

(Revised June 2002)

Greenlawn Baptist Church
6612 Garners Ferry Road
Columbia SC 29209
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Facilities Use Policy

CHURCH PURPOSE

Greenlawn Baptist Church desires to serve the needs of our members and our community. All of the facilities of the Church are available for Christian fellowship and creative activities that foster our program of evangelism, education, training, worship, ministry, and missions. For this reason we offer the following guidelines that will apply to all non-regularly scheduled activities to be held on Church property.*

PROCEDURES

Members and organizations must reserve the facilities for any activity outside of the usual weekly/monthly schedule. The facilities will be available for private functions by church members or community organizations under the following conditions:

1. No Church function is scheduled for the facility at the date/time requested.
2. Reservations can be made up to six (6) months in advance but will not be guaranteed until two (2) months prior to the event.
3. The use of the facilities will be scheduled through the Church office and placed on the Church calendar. Events are scheduled on a first-come, first-served basis determined by the date completed forms are received by the Church secretary and approved. (Information requested on the forms will include: the nature of the event, numbers of people involved, dates, times, facilities desired, and equipment needed.)
4. Reservations must be made by the leader of the group using the facilities, who accepts responsibility for the condition in which the facilities are left.
5. Keys must be signed out from the Church office by the leader, who is responsible for returning the keys on the day following the event.
6. Any loss or damage to furniture or equipment, not covered by the security deposit, must be paid for upon return of the key.
7. Equipment and furnishings, including tables and chairs, may not be removed from Church property for non-church functions. For Church events any items needed must be checked out through the Church office.

*For weddings see current Wedding Policy.

GENERAL RULES

1. The holiness and sanctity of God's house must be maintained at all times. The facilities will not be used in any way that will detract from the Church's essential purpose and mission for Christ.
2. Children must be supervised by sufficient adult leader(s) whenever they use the facilities. (Suggested ratio 1:5)
3. There will be no smoking in the buildings and no consumption of alcoholic beverages on the property.
4. No pets are allowed in the buildings.
5. The use of telephones is limited to local calls of short duration.
6. The rearrangement or movement of any furniture must be approved by Church office prior to such changes. Furniture and equipment must be placed back in their original locations after use.
7. Florists and other groups will be instructed to refrain from defacing the buildings in any manner. Under no conditions shall decorations be attached to furniture or walls by pinning, gluing, tacking, taping or nailing. Adequate protection must be in place to protect the buildings from dampness and candle wax or other detrimental elements. Only dripless candles are permitted. No glitter is allowed.
8. All decorations, flowers, and equipment must be removed from the Church buildings immediately following their use unless other provisions have been made through the Church office.

FEES FOR USE OF FACILITIES

A \$10.00 refundable key deposit is required for all users.

Greenlawn Church Members pay neither security deposit nor rental fees.

Non-profit Groups must pay a \$100.00 refundable security deposit and are encouraged to make a donation to help defray the cost of utilities and other expenses.

Other Groups must pay a \$300.00 security deposit and daily rental fees as follows:

Fellowship Hall (no kitchen) (190 fire code capacity)	\$100.00
Kitchen	\$150.00
Fellowship Hall & Kitchen	\$200.00
South Wing	\$250.00

Rental fees are distributed as follows: 50% to utilities to offset costs and 50% to Designated Fellowship Hall Table Fund.

Custodial staff fees for members, non-profit groups and other groups shall be \$75.00 (Greenlawn writes the custodian a separate check, they need to be asked to work the event and they do not record this on their time sheet) base fee and \$35.00 for each additional site (Fellowship Hall and Kitchen equals two [2] sites.) Additional custodial fees are not required with Church Sponsored Events. [Exempt groups are those Greenlawn Baptist Church partners with or supports financially.]

These policies are set forth in the spirit of love and in the hope of avoiding any misunderstandings. While we must protect Church property, we want to serve all of our members and the community in the fullest possible way.