

Union Branch Baptist Church

South Prince George, Virginia

Facility Rules and Guidelines

CHAPTER ONE – BASIC FACILITY GUIDELINES

General Rules

The facilities of Union Branch Baptist Church (UBBC), Prince George, VA are not for rent or reservation to individuals, groups or organizations outside UBBC PG without the approval of the Trustee Board Chairperson/ Vice Chairpersons or designated Trustee representatives. There are set policies for the use of the facilities. The cost for use of the facility may increase proportionate to the cost to operate the facility. UBBC PG reserves the right to deny use of the church facilities by the authority of the Trustee Board.

Activities will not be scheduled concurrently during the hours of regularly scheduled church worship services, church school and church programs, unless they are an integral part of a Union Branch ministerial program.

When using the facilities or grounds, all are to dress and conduct themselves in a manner that will glorify God.

Anyone seeking use of facilities will sign a contract to the rules and guidelines contained herein. Any person or group found to be in violation of these rules and guidelines will have terminated the agreement and will be asked to leave the premises immediately. All funds will be forfeited.

The facilities may be used by civic, fraternal, youth, and cultural groups; bereaved families; wedding parties; community clubs; and scouting organizations.

Some of these entities are considered outside groups. Church facilities may be used as a voting precinct but will not be used for political forums or rallies of any kind. Anyone desiring to use the church sanctuary or other areas of the building for anything other than a church function must submit a request to the Trustee Board.

A deposit is required to secure the availability of the facilities. Cancellation of a request must be received within one week (5 working days, Monday – Friday) of the scheduled event in order for a deposit to be returned.

These guidelines are subject to change.

Church Policies

In addition to these rules and guidelines, all existing Church policies will apply to the use of the UBBC PG facilities. All members and guests are expected to conduct themselves according to Christian principles. Dress and conduct will be in accordance with the moral and ethical standards of the church.

- Tobacco, alcoholic beverages (with the exception of wine for communion), and illegal drugs are not permitted on the church premises. Anyone violating this rule will be asked to leave the grounds.
- People are asked to refrain from gum chewing or eating in areas other than the fellowship hall.
- Smoking is not allowed within the church facilities.
- Pets are not allowed in the facilities, with the exception of seeing-eye dogs.
- No profanity will be tolerated.
- There is no dancing allowed in the church building without special permission.
- All athletic wear should be modest – no halter-tops or spandex pants and tops.
- Walls will not be decorated with murals, banners, or signs without special permission.
- No skating or skateboarding will be permitted on church grounds.
- No loitering outside the building will be tolerated.
- The Minister may disapprove any music deemed questionable regarding the sanctity of the church.
- UBBC PG is not responsible for accidents resulting from negligence of a person(s)
- UBBC PG will not be liable for any personal injury or damage to equipment and/or vehicles of outside groups.
- Party using facility will pay for any damage to facility and furniture
- No meeting will be held that will conflict with or distract from regular and/or normal functions of the church.
- Church telephones cannot be used for long distance calls.
- If church furniture is rearranged it must be put back in its proper place after each event.
- A member of the kitchen staff must be present, if any kitchen appliance is used.
- The appropriate individual, when leaving the building, must turn off all interior lights, and all doors and windows must be locked.
- Guest will remove any equipment brought in immediately following their programs, unless otherwise agreed on by the church.
- Guest will use only that portion of the building or grounds assigned to them for their specific purpose.
- Attendance will be restricted to the capacity of the facility engaged.
- Users of the facilities must state the hours required.
- All users must depart the premises within 2 hours after the scheduled event.
- Those who use UBBC PG for non-church related activities shall be responsible for overhead costs.
- The groups to whom the facility is made available shall be held responsible for proper conduct of persons in attendance, and for any undue wear-or-tear, damage to or destruction of property.

Reservations

All reservations for any area of the facility must be made through the Trustee Board Chairperson for (except emergencies – as stated).

Availability will be on a first come, first serve basis, in the following priority:

- 1) Church-wide programs of UBBC PG
- 2) Groups and programs within UBBC PG
- 3) UBBC PG members
- 4) Non-UBBC PG members and organizations

Example: If two church-wide programs are planned for the same time, then the date and time of reservation will take precedence. However, if a church-wide program and a member reservation are made for the same time, then church-wide program would take precedence.

