

**DAHLONEGA BAPTIST CHURCH, INC.
DAHLONEGA, GEORIGIA**

CHURCH MANUAL FOR OPERATIONS

Section IV

FACILITIES POLICIES AND PROCEDURES

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Section A.

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GENERAL GUIDELINES FOR USE OF FACILITIES

Our Purpose and Mission

GATHERING persons for life-transforming worship: invite, involve, and influence for Christ.

EQUIPPING disciples for holy living as Christ-like servants: Teach and train for transformation in Christ through group life.

SENDING servants to share Christ and His compassion: Sacrifice, serve, and share the love of Christ through action.

(1998 Purpose and Mission Statement revised in Church Business Meeting, July 28, 2010.)

Statement of Policy:

Significant financial resources have been invested in Dahlonga Baptist Church facilities by generous contributions from its members. Decisions concerning the use of church facilities will be guided by the fact that they have been dedicated to worship, Christian education, community service, and related activities. Therefore, proper oversight must be given to these facilities to ensure that adequate facilities exist to effectively carry out the ministry objectives and goals; such facilities are properly protected against loss or misuse; wise stewardship is being obtained through energy conservation, cost reductions and safety measures; and the life of the facilities is

extended through a proper maintenance program.

“Within your temple, O God, we meditate on your unfailing love.” Psalm 48:9

Permission to use facilities may be granted to the following organizations, groups, and individuals in the following priority order:

- Regularly scheduled services and meetings of official groups and organizations that either are a part of, or sponsored by, Dahlonge Baptist Church.
- Other church groups and ecumenical organizations; weddings and funerals of members and non-members.
- Community service organizations which are non-profit and non-political in nature.
- Support or self-help groups which are non-profit and non-political in nature.
- Profit-making individuals and organizations that request building usage for events that are non-profit and non-political in nature.

Procedures:

1.0 ELIGIBILITY

.01 The programs and activities of special groups requesting building usage must be consistent with Dahlonge Baptist Church's statement of purpose and ministry philosophy. It is to be understood that the facilities and equipment of Dahlonge Baptist Church exist for the primary purpose and exclusive use of its members through its organizations and ministries.

.02 Dahlonge Baptist Church services and programs have priority over any and all outside organizations requesting use of Church facilities.

.03 A review group consisting of the Church Administrator and Board of Directors will determine the eligibility of an organization to use Dahlonge Baptist Church facilities. Requests for the worship center must be reviewed by Senior Pastor. Requests for use of sound equipment or musical instruments must be approved by the Minister of Music.

.04 All requests to schedule use of church facilities must be submitted in appropriate written form to the church office. Forms and procedures are available in the church office or on the website. A ***Facility Use Request and Agreement Form*** shall be completed by all outside organizations requesting facility use. A ***Calendar Request Form*** will be completed.

.05 Facilities are not available to outside groups or Church members for fundraising or for profit making activities.

.06 Organizations engaged in partisan political campaigns are not eligible to use Church facilities for their programs.

.07 Activities and programs are limited to the space that is assigned.

1.1 **Additional Policy Provisions For Non-Dahlonga Baptist Church Groups And Users**

.01 Dahlonga Baptist Church events and programs have priority over any and all outside groups and organizations requesting use of church facilities. While every effort will be made to honor approved space requests, earlier reservation by an outside organization does not assure space availability if a programming need for Dahlonga Baptist Church arises. When cancellation of a scheduled space is necessary, at least two weeks' notice, when possible, shall be given, and efforts to provide alternate space will be made. If no acceptable alternate space can be provided, all fees will be refunded. Groups and organizations that are not a part of, nor sponsored by, Dahlonga Baptist Church are required to provide a ***Certificate of Insurance*** naming Dahlonga Baptist Church as an additional insured before requested facilities use can be approved and scheduled. The group or organization must have a minimum of \$1 million general liability coverage, and have coverage in areas appropriate to the requested use, in order for the ***Certificate of Insurance*** to independently meet the requirements of this policy. If the coverage is less than this amount or does not include relevant coverage's (e.g., if food preparation or serving is involved, then products operations coverage should be included), then a signed ***Liability Waiver*** which holds Dahlonga Baptist Church harmless for any and all occurrences during the use of the facilities must also be provided by the group. If a group does not have insurance, a ***Liability Waiver Form*** which holds Dahlonga Baptist Church harmless for any and all occurrences during the use of the facilities, and which is signed by a duly authorized representative or all members of the group as may be deemed appropriate, may be accepted in lieu of the ***Certificate of Insurance*** at the discretion of the Board of Directors or the Church Administrator.

