

## **Building use policies, April 2017**

The facilities of the Layton Avenue Baptist Church are dedicated to the glory of God and are intended to assist the congregation in carrying out its mission and ministry. The property and building are to be treated with respect and care not only as “sacred space,” but also with gratitude for God’s provision in making everything at 9600 Layton Avenue possible.

The fellowship hall is typically the only room the church makes available for use with the notable exception of the sanctuary for weddings (see below). Requests for other or additional rooms, or for use of an outdoor area (patio; west wing play area) will be considered on a case-by-case basis.

### **Policies for building use**

- 1) Only persons or groups whose beliefs and purposes are in harmony with the church’s faith and moral teachings as outlined in its constitution are permitted to use the facilities.
- 2) The group or person using the facilities must give proof of liability insurance coverage and sign a “Facility Use and Indemnity and Hold Harmless Agreement.”
- 3) No alcoholic beverages or smoking are allowed on the premises.
- 4) Abusive language, profanity, and vulgarity are not allowed on the premises.
- 5) For decorations, use only blue painters’ tape, or products like Command Strips which are designed not to damage walls or leave a residue.
- 6) Use of rooms or areas beyond those agreed upon is prohibited.
- 7) Minor children must be under adult supervision at all times, and are only allowed in the room or area agreed upon for use.
- 8) Violations of these rules of conduct may result in an individual’s group or an organization being evicted from the premises with a forfeiture of fees paid.
- 9) Damages or any defacement of the property will be the responsibility of the individual or organization using the facilities.

### **Scheduling and fees**

#### A) Active church members

- 1) A fee of \$150.00 is required to reserve a space. The reservation will be made at the time the fee is paid.
- 2) Reserving a space must be done at least two weeks in advance of the date requested.
- 3) Events are limited to three hours. If additional time is needed, an additional fee of \$50/hour will be required.
- 4) If the space is determined to be clean and orderly following its use, \$50.00 will be refunded.
- 5) The administration and fellowship teams will provide a detailed checklist to be followed in cleaning and putting the facility back in order.
- 6) Needs for food preparation, service, and clean-up related to the kitchen will be determined at the time the individual or organization requests use of the facilities. Additional fees may apply.

#### B) Non-members and inactive members

- 1) A fee of \$400.00 is required to reserve a space. The reservation will be made at the time the fee is paid.
- 2) Reserving a space must be done at least two weeks in advance of the date requested.

- 3) Events are limited to three hours. If additional time is needed, an additional fee of \$75/hour will be required.
- 4) If the space is determined to be clean and orderly following its use, \$100 will be refunded.
- 5) The administration and fellowship teams will provide a detailed checklist to be followed in cleaning and putting a space back in order.
- 6) Needs for food preparation, service, and clean-up related to the kitchen will be determined at the time the individual or organization requests use of the facilities. Additional fees may apply.

## **Weddings**

### A) Active church members

- 1) A fee of \$250 is required of active church members for use of the sanctuary. The reservation will be made at the time the fee is paid.
- 2) Reserving a space must be done no less than one month before the date of the wedding.
- 3) The fee includes two hours for a rehearsal on the day or night prior to the wedding, and three hours of building use before and three hours after the ceremony (this does not include general use of the fellowship hall).
- 4) A notice of cancellation at least 48 hours prior to the wedding is required for a partial refund of \$125.

Note: this fee does not include the officiant's honorarium or fees for an accompanist, a coordinator, and/or a sound technician. These amounts should be determined in consultation with individuals providing these and any other services required for the ceremony, and paid directly to them.

### B) Non-members and inactive members

- 1) A fee of \$500 is required of non- or inactive church members for use of the sanctuary. The reservation will be made at the time the fee is paid.
- 2) Reserving a space must be done no less than one month before the date of the wedding.
- 3) The fee includes two hours for a rehearsal on the day or night prior to the wedding, and three hours of building use before and after the ceremony (this does not include general use of the fellowship hall).
- 4) An additional \$200 maintenance deposit is required for non- or inactive church members. If the sanctuary and other building areas are determined to be cleared of decorations and other items related to the ceremony, the deposit will be refunded.
- 5) A notice of cancellation at least 48 hours prior to the wedding is required for a partial refund of \$250.

Note: this fee does not include the officiant's honorarium or fees for an accompanist, a coordinator, and/or a sound technician. These amounts should be determined in consultation with individuals providing these or any other services required for the ceremony, and paid directly to them.

For further information and to reserve a space, contact the church office (414-425-1616) to initiate your request. All requests will be directed to the Administration Team for consideration.