

**Bayside Presbyterian Church  
Facility Use Policy  
2010**

In addition to regularly scheduled services and ministry sanctioned activities Bayside 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 govern the use of the church facilities for the most commonly requested activities/functions such as Weddings and Funerals, and copies of these policies are maintained in the church office. In the absence of specific policy the following guidelines will apply.

**General Policy:**

A. Requests to use the church facility by organizations and groups not commonly supervised by Bayside Session shall be submitted in writing utilizing the form provided at Attachment 1. The form may be hand or electronically delivered to the Church Office for consideration. Normally, requests should be received at the Church Office at least 30 days in advance of the date requested. Approval of the facility requests can be made for the Session by either the Property Ministry Moderator, the Pastor/Head of Staff, or an Associate Pastor, and coordinated with the Church Administrator for facility assignment and scheduling. Requests to use Bayside facilities by church member organizations shall be coordinated directly with the Church Administrator by an appropriate member point of contact (POC). In these cases a formal written request form is not required.

**Specific Restrictions:**

Alcoholic beverages shall not be served, or consumed on Church property.

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

Games of chance are prohibited.

Bayside Presbyterian Church is a “Smoke Free” facility.

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 approved event by the hosting organization so the church can prepare for follow-on activities.

**Key Responsibility:** As required keys will be issued by the Office Manager (for the Property Ministry) to the requesting organization/activity POC. The POC will be responsible for safe guarding keys, and for their timely return following the conclusion of the approved event/function/activity.

### **Fundraising at Bayside Presbyterian Church