.02 Pursuant to Dahlonga Baptist Church's ***Children/Students/At-Risk Adults Protection Policy (Church Manual for Operations, Section I, Sub-Section E)*** usage of church facilities by non-Dahlonga Baptist Church groups shall be for adults only, or for adults and their own children when the event will be attended together, with each parent providing continuous supervision of his or her own child or children. No childcare will be provided for non-church sponsored groups, nor may groups provide their own childcare in the church facilities.

.03 Non-Dahlonga Baptist Church groups using the church facilities are responsible for leaving the facility as they found it or as directed by Dahlonga Baptist Church. The fees for facility use are listed below (***5.0 Cost-Sharing Fees for Facility Use, .03***).

.04 Church keys are issued only to Dahlonga Baptist Church members. A Church member (host or hostess) must be present in the Church facilities during all meetings or events sponsored by non-member groups. There may be an extra charge for the Church host or hostess. The Church host or hostess is responsible for the following:

- Unlock the exterior access door prior to the meeting and secure all exterior doors after the meeting.
- Be aware of all coming and going in the Church facility during the meeting time.
- Be of assistance to the meeting group to answer questions or problems concerning the facility.

.05 The Board of Directors may allow a non-Dahlonge Baptist Church member to have a key to the Church facilities under the following conditions:

- The person submits to a background check.
- The person submits to all Church polices and procedures.
- The person understands key retention is only for a temporary period of time established by the Board of Directors and may be revoked at any time at the discretion of the Board of Directors.

2.0 GUIDELINES FOR USE OF FACILITIES

.01 The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.

.02 When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on Church property.

.03 With the exception of communion, food and/or beverages are prohibited in the worship center and the upper level of the facility. Special arrangements must be made with the Church office for the serving of foods and/or beverages in the prohibited areas of the building. Shall this regulation not be followed, the person(s) or organization(s) using the facility shall be invoiced for all cleaning costs.

.04 No electrical appliances may be used unless arrangements are made in advance with the Church Office.

.05 The users assume liability for injuries to persons attending the event and for damages or loss of users' property.

.06 The use of decorations, the changing or moving of furniture (other than folding tables and chairs), and the attachment of posters, advertisements, or other materials to the walls shall be done only with prior written approval of the Church Administrator.

.07 No permanent or temporary structure will be built anywhere on church premises without the prior written consent and supervision of the Property Committee or the Church Administrator. This includes, without limitations, such structures as platforms or devices that attach to the floor, wall or ceiling, or those that may damage coverings.

.08 Publicity material and public service announcements in which Dahlonge Baptist

Church's name is used must have prior approval of the Board of Directors or the Church Administrator.

.09 Dining or the serving of food is restricted to pre-approved designated areas.

.10 Groups and organizations are to confine their activities to the room, area or land that has been assigned to them. Hallways should only be used for access and cannot be used as meeting or program areas without the prior approval of the Church Administrator. Adequate supervision to insure participants do not interfere with other activities and groups that are simultaneously using church facilities is required.

.11 Use of church facilities shall conform to city and county fire and safety ordinances.

.12 The church is not responsible for personal items left on the property.

.13 Children or students using church facilities will be governed by provisions of Dahlonga Baptist Church's *Children/Students/At-Risk Adults Protection Policy (Church Manual for Operations, Section I, Sub-Section E)*.

.14 The following are **NOT** permitted on church property or in church buildings:

- Possession or use of alcoholic beverages
- Possession or use of illegal drugs
- Use of tobacco in any form
- Possession of printed materials that are sexually explicit.

3.0 BUILDING USE PROCEDURES FOR STAFF AND MEMBERSHIP

.01 The leader of the group must submit to the Church Administrator a *Calendar Request Form* at least thirty (30) days in advance of activity.

