

Building and Facilities Use Policy of Macedonia Baptist Church

Macedonia's facilities were constructed through the generosity and sacrifice of Macedonia members and are to be used for outreach, fellowship, community service, assemblies, celebrations, classes and other activities that bring glory to God and favor in the community. The desired outcomes are strengthened families, increased visibility of the Macedonia congregation as a caring congregation of Christian people, and a sharing of God's blessings to the surrounding community.

The following policies have been established to provide guidelines for the use of Macedonia's facilities. The written policies should not be considered as all inclusive and additional administrative rules may be enacted to address specific situations. These policies are subject to change and the policy in force at the time of the event will be observed.

For weddings, please see the Wedding Policy for more information.

Definitions:

Church-Wide Functions – An activity scheduled at the Macedonia facility for outreach or benefit to the membership of MBC with an open invitation to the community, the entire congregation and / or a large majority of the congregation. Church-wide functions will have scheduling priority.

Examples of church-wide functions are, but not limited to: church-wide meals and fellowships, funerals, holiday presentations, training meetings, and musical celebrations.

Ministry Functions – An activity scheduled and sponsored by a specific ministry or combination of ministries to benefit the work of the Church.

Examples of ministry functions are, but not limited to: Leadership Training for individual ministries, Mountain Movers / Sunday School class dinners / meetings, children's ministry special events, class socials (including class/department sponsored baby and wedding showers), and youth events, etc. Associate members of adult classes are included in Class sponsored events of their class. Esther Class and Mountain Movers will fill out a Building / Facility Use Reservation Request Form once, noting the schedule of their meetings (second Tuesday, third Thursday of the month), to be kept on file.

Member Functions – An activity for which the reservation is made by a Macedonia member and the primary beneficiary is a Macedonia member and/or his / her immediate family.

Examples of member functions are: Wedding anniversary celebrations, bridal showers and baby showers (if not being sponsored by a Sunday school class), birthday parties, family reunions, parking lot/field activities such as little league practices, etc.

Community Event – An event or activity scheduled at the Macedonia facility for the benefit of an entity outside of Macedonia. Examples are HHS / HJH choir / band programs, Heart-Light meetings, special school activities during testing, JLYASDI'S JOURNEY board meetings, special meetings or events of local businesses. There is no charge for the use of Macedonia buildings and facilities for Community Events. If no member of Macedonia Baptist Church is involved with the reserving entity, a church liaison/representative will be appointed. Groups using the Macedonia facility on a scheduled basis will fill out a Building/Facility Use Reservation Request Form to be kept on file with the schedule of days noted (every Tuesday / Third Thursday of the month, etc).

The Macedonia church member who acts as sponsor for the event (the person who made the reservation) must be present for the entire event. The sponsoring member assumes the responsibility for overseeing the activities for which the facilities are reserved, and assuring that the terms of the reservation are followed. **The sponsoring member is also responsible to sign the reservation form and see that any applicable fees are paid in advance, and to return the reservation form to the church office by the next business day following the event.**

General Policies for Reservations and Scheduling of Events

RESERVATIONS

1. In order to maintain a coordinated schedule, **the official calendar of events will be kept in the Church office.** Events will not be secured on the church calendar until a completed Building Use Reservation Request Form is submitted, and **any required fees have been paid** at the Church office. Then the event will be placed on the official calendar. Normal church office business hours are Monday – Thursday, 8 AM to 4 PM. **No building use reservations will be accepted over the phone, or verbally to a staff member or secretary. In the event that it is not possible to come to the church during office hours, forms may be e-mailed to the member making the request, and the completed and signed form may be returned to the church by e-mail. Payment will have to be received before the event will be placed on the church calendar.**
2. Reservations will be accepted on a first-come, first-served basis. In order to assure that church-wide and ministry functions are shown the necessary priority, member function dates must be reviewed with ministry leaders prior to making reservations.
3. After a reservation has been made and calendared, a copy of the reservation form will be kept in the church office, and the other copy will remain with the member who made the reservation. **The member's copy must be returned to the office secretary in the church office by the next business day following the event, with any appropriate comments noted on the form, such as: 1. Any damage noted, or no damage noted, 2. The kitchen check list, signed and dated if the kitchen was used, 3. The return of a key, if a key was checked out, 4. Any other information pertinent to the use of the facility.**
4. All special use facility requests (**ministry and member functions**) are required to fill out a Building/Facility Use Reservation Request Form, signed by the responsible person involved, before the event will be placed on the Church calendar.
 - a. Reservations for Member functions should be made as far in advance as possible, **but not less than 7 days prior to the event.** The Church leadership reserves up to two days for the approval process to confirm a reservation. Reservations made less than one week in advance may not allow sufficient time to prepare facilities, and will not be accepted.
 - b. If plans are changed after a reservation has been made, reservation should be cancelled immediately by notifying the church office, and another reservation form will need to be completed in the case of re-scheduling.

