

## **GUIDELINES FOR USE OF CHURCH FACILITIES FOR PARKWAY BAPTIST CHURCH**

Parkway Baptist has been blessed by being able to have a facility of this nature and hope to serve you through sharing our facilities with you. These guidelines and fee schedules were established in an attempt to provide the most appropriate blending of our desire to minister through this outreach to our community while, at the same time, being proper Christian stewards of our facilities.

By observing these guidelines, we should be able to greatly prolong their excellent condition. The fees are designed to offset the expensed of the church directly associated with hosting the activity-such as utilities, janitorial duties, including set-up, break-down, and cleaning; periodic repair, maintenance, and replacement of equipment.

### **PROCEDURES**

Reservations for church facilities can be taken at any time. Reservations for members will be confirmed no earlier than 6 months in advance. Non-members will be confirmed no earlier than 4 months in advance.

All church facilities are to be used on a priority basis giving church and church group activities (i.e. Sunday School, Church-wide Fellowships, Student Ministry, etc.) first priority.

Use of the church campus must be confined to area requested. Other items needed should be made known when the request is initially turned in.

All groups or functions must be placed on the church calendar and are on a first come, first serve basis. Activities are to be scheduled through the Facility Coordinators to insure no conflicts. Any conflicts will be decided by the Facility Coordinators. The church office will be furnished with an updated copy of scheduled events for inquiries of facility use. The procedures for scheduling an event are:

- A. Contact Facility Coordinators to inquire about the availability on the desired date.
- B. If date is available, Christian non-profit groups must fill out Facility Request form and write a letter, stating date, time of event, and purpose for use. Upon approval from the church council, the groups contact person must read the guidelines concerning the use of this facility. **NOTE: THE EVENT WILL NOT BE POSTED ON THE CHURCH CALENDAR UNTIL THE REQUEST FORMS ARE APPROVED BY THE CHURCH COUNCIL AND ALL SECURITY DEPOSITS AND/OR FEES ARE PAID.**
- C. Weddings for church members may omit procedure B. If the date is available, the wedding party must read the guidelines and complete the Facility Request form concerning the use of the Sanctuary and Christian Life Center. **NOTE: THE EVENT WILL NOT BE POSTED ON THE CHURCH CALENDAR UNTIL THE REQUEST FORMS ARE RETURNED.**
- D. Kay for building is to be picked up at the church office the last working day prior to event and returned the next working day after the event along with the *Facility Checklist*.
- E. Complete the *Facility Checklist* when finished using the facility and turn in to the office.

### **GENERAL GUIDELINES**

**All groups must have an adult** that will be held accountable for use of the facility.

**No alcoholic beverages** of any kind are to be brought on the church premises either to be consumed or to be served.

**No person under the influence of alcohol** will be permitted to participate in the scheduled event.

**Parkway is a Smoke/Tobacco-Free Facility.** We respectfully ask that guests visiting our church refrain from smoking inside all building, as well as in the parking areas. The latter is a matter of littering.

**Children must be supervised at all times.** Children are not allowed to wander the hallways or classrooms throughout the church campus, and must be accompanied by an adult at all times for the continued safety of the children.

**Rooms and equipment used will be left neat and clean.** The reserving party is responsible for making sure the table tops are wiped clean, trash is emptied and disposed of in the dumpster, rooms are free of any decorations used with respect to the function, and equipment has been properly taken care of and/or returned to the designated area as specified by the Facility Coordinators.

**A Dress Code is required.** Shirts and shoes are to be worn at all times. "Proper dress" for activity or event should be worn and approved by the adult in charge. "Proper dress" should be based on the fact that this is a christian facility and nothing revealing will be allowed.

## **MEETINGS, EVENTS, BANQUETS, AND RECEPTIONS**

Facilities for requests are as follows:

- Sanctuary
- Christian Life Center/Commercial Kitchen
- Classrooms

Non-members or outside non-profit groups wishing to use our facilities for either large or small meetings can request our facilities by following the aforementioned procedures. Availability will be subject to scheduled church program use. Requests may be made by completing a Facility Request form and submitting it to the Facility Coordinators. Christian non-profit groups or outside parties need to submit a letter along with this form explaining this intended use of the facility. A fee schedule provided for the use of our facilities and other services is available below.

