



FACILITY USAGE POLICY

INTRODUCTION

Lebanon Baptist Church (LBC) will make its facilities available to church and service groups inside and outside the church. Community groups, organizations, and individuals may use Lebanon Baptist Church facilities as outlined in this policy. LBC considers this use by groups, organizations, and individuals outside the church ("User") to be part of the church's service to the community. The Operations Manager must approve all groups, organizations, and individuals who intend to use church facilities. By submitting a request to use church facilities, the User agrees that the church may decide, in its sole discretion, whether the User may use the church's facilities. These decisions are final.

FACILITY USE

All requests for facility use must be made in writing through the church's "Facility Usage Request Form," which may be found on the church website. No other requests will be honored.

Once the request is received, the Operations Manager will review the request details and determine whether the church may honor the usage request. Upon approval, User will be sent an electronic invoice for any applicable fees. The invoice may be paid electronically or in person at the church office. Payment must be made within 72 hours of the invoice being sent. The reservation is only held once payment is made.

The use of church facilities shall be scheduled through the Operations Manager. The Operations Manager may delegate specific responsibilities to other staff in his sole discretion.

The remainder of this policy outlines who may use the church facility. Additional information may be requested, such as background checks and references.

USE OF FACILITIES

Use of church facilities shall occur in the following order of priority:

1. Church meetings, events, activities, and ministries shall hold priority over any other request.
2. Use by Lebanon Baptist Church members and their immediate family.
3. Service groups and charitable organizations
4. Outside individuals and organizations

Any approval previously granted to any User may be revoked if there is a church ministry use desired at the same time as the previously approved use or if there is a request for the use of the facility by any group or organization of a higher priority in the list above at the same time as the previously-approved use. The decision to revoke any previously approved use shall be made by the Operations Manager or the Lead Pastor, and this decision shall be final and conclusive.

The following may not use the church facilities:

1. Any group or organization whose primary purpose is to engage in political advocacy.
2. Any political party or any group affiliated with any political party.
3. Groups or organizations operating for commercial gain or individuals seeking use of the church facilities to promote any for-profit business; provided, however, that this prohibition shall not apply to any guest of the church or to any musician, artist, filmmaker, writer, or speaker who supports himself or herself in that manner.
4. Groups or organizations whose activities or positions conflict with the mission, doctrine, and core values of Lebanon Baptist Church as determined by the church, in its sole discretion.
5. Any group or organization whose use may be prejudicial in any way to the church's best interests as determined by the church in its sole discretion.

6. Any group or organization that does not appear able to provide, or indicates it will not provide, adequate adult supervision as determined by the church in its sole discretion.

FEE SCHEDULE

BANQUET HALL

\$50 per hour

Kitchen Use – Minimum of \$50, varies depending on equipment usage

GYM

\$50 per hour for individuals

\$75 per hour for tournaments or other groups that charge admission

OTHER FEES

AV Equipment Fee: \$50 per event

Cleaning Fee: \$150

Overtime Usage Fee: \$100 per hour, rounded up to the closest hour

Alarm Response Fee: Varies; user is responsible for all fees incurred by Owner

OTHER FACILITIES

The fees for the use of other facilities are set on a case-by-case basis. Individuals interested in using other spaces should contact the Operations Manager for more information.

PROCEDURES FOR SCHEDULING USE

Groups or individuals wishing to use the church facilities must complete the “Facilities Usage Request Form” on the church’s website at lbcnow.org.

Requests for use must be made at least two weeks before the event dates. However, as a general rule, facilities may not be reserved more than 60 days in advance, except for weddings and outside ministry events.

The Operations Manager approves or declines all requests for facility usage.

Organizational users approved for facility use must submit a completed “Facilities Use Agreement” and a Certificate of Insurance naming Lebanon Baptist Church as an additional insured on User’s liability insurance policy. The certificate should indicate that coverage is in force with a minimum occurrence limit of \$1 million.

The Operations Manager may waive, in writing, the requirement to provide a Certificate of Insurance if (i) he is satisfied by the provision of other liability insurance

information that adequate insurance cover is held by the User for the event or (ii) other circumstances warrant waiving this requirement as determined by the Operations Manager.

Should the User not have liability insurance, an event insurance policy (minimum of \$1 million per occurrence) must be purchased unless the Operations Manager waives this requirement in writing.

USER'S RESPONSIBILITIES

1. User shall be responsible for all buildings, grounds, and equipment incident to the use of the church's facilities caused by any of User's participants, vendors, or attendees.
2. User shall make no temporary or permanent modifications to any church property unless approved by the Operations Manager.
3. User, participants, vendors, or attendees shall not attach any decorations or other items to walls or other fixtures.
4. User agrees to use the church facilities in accordance with all the church policies, rules, and practices and in compliance with all county, state, and federal laws, including fire codes.
5. User is responsible for providing all necessary and appropriate safety instructions to all participants, vendors, or attendees at User's event.
6. Responsible adult supervision must always be with the group when facilities are in use.
7. An adult must supervise all minor children.
8. The church property and facilities must be left in a thoroughly clean condition. Performance of cleaning by the church will not reduce the User's liability for damages. If facilities are left in an unkempt state, User agrees to pay a Cleaning Fee of \$150.
9. User must remove all of its materials from the church facilities within 2 hours of the event's conclusion, absent any other approved agreement with the Operations Manager. Any item or material left at the church facilities more than ten days after an event is concluded shall be deemed abandoned. It shall become the property of Lebanon Baptist Church to be used or disposed of as the church alone determines.

10. If User reserves and uses the kitchen, all kitchenware, utensils, and silverware must be cleaned, dried, and returned to their place. If the User fails to clean the kitchen properly, User agrees to pay a Cleaning Fee of \$150.
11. User must return the reserved space to its pre-use state and exit the building by the agreed-upon time. User agrees to pay a penalty of \$100 for overtime usage.
12. For safety and security reasons, the intrusion alarm system in the Family Life Center automatically arms at 11:59 PM each night. User must vacate the premises prior to this time. If User fails to do so, User agrees to pay the above-referenced overtime usage fee. Additionally, User agrees to be held solely responsible for any response fees charged by the alarm company, local law enforcement, or municipal entity.

USER'S RESTRICTIONS

1. Smoking, vaping, and any other use of tobacco products is prohibited on church property.
2. Illegal drugs of any kind are prohibited on church property.
3. Alcoholic beverages are prohibited on church property.
4. The playing of music at any volume that includes explicit language and/or references to sex, violence, or alcohol or drug use is prohibited. Users must select music that is consistent with a family atmosphere and appropriate for a house of worship.
5. User agrees that its use will be orderly and comply with all applicable laws.
6. User agrees and understands that the church reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of the same. The church, its employees, its members, and its agents shall have free access at all times to all spaces occupied by User.
7. The kitchen will be used only if reserved, and the appropriate fees are paid in advance.
8. If the kitchen is reserved and used, User is not permitted to use any consumable items such as paper or plastic plates, napkins, plastic utensils, etc.

USE OF EQUIPMENT

1. User may use audio-visual equipment in the banquet hall and gym only upon payment of the appropriate fee. Any use of audio-visual equipment in the Sanctuary, Youth Building, or Kids Worship room requires a member of the church's Production Team. Such audio-visual equipment will only be operated by a production team member (see fee schedule).
2. Users are responsible for providing linens, utensils, glasses, dishes, etc.
3. No furniture (tables, chairs, etc.) or equipment belonging to the church may be loaned or removed from the building.
4. Users may use tables and chairs as their setup requires. However, all tables and chairs must be returned to storage except six (6) round tables with eight (8) folding chairs at each. These shall be left as they were found.