

# Beale Memorial Baptist Church

## Facilities Use Policy

The Beale Memorial Baptist Church family acknowledges that we have been richly blessed by God with beautiful and useful facilities. Based on the biblical principle regarding stewardship, we believe that we have a responsibility to maintain and care for these facilities in a way that will honor the Lord and provide ministry opportunities for our church. We further acknowledge the biblical principle regarding the sharing of one's resources and blessings as a means of expressing God's love in the community. The following guidelines regarding the use of all church facilities are established to assist the church in fulfilling these obligations.

### A. Intended Use of Facilities

In general, priorities for use of church facilities are as follows:

1. Regular and stated meetings and programs of the church (e.g. worship, church school, committee meetings, etc.)
  - No form
  - No fee
  - No notice
  - Group or individual must check for availability of date and space on the church calendar. Date must be posted on the church wide calendar.
  
2. Member's life event celebrations (e.g., weddings, funerals, anniversaries, etc.)
  - No fee
  - Complete request form
  - Group or individual must check for availability of date and space on the church calendar. Date needs to be secured at least two weeks in advance of event.
  - Weddings (See separate Wedding Policies)

3. All other activities (e.g., denominational, and interdenominational church related activities, meetings, and activities of a non-profit community service nature in keeping with the principles of morality and ethics espoused by Beale Memorial Baptist Church)
  - A security deposit shall be required (security deposit will be refunded upon satisfactory inspection of the property after the event).
  - Must complete request form
  - Group or individual must check for availability of date and space on the church calendar. Date needs to be secured at least two weeks in advance of event.
  - Each group is asked to consider a donation to enable Beale Memorial Baptist C to maintain its facilities to provide a community meeting place.

#### B. Scheduling Use of Facilities

A calendar of events (by date, time, and facility) shall be maintained by the church office. All activities, meetings, and programs, whether church related, or non-church related **must** be approved and placed on the calendar in advance. In general, after routine church functions have been scheduled, requests by Beale Memorial members and organizations will be scheduled on a “first come, first served” basis, as will approved requests of non-church groups and individuals.

With regards to weddings, members will be given priority in scheduling a wedding up to six months prior to the requested date. (Member priority also will be given to a parent, child, or grandchild of a member.) Non-member weddings will be confirmed not more than six months prior to the selected date. Only one wedding will be scheduled on a given date. No wedding will be scheduled less than 30 days in advance of the requested date. The nonmember fee for sanctuary/lounge includes rehearsal and wedding.

#### C. Charges for Use of Facilities

To offset the expense of operations and maintenance of the church, a monetary donation would be appreciated. **A security deposit of \$500 shall be collected at the time of approval by the Facilities Use Committee.** Donations and/or security deposit may be waived or altered at the discretion of the Facilities Use Committee. Exceptions to the above guidelines can be made at the discretion of the Facilities Use Committee.

# Guidelines for Use of Facilities at Beale Memorial Baptist Church

*(Please initial each guideline)*

\_\_\_\_\_ **NO FIREARMS OR WEAPONS ARE PERMITTED ON THE GROUNDS OR IN THE BUILDINGS BY ANYONE AT ANY TIME. (unless you are a police officer or have a valid permit to conceal carry)**

**Current Law:**

§18.2-283. Carrying dangerous weapon to place of religious worship.

If any person carries any gun, pistol, bowie knife, dagger or other dangerous weapon, without good and sufficient reason, to a place of worship while a meeting for religious purposes is being held at such place he shall be guilty of a Class 4 misdemeanor.

\_\_\_\_\_ No fee/donation may be collected by any outside group requesting to use BMBC facilities for their event.

\_\_\_\_\_ No alcoholic beverages of any type may be consumed on church property at any time.

\_\_\_\_\_ Dancing is not permitted.

\_\_\_\_\_ No use of tobacco products is permitted on the church property. Use of illegal drugs on church property is forbidden and if discovered, the proper authorities will be notified.

\_\_\_\_\_ Furnishings and equipment ***shall not*** be removed from church property for personal use.

\_\_\_\_\_ No tape, pins, tacks, etc. shall be used on church property.

\_\_\_\_\_ The church assumes no responsibility for bodily injury or personal property damage incurred by outside groups or individuals using its facilities.