GENERAL BUILDING USE

1. **Forms must be submitted and fees must be paid BEFORE events will be placed on the Church calendar. Member functions will require a fee of \$75 for each area of the building reserved (Fellowship Hall, A-100, Worship Center, etc.) to be paid at the time of submitting the Building Use Reservation Request Form.** The fee is not refundable, and members using the Macedonia Baptist Church facilities shall leave the areas used in the same condition of cleanliness as they received them. (Ministry functions will be responsible for clean up / set up for events prior to Sunday).
2. If the Church Worship Center or Student Building is requested for an event where sound and/or lighting are required, a fee of \$100 will be charged to provide an approved technician to operate sound and lighting equipment. If sound is needed for an event in the Fellowship Hall, the person reserving the Fellowship Hall will be given a tutorial on operating the sound system.
3. Reservations will not be accepted for member parties held for the purpose of doing personal business for profit. Materials may not be sold in church facilities unless permission is specifically requested and granted prior to the event.

4. Macedonia Baptist Church does not assume any responsibility for material stored on the site that is the property of others.
5. The event sponsor (person making the reservation) assumes liability for damage to the property, and agrees to Macedonia's methods of moving and storing materials. Macedonia Church staff will be available for questions regarding moving or storing any materials or equipment. The event sponsor assumes liability for damage to the property. The church must be notified in writing (on the Reservation Request Form) if any damage is done to the facility. Facility will be checked by a staff member after use.
6. The Church office will offer suggestions on proper utilization of the space available at the Macedonia complex and may reject reservations based on more or less than recommended attendance for the space available. For example, reserving the Fellowship Hall for 10 people – this would call for a smaller space, depending on the activity.
Recommended capacities for buildings: A-100 – 50, Fellowship Hall – 250, Student Building – 150, Worship Center - 900
7. Classrooms are not generally available for member functions, unless the classrooms are used as part of a large event in the Fellowship Hall, A-100, the Worship Center, or Student Building.
8. Playground may be reserved (except during times for services or ministry events). The Fellowship Hall will not be available during this time, unless a contingency reservation is made for the Fellowship Hall and the \$75 fee is paid. No last minute reservations for the Fellowship Hall will be made in case of rain.
9. Only church related activities are allowed during worship and church-wide events (Sunday school, Sunday night service times, Wednesday night activities, etc.), and no reservation or other recreational activities will be scheduled during those designated times.
10. For member functions, **the member reserving the facility is responsible for all furniture and equipment set up. A needs list of equipment to be used (tables, chairs or other special needed items) is recommended and must be presented at the time of making the reservation.** Those items will be out and available, but it is the responsibility of the reserving member to put them in place for the event. **ONLY EQUIPMENT STATED ON THE RESERVATION FORM MAY BE USED AND LAST MINUTE CHANGES ARE NOT PERMITTED.**
11. All Church furniture and equipment is designated for on premise use only and must not be removed from the Macedonia campus, unless it is a Ministry or church/wide function, and prior permission is received.
12. **Church equipment / property may not be used for member functions unless it is approved on the reservation form. Church paper ware (paper plates, plastic forks, spoons, knives, napkins, tablecloths, and linen tablecloths) must NOT be used for member functions, unless specifically approved on the reservation form.**
13. Each reserving group is responsible for leaving the facility in the same condition as they found it. All trash is to be placed in the trash cans and taken to the dumpster, and the building is to be left in the pre-event condition.
14. It is of utmost regard for our church property and the testimony of our church that there be no tobacco use, alcohol consumption, or dancing at any event held on Macedonia Baptist Church property.
15. Several tables are available for reservation for personal events like yard sales, parties, etc. These tables are available after filling out a Building/Facilities Use Reservation Request Form. **Reservation must be made at least 7 days in advance. NO OTHER TABLES or other equipment are to be removed from Macedonia Baptist Church buildings for personal use!** Loaner tables must be returned to the church by the next business day and

reservation form returned, noting any damage. Person reserving tables will be liable for any damage sustained. These tables are available on a first-come, first-served basis.

WEDDINGS AND WEDDING RECEPTIONS
Wedding policy is currently being revised

Specific rules apply for weddings and receptions. For information about reserving Macedonia Baptist Church facilities for a wedding or reception, you will be directed to a member of our Wedding Committee for policy information.

KEY POLICY FOR BUILDING RESERVATIONS

Temporary Keys – may be reserved for special events. Any member may reserve a key for a scheduled / calendared event. **The key must be reserved at the time of making the reservation and may be picked up on the last business day (Monday – Thursday, 8am – 4 pm) prior to the event. The key must be returned to the office within 24 hours of the event (during business hours), or the Monday following the event, if the event is on a weekend. A \$50 security deposit will be required to reserve a key, which will be refunded upon return of the key. Security deposit will be forfeited if the key is not returned on the day following the event. NO KEY IS TO BE TRANSFERRED TO ANY PERSON AT ANY TIME! IT IS ONLY FOR THE USE OF THE PERSON TO WHOM IT WAS CHECKED OUT.**