.02 If approval is granted, the ministry leader or organization representative is responsible for the following:

- Submitting the room set-up on the *Calendar Request Form*, diagramming set-up and requesting any special equipment needs.
- Securing building keys, if needed, from the Church Office on the last business day before the event. Keys are issued only to Dahlonga Baptist Church members. The church office is open Monday through Friday 8:00 am - 4:30 pm. A member of the staff will be able to assist during those times.

.03 After building use, clean up all the areas used. The area shall be returned to the same condition as before use.

.04 Secure the building by locking all exterior doors.

.05 Complete a ***Post-Event Checklist*** and report any maintenance problems and damages on this form. Return this form and the keys to the Church Office on the first business day after the event.

.06 If the Church facilities are being requested by a Church member for an event that is not for a ministry organization of Dahlonge Baptist Church, a cost-sharing fee will be charged for use of the building. (***See 5.0 this Section***)

.07 Any childcare request or use of the preschool or children's areas must be approved by the Minister to Children prior to the event.

4.0 SPECIAL USE OF FACILITIES ON AN ONGOING BASIS

.01 Some non-Dahlonge Baptist Church groups may be approved to use specific facilities on an on-going basis. A trial period of three (3) to six (6) months will be established by the Board of Directors. Use of facilities by these groups is to be reviewed at least once a year by the Board of Directors to insure that usage is still consistent with these policies.

.02 The use of Dahlonge Baptist Church facilities for weddings is subject to the approval and schedule of the Dahlonge Baptist Church Pastoral Staff. See the ***Wedding Policy*** for further details.

.03 The use of Dahlonge Baptist Church facilities for funerals is subject to the approval and schedule of the Dahlonge Baptist Church Pastoral Staff.

5.0 COST-SHARING FEES FOR FACILITY USE

.01 Members of Dahlonge Baptist Church may use all facilities for weddings, funerals, or the administration of the sacraments, and for special family occasions as approved by the Senior Pastor or Church Administrator.

.02 Non-profit community service groups and other groups whose purposes are deemed to be an integral part of Dahlonge Baptist Church's social principles may request waivers or reductions of cost-sharing fees for facility use. These requests should be made in the appropriate space on the ***Facilities Use Request and Agreement Form***. Such waivers are encouraged under this policy, but are at the discretion of the Board or Directors or the Church Administrator.

.03 Cost-sharing fees shall be paid in advance to Dahlonge Baptist Church and will be assessed as follows for the specified spaces, events, or needs:

- Kitchen Usage Per Event: \$50

- Showers/Receptions – Members Only: \$50
- General Meetings: \$50.00 (Wavier requests, see **5.0, .02** just above)
- Wedding Receptions: (see **Wedding Policy**)
- One-day Seminar: \$200
- Sound Technician: \$50

.04 Cost-sharing fees for on-going facility use for regularly scheduled events may be adjusted at the discretion of the Board of Directors or Church Administrator.

.05 An event will not be scheduled on the calendar until it is approved and all fees and/or deposits paid in full.

6.0 PUBLICITY AND PROMOTION

.01 The sale of admission tickets to the event must be handled by the user. When tickets are sold in the Church office, a fee may be charged for this service.

.02 The Church expects to cooperate with the user of the facility. However, it must be understood that the work of ministry at Dahlonge Baptist Church will always be first priority.

7.0 CHURCH KEYS

.01 The Church Office Manager will keep a complete, accurate, and up-to-date key inventory record on who has keys to the Church property. The Church Office Manager is responsible for the issuing of keys to church members for both short and long term key requests. If the Church Office Manager should have questions concerning the granting of a particular key request, the Church Office Manager will present this request to the Board of Directors for consideration. Church keys are not issued to non-church members unless the Board of Directors approves and conditions are met as outlined above under **Procedures, 1.1, .05**.

.02 Church Members with a key to outside entry doors to the Church building have the following responsibilities at all times:

- Before leaving the building, either lock all outside doors, or verify that someone has been assigned the duty of locking all outside doors upon conclusion of any and all meetings.
- Under no circumstance are the assigned keys to be lent to other church members without notifying the Church Office. Church keys are not issued or lent to non-church members.
- Under no circumstances should copies be made of the Church keys without notifying the Church Office.