\_\_\_\_\_ All non-church related organizations and individuals shall submit a completed "Request for Use of Facilities" form and shall assume the responsibility for the proper use and care of the property. A church representative will inspect the facilities after the conclusion of the event. Any losses or damages will be listed and the organization or individual will be notified. After the church determines the costs involved, such costs above the security deposit will be billed to the person or organization responsible, normal wear and tear excluded.

\_\_\_\_\_ Those using the church facilities will be responsible for cleaning the facilities after use, including the removal of all trash from the premises, returning furniture and equipment to its original location, adjusting the heating/cooling/lighting systems, and locking the doors.

\_\_\_\_\_ There will be no charge for the use of the sanctuary for funerals. Members may use the fellowship hall for a funeral related reception without charge. For non-member funerals, a charge for the use of the fellowship hall for a funeral related reception will be at the discretion of the Facilities Use Committee. The church does not provide refreshments and servers for such an event.

\_\_\_\_\_ When using the kitchen and/or its equipment, the group shall be mindful that no meal preparations and cooking are permitted. The kitchen is for reheating, organizing, assembly and serving of pre-prepared meals and snacks

\_\_\_\_\_ Groups using church facilities are responsible for the supervision of children in attendance. Children must remain in the area being used and not left unsupervised to enter other parts of the building, especially the children's area of the educational building. Use of church facilities on an ongoing basis by a non-church related organization may be terminated by the church at any time.

\_\_\_\_\_ The picnic pavilion cannot be used by non-church groups and/or individuals on Sunday or Wednesday. The picnic pavilion will only be available to outside groups two Saturdays a month.

\_\_\_\_\_ The use of the church's audio/visual equipment is prohibited.

**I have read, initialed and agree to follow the "Guidelines for the Use of the Facilities"**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Use of Beale Memorial Baptist Church Facilities

Name of Person: \_\_\_\_\_

Organization: \_\_\_\_\_

Address (home): \_\_\_\_\_

E-Mail address (person making request): \_\_\_\_\_

Phone number (day): \_\_\_\_\_ Cell: \_\_\_\_\_

Activity Title and Purpose: \_\_\_\_\_

Facilities Needed: \_\_\_\_\_

Donation Enclosed Herewith: \_\_\_\_\_

Arrival Date and Set-Up Time: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

*The undersigned hereby makes application to Beale Memorial Baptist Church for the use of church facilities. The undersigned warrants that the applicant has read and will observe all regulations of Beale Memorial Baptist Church and that the applicant will exercise the utmost care in the use of church premises and property and will repair, replace, and/or pay for any damage to said premises and property which arises during applicant's use thereof, or which is caused by such use, regardless of the cause.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_ Title: \_\_\_\_\_

**Please return this form to:**

Beale Memorial Baptist Church  
P. O. Box 816  
Tappahannock, VA 22560  
Phone: 804-443-2550  
Email: [www.secretary@bealembc.org](mailto:www.secretary@bealembc.org)

# Beale Memorial Baptist Church

## Release and Indemnity Statement

**I/we**, the undersigned, using or enjoying Church facilities or any other Church equipment, do hereby agree and accept the conditions presented below in consideration of being allowed to use such facilities. **I/we**, the undersigned, agree to indemnify and hold harmless Beale Memorial Baptist Church, their agents and employees from and against any and all claims, liability(s), expenses(s), and property damage(s), personal injury(s), or death(s) which arise from, or are caused by, in whole or in part, my/our use of Church facilities or equipment at any time or the use of such facilities or equipment by anyone for whom I/we have agreed to be responsible for or have sought permission for use of such facilities or equipment. **I/we** agree to and will abide by all Church regulations relating to the use of Church facilities or equipment. **I/we** further understand that the Church, and its agents or employees, make no representation, expressed or implied, as to the suitability of such facilities except as shall be set forth in writing and approved by the Church, and that I/we use Church facilities and equipment at my/our sole risk. **I/we** understand that it is my/our responsibility to acquaint myself/ourselves with said Church regulations. The applicant understands and agrees that the use of said facilities is at their sole risk.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Facilities Use Committee Approval:

Approval: (Yes/No) \_\_\_\_\_

Church Representative confirmation: \_\_\_\_\_ Date: \_\_\_\_\_