Users making reservations will be responsible for their own group's program and/or activities.

All youth groups must have one adult member who is in charge of the entire reservation. In accordance with staff-child ratio laws, one adult will accompany every ten children ages 2 through 5 and one adult will accompany every 24 children 6 years and older. Reserved facilities shall be relinquished upon termination of reserved time. It is the responsibility of the adult member in charge to be certain all equipment; furniture and supplies are returned to their designated area(s).

When reserving the building be sure to allow enough time for set up and removal of tables & chairs, (Fellowship Hall and Community Room Only) any food or catering equipment, etc... In some cases more than room may be rented at the same time; therefore, be mindful of other people and keep noise to a minimum.

A copy of rules will be posted and a copy furnished to those requesting use of the facilities. Violation of rules could result I parties connected to event being denied use of facilities in the future.

A deposit must be made at the time of booking. Deposits for the facility will **only** be refunded if notice is given within 5 working days (Monday- Friday) prior to the scheduled event. If notice is less than 5 working days (Monday – Friday) the deposit will be forfeited. Refunds for fees paid to individuals are contingent upon contract agreements.

No reservation will be taken for any event more than 12 months in advance.

The Church Trustee Board Chairperson must be contacted in advance to schedule events. He can be reached at (804) 862-1672

Supervision

The sponsor(s) of the group using any of the facilities must remain in the facilities at all times to supervise and ensure that the facilities used are returned to the same condition in which they were found. They assume responsibility of the overall conduct of the group and any persons under the age 18 must have adequate adult supervision.

Areas other than those specifically reserved will be considered "off limits" to those with the reservation. Example: The sanctuary would be off limits during a youth activity.

Parking

The UBBC PG has limited parking spaces. Therefore, parking is only authorized in designated outline areas. The parking lot will allow for _____ parked vehicles. UBBC PG cannot authorize parking outside of its parking grounds. Parking of vehicles and security of personal property on or off facility grounds is the responsibility of the owner.

Scheduling

All scheduling will be on "first come" basis. The UBBC PG Trustee Board reserves the right to refuse rental at their discretion. Some activities will not be permitted, such as, political rallies, retail shows, fundraisers, or benefit programs unless directly benefit the church.

Cleaning

All persons using or renting the facilities are expected to leave it in the same condition in which it was found. Any extensive cleaning required after an event will require an additional charge.

- The complete deposit will be returned if areas are left in its original condition and do not require janitorial services.
- The kitchen must be left clean and food will be discarded or removed from the premise.
- All trash will be put in plastic bags and placed in the trash dumpster in the parking lot.
- Porches and walkways must be cleared of trash or other debris.
- All groups will be liable for any damage to church property.

The Trustee Board Chairperson may be contracted for custodial services. He can be reached at 804-862-1672 for price of services.

By signing this contract, I have read and agree to comply with the above stated rules and guidelines for using UBBC PG facility.

Signature _____ Date _____

Union Branch Baptist Church

South Prince George, VA

Reservation Form

General Information:

Date submitted: _____ Person Responsible: _____

Person requesting the facility: _____ Organization: _____

Date(s) requested: _____

Time of event (From) _____ (till) _____

Phone number: (Daytime): _____ (Evening) _____

Number Expected: _____ Standing request: Every _____ and _____

Equipment needs _____ Media Needs _____

Food service needs: (Type of Service) _____

Are you a member of Union Branch Baptist Church? (Y) _____ (N) _____

Purpose:

- | | | |
|--------------------------------------|---|---|
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Rehearsal Dinner | <input type="checkbox"/> Meeting |
| <input type="checkbox"/> Reception | <input type="checkbox"/> Shower/ Tea | <input type="checkbox"/> Family Reunion |
| <input type="checkbox"/> Other _____ | | |

Space Requested:

- | | | |
|---|--|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Fellowship Hall | <input type="checkbox"/> Community Room |
| <input type="checkbox"/> Sunday School Room | | |
| <input type="checkbox"/> Other _____ | | |

Signature of responsible Party _____ Date: _____

One week Prior Funds must be paid by check or money order