A security deposit is required in advance when forms have been approved. This deposit is refundable and will be held until after scheduled event is over then returned to the contact person within 10 days.

Due to the present size of our church membership, private parties or functions for individuals are limited to wedding receptions or special anniversary celebrations (i.e. 50<sup>th</sup> Anniversary). Fees for the use of the facility for individuals are listed below in the Member/Non-Member categories.

### **WEDDINGS (Members and Non-Members)**

See church office for Wedding Policy.

### **KITCHEN**

The kitchen facilities may be required with certain type of events. When a request for the use of the kitchen is made, the following guidelines for its use and care:

**Church Hostess or a representative** will be required to be at any event that uses the commercial kitchen.

**Kitchen use is prohibited except with approval of church hostess** before any function. This includes the use of any food item or paper products. (Refer to kitchen guidelines)

**Kitchen appliances can be used ONLY after...** the reserving party or caterer has been shown the proper operating procedures for each appliance. Appliances include, but are not limited to: gas stove, gas convection ovens, steamer, commercial dishwasher, warming table, and gas griddle.

**Use of the refrigerator and/or freezer** for storing items prior to the vent must be arranged ahead of time through the Facility Coordinators or the church hostess. Permission will be given providing there is adequate space available.

**NO containers, pitchers, bowls, plates, utensils, etc.** may leave the facility (i.e. leftovers). The caterer or responsible party must bring the necessary containers, if there is a change that leftovers are to be saved from the event.

**Paper Products for events** other than churchwide events should be provided by the reserving party. The church will not provide paper products (i.e. plates, napkins, bowls, cups) for any function other than church scheduled activities and events held on our church campus. Any off campus event by Sunday Schools, R.A.'s, and G.A.'s, Youth, etc. will need to provide for these needs other than from the church pantry. **Use of paper products for church function must go through church hostess.**

**Kitchen items are NOT available to be loaned out** to members, non-members, or groups, for personal use. Parkway groups (i.e. Sunday School, committees, Bible studies, choirs, etc.) may arrange to check out a piece of equipment through the Facility Coordinators or the church hostess. All items checked out must be properly cleaned and promptly returned.

**Children are NOT allowed to use or be in the kitchen area.** Due to types of dangers involved with cooking, food preparation, clean up, etc., Parkway feels that the kitchen is not a proper environment for children.

**Parkway will not be responsible** for personal items, dishes, trays, silver, etc. brought in and left following the event.

#### **Kitchen clean-up Procedures:**

- Counter tops must be wiped clean with disinfectant.
- Dishes, utensils, flatware, glasses, etc. are to be washed, dried and returned to their proper storage space. Not items may be left in the sinks or the counter areas.
- Appliances used must be wiped and/or cleaned following their use.
- Trash is to be emptied. A dumpster is located on the side of the building. **ALL** trash must be taken out following the event. Trash cans should have a new replacement liner put in all trash cans.
- Kitchen floor must be swept clean and then damp mopped as specified by hostess.
- Used dish clothes should be rinsed out and placed on the counter next to the deep pot sink.

#### **EQUIPMENT USE**

Parkway has various types of equipment (i.e. audio/visual, chairs, tables, recreation equipment, ladders, extension cords, etc.). It is the policy of our church that we do not loan these items unless it is a church related event held off campus. Permission for the use of items must be cleared with Facility Coordinators and **properly logged out.**

Tables and chairs that are loaned out (away from campus) are to be from the old fellowship hall only and must be logged out as well with the *Equipment Request Form*.

Recreation Equipment must be requested through the *Facility Request Form*. There will be no misuse of any equipment. The reserving party will be held accountable for all recreation equipment used during the requested event. **Do not throw any balls against walls or ceiling.**