Facility Use Policy

Bayside Presbyterian Church
Virginia Beach, Virginia

August 2022

Document revised on 8/1/2022

BPC Facility Use Policy – August 2022

Bayside Presbyterian Church facilities may be used to support community activities so long as these activities are in keeping with the spirit and intent of the ministry of the church. Specific policy guidance governs the use of the facilities for the most commonly requested functions such as weddings and funerals. Copies of these policies are maintained in the church office. In the absence of a specific function policy, the following guidelines will apply:

General Policy

1. Hours of Availability:
   Normal Business Hours – 9:00 AM – 5:00 PM Monday through Friday
   After Hours: 5:00 PM – 9:30 PM (M-F) and 9:00 AM – 9:30 PM (Saturday & Sunday)

2. Requests for use of the facilities by organizations, groups or individuals not commonly supervised by Session shall be submitted in writing utilizing the form provided as Attachment 1. Requests must be delivered to the church office a minimum of 30 days prior to the date requested or 45 days for requests requiring Session approval.

3. The church administrator will review the request for calendar and space availability and forward the request with recommendation to the building superintendent. The request will then be reviewed for physical facility capability and forwarded with recommendation to the appropriate approval authority.

4. In general, requests may be approved by the pastor (head of staff), associate pastor or property ministry moderator.

5. Requests to deviate from specific restrictions will be forwarded to Session for review and final determination. Examples of these special requests would include long-term, recurring meetings/events and events involving any type of fund raising.

6. Upon final determination, the church administrator will be advised, and who will then notify the requesting party. If approved, the church administrator will coordinate with the building superintendent as needed for facility assignment and scheduling.

7. Basic requests to use facilities for one-time events by church members may be coordinated directly with the church administrator and building superintendent without formal written request.

8. The point of contact (POC) for the request is responsible for ensuring that all guidelines are met and that at the completion of the function, the facility is clean and secure. Failure to follow the church's guidelines/policies may result in loss of privileges. Costs associated with cleaning and/or repairs due to failure to meet the requirements of this policy may be billed directly to the POC and/or the organization represented.

9. Please report anything that is not working properly, damaged or broken to the property ministry or the church office so that appropriate corrective action can be taken.

Specific Restrictions

1. Under no circumstances may the maximum capacity of any room be exceeded. The facility has several rooms of various sizes. However, the largest space (Fellowship Hall) has a maximum capacity of 180 people.

2. Church facilities shall not be used to support general business activities where traditional buyer/seller relationships exist for the purpose of conducting for-profit business. However, a commercial business may request to use church facilities in order to support a non-profit cause. In such case, any marketing materials used to advertise the activity must emphasize the "cause" and minimize attention of the sponsor.

3. Activity/event decorations, if utilized, will be the responsibility of the organization hosting the event and shall not detract from the religious environment of Bayside Presbyterian Church. Specific restrictions may apply. Decorations shall be removed immediately following the event by the hosting organization so the church can prepare for follow-on activities. The church does not normally provide storage for recurring events.

4. Alcoholic beverages shall not be served or consumed on church property without Session approval.

5. Bayside Presbyterian Church is a "Smoke Free" facility.

6. Games of chance are prohibited, unless approved by Session.

7. Political events are NOT allowed, unless approved by Session.

Access Card Responsibility

For events approved for before and after-hours access to the facility, an access card will be provided by the building superintendent. Church access cards are issued to an individual who will be responsible for their safeguarding (see Attachment 2).

Cards are not to be shared or turned over to any other persons. In the event of a personnel change, the card shall be returned and then re-issued once the paperwork has been updated.

Fundraising at Bayside Presbyterian Church

Any event involving fundraising will be considered by the Session on a case-by-case basis. General rules regarding fundraising activities are contained within the *Stewardship and Fundraising Policy* (adopted by Session on September 20, 2016).

Facility Donations

While the church does not normally charge fees for the use of its property, suitable donations to cover incurred expenses are expected. Questions regarding appropriate donations should be directed to the church administrator.

Facility Setup and Cleanliness

1. Many groups/organizations make use of the various facilities. Each group is responsible for the setup, break down and cleanliness of all spaces used as well as ensuring any equipment and furniture approved for use are stowed properly. The POC for each event will be responsible to the church to ensure that all requirements are met.

2. Spaces should be returned to their original condition immediately after the event to avoid conflict with other commitments. Please contact the building superintendent prior to the event if this could be a problem.

3. **Exterior doors are not to be propped open under any circumstances.**

4. **Climate (HVAC) Control:** Thermostats throughout the church are turned on/off manually. Individuals and/or groups that use the church are requested to be cognizant of church resources and turn off thermostats and lights at the end of your meeting. *Continued failure to do so could lead to your use of the church being terminated.* The building superintendent can provide proper instructions.

5. **Fellowship Hall:** Arrange tables/chairs and needed equipment to accommodate the event. Audio/visual requirements approved for the event will be coordinated with the building superintendent.

6. **Kitchen:** Kitchen use requirements must have been included in the original request and approved. There is a white "three-ring" binder in the kitchen that has detailed instructions on the proper operation of all kitchen equipment.
    - Turn on exhaust fan prior to lighting oven/stove.
    - Empty and rinse out coffee maker, carafes, iced tea servers and coolers.
    - Do not leave leftover food or beverages in the refrigerator or on kitchen counter tops.
    - Wash and dry all dirty serving utensils/dishes and put away in proper place.
    - Wipe down sinks, stove, countertops, and tabletops.
    - Empty trash cans and replace liners.
    - Sweep floor and mop if needed.
    - Turn off the exhaust fan and lights.
    - Check stove to make sure all burners and oven are off.
    - Remove ALL personal items.

7. **Meeting spaces/classrooms:** These are used by many groups throughout the week. Groups using these rooms are responsible for leaving them in good order. Before leaving, please do the following:
    - Tidy the room, store your materials and return tables and chairs to original location.
    - Any spills or stains on carpet or furniture should be cleaned immediately.
    - Clean up spills, glue, paint etc. from tables and floor
    - Sweep floor and spot mop as needed.
    - Erase any whiteboards/blackboards.
    - Empty trash cans and replace liners.
    - Turn off fans/appliances.
    - Turn off thermostats.
    - Close and lock all windows
    - Turn off lights.

8. **Restrooms:** Check for cleanliness, ensure all faucets are off and all lights are off prior to leaving the building.

Bayside Presbyterian Church
1400 Ewell Road, Virginia Beach, VA 23455
Phone: 757-460-1188 - email: bayside@baysidepresby.org

Facility Request Form

***** Return completed form to the church office a minimum of 30 days prior to date requested. Minimum of 45 days for requests requiring Session review.**

Specific restrictions may apply. Programs or special events may not be held until approved.

1. Point of Contact Information:
   a. Name/Organization _____
   b. Phone: Primary) _____(alt)_____
   c. E-mail _____

2. Date(s) of event: _____ Time: _____ (including setup/cleanup)

3. Description and purpose of meeting or special event: Include a description of all equipment, staging and decorations to be used at the event. (Be as specific as possible)

   _____
   _____
   _____

4. Number of people expected _____

5. Room(s) and services requested: (Be specific)

   _____
   _____
   _____

I certify that this event is NOT FOR PROFIT purposes and that the facility use policy/rules have been provided, reviewed and are understood. I understand that I am responsible for any damages resulting from the event and/or the participants. I understand the recommended donation policy.

Signature: _____ Date: _____

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Facility Request Form

For Staff Use: Date Request Received: _____

Review and Recommendations:

Church Administrator _____Signature)

Recommendation(s) _____

Building Superintendent_____(Signature)

Recommendation(s) _____

Approved ___ Disapproved ___ By _____(Signature)

(Pastor, Assoc. Pastor, or Property Ministry Moderator)

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Card Access System

The card you have been assigned only works on the days and times that have been programmed that you need access to the church for your meeting(s). The card will only allow you entry through the door that is programmed on your card.

Four Doors Have Card Reader Access:

1. **Front Door/Main Entrance:** far left-hand door as you face the building.
2. **Youth Wing Door:** by the Youth Activity Center (YAC) and/or Scout Room.
3. **Playground Door:** parking lot near Independence Blvd.
4. ***East Entrance/Adult Wing Door:** entry close to Ewell Road.
   a. *This is also an electronic handicapped entry door.
   b. To enter this door:
   Present your card to the card reader. When you hear the door strike release, you **MUST** push the electronic handicap plate located on the left side brick wall as you come up the ramp for the door to open. The door will **NOT** open without pushing the electronic handicapped plate.

The Card Access system provides a more secure environment for those in the church building, including staff, on a daily basis.

This **access card**, which is the property of Bayside Presbyterian Church, has been assigned to you. If you should lose or misplace this card, you must notify the church office immediately.

- Do not write on or puncture the card in any way or the card becomes invalid. The card reader will not be able to read the card.
- Cost of replacement card: $25.00.
- Cards are **NOT** transferrable. If you leave your organization, **the card must be turned into the church office and a new card assigned.**
- Access card privileges can be revoked at any time.

☐ I have received the card to access Bayside Presbyterian Church.

Signature_____ Date_____

Attachment 2