Section B.

Date Approved/Revised: May 26, 2010

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SPECIAL GUIDELINES REGARDING USE OF FACILITIES

*“My house will be called a house of prayer, but you are making it a den of robbers.”
Matthew 21:13*

1.0 SANCTUARY

1.1 Stained Glass Windows and Cross

The stained-glass window and the cross are to remain visible so that an audience realizes the sanctity of the facility.

1.2 Sound, Musical Instruments, and Lighting Needs

All sound, musical instruments and lighting needs must be approved in advance on the *Calendar Request Form*.

1.3 Musical Concerts

.01 All requests for musical concerts must be reviewed and permission granted by the Minister of Music in consultation with the Senior Pastor. The Minister of Music and Senior Pastor will review all requests as to religious and/or secular content and quality of the program.

.02 The Minister of Music must give permission for anyone to play the organ or grand piano in the sanctuary and all other musical instruments of the Church.

.03 Programs in the sanctuary that require the use of the sound system must have one of the Church's Sound Technicians on duty, and this service will be included in the usage fee.

.04 All decorations in the facility and on the grounds of Dahlonga Baptist Church must be approved by the Minister of Music and Church Administrator.

.05 To ensure that the sponsoring organizations understand that, even though they are renting the facility, they are still guests of Dahlonga Baptist Church; all outside organizations using the facility must print the following wording in their event programs:

For many centuries the Church was the center of art and culture. It is the mission of Dahlongega Baptist Church's worship and music ministry to stand firmly with this tradition and bring to the community the finest musical performances to glorify God. All musical concerts are designed to edify and enrich all listeners and to bring a greater awareness of God's love through His gift of music.

Food and drink are permissible only in the lower level of the building. There shall be no smoking in the facility or on the grounds of Dahlongega Baptist Church.

2.0 KITCHEN

2.1 Functions

The primary use of the kitchen facility will be for Church-wide functions such as banquets, meals for prayer meetings, visitations, and other prearranged meal functions.

2.2 Guidelines for Use

.01 Kitchen facilities are available only to Dahlongega Baptist Church organizations and approved outside groups.

.02 All use of the kitchen facilities must be approved in advance through the Church Administrator's office. Groups must submit requests by using the *Calendar Request Form*.

.03 Organizations using the kitchen will be required to comply with the following procedures:

- Read instructions carefully before using dishwasher.
- Clean, dry, and put away all dishes and utensils.
- Wash all counter tops and work areas with cleaner.
- Do not leave leftover food from the event in the refrigerator, freezer or pantry.
- Floors must be swept and mopped.
- Groups are not allowed to use items in food pantry or freezer.
- Check stove, oven, and other appliances to make sure they are turned off.
- Lock the outside door and turn out all lights when leaving.

.04 Groups and responsible individuals are expected to leave the food service area cleaner than they found it. Dishes, silverware, and cooking utensils are to be washed and put away. Staples and consumables must be accounted for and replaced. Trash is not to be left in the kitchen overnight. All trash is to be placed in the outside dumpster at the end of the event.

.05 At no time shall minors be left alone in the kitchen area. Adult supervision is

required for all children and student functions.

3.0 MINISTRY FURNITURE AND EQUIPMENT

It is the policy of Dahlonga Baptist Church that furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the Church will be used exclusively for ministry functions of Dahlonga Baptist Church. Furniture and equipment used away from the Church's main campus is for ministry use only and must be scheduled, approved, and checked out through the Church office. The requesting individual assumes full responsibility for security, maintenance, and return of the item(s), as well as full responsibility for the cost of damages or replacement. In support of these guidelines, the following procedures apply:

- Furniture and equipment may be utilized off-campus for a 24-hour period for approved Church functions. Longer periods must be specifically approved by the Church Administrator.
- No furniture or equipment will be used off-campus on Sunday without the expressed permission of the Church Administrator.
- Audio or musical items must be approved by the Church Administrator and the Minister of Music.