necessary (i.e. ambulance, police, etc).
- Write down what happened including date, time, names of witnesses, medical attention required.
- Fill out accident report form and return to the church office. An accident report form is attached at the end of this document.
- Notify parents in cases involving minors.
- Provide all information and paperwork to the church office as soon as possible.
- Fill out accident report with the police department.

The church office will notify the insurance agent and will notify the chairmen of the Elders and Deacon Boards. The church office will maintain a record of all related correspondence, phone conversations, insurance documents, and medical records.

Wedding Policy for non-members:

In order to be good stewards of the church (people and facility) the Lord has entrusted us with, the elders ask that the couple complete the following:

- 1.) Read, understand and agree with WBC's stand on marriage as outlined in the Statement of Faith.
- 2.) Provide a written statement explaining why they are unable to use their home church (if they have one) for the wedding ceremony:

- 3.) Answer the following questions:

A.) Are both professing believers?

Yes No

B.) Are either under the discipline of another church?

Yes No

C.) If either are divorced, are being re-married based on biblical reasoning? (e.g. Rom. 7, I Cor 7).

Yes No

D.) Has participated in marital counseling at WBC or with pastor presiding over the ceremony?

Yes No

- 4.) Agree to arrange and pay for all support personnel (including additional cleaning) and equipment through WBC.
- 5.) Have a sponsor (can be a deacon) that attends WBC that will agree to be responsible for opening and closing the used buildings before and after the ceremony.



The elders shall then review the documents and determine the appropriateness of using the facility for the ceremony. In order to satisfy the questions above, the elders may require a meeting with the prospective bride and groom.

Note:

- Only WBC pastors or other clergy approved by WBC are permitted to perform ceremonies at WBC facilities. The member of the pastoral staff asked to perform the ceremony shall accept or decline such invitation based on his own preferences and convictions, but in harmony with these guidelines.
- Any and all music, readings, and parts of the ceremony will adhere to biblical standards (e.g. Phil. 4:8).

Groom: _____ Date: _____

Bride: _____ Date: _____

Special notes for non-WBC church building usage

WBC events are defined as events that directly involve church ministry activities. Other non-profit organizations, both Christian and non-Christian, may reserve the church (e.g. weddings, birthday parties, 4H meetings, Red Cross blood drives and events sponsored by other churches, or parachurch organizations.)

Non-WBC uses require the following:

- Building usage request must be filled out and submitted for consideration. The WBC secretary will review and respond. Recurring users will re-apply yearly.
- A WBC member or regular attendee (approved by a deacon) must serve as a reference and contact person. A regular attendee is defined as someone who has been present at Sunday worship at WBC at least 50% of the time in the past 6 months.
- Except as otherwise arranged, such uses must have a WBC member or regular attendee (approved by a deacon) in attendance.
- Use of the church does NOT include use of sound equipment, video projector or kitchen supplies. For special permission to use these items, contact the WBC secretary. An additional fee may be required.

Fees for non-WBC uses:

- Single use events up to 5 hours in length are asked to pay the following amounts to the church to cover utilities, insurance, etc. If the event lasts longer than 5 hours, the fee is doubled. This fee applies to the following types of events:
 - Weddings (\$40 for member, \$60 for regular attenders/non-members.) The rehearsal will be a separate days charge.
 - Funerals (No set price for members (only a love offering), \$40 for regular attenders/non-members)
 - Birthday parties and Bridal showers (\$30 for members, \$50 for regular attenders/non-members)
 - Community group meetings/recitals - \$30 if sponsored by a member, \$50 for regular attenders/non-members.)
 - Meeting where people will be selling items (craft fair/pampered chef etc..) -\$50 for members, \$70 for regular attenders/non-members.)
- Special consideration given for recurring events (e.g. weekly) and non WBC ministries (parachurch ministries, other churches, etc)
- Community events such as blood drives and election polling are at no cost.

Longer term building use agreements

- In addition to single use events described above, groups may request to use the building on a regularly scheduled basis during the week. In these cases, a separate agreement will be established between the church and the group. The usage terms of the agreement will general follow the above principles, but the agreement may have additional requirements for the group and the cost for the regular usage will be documented in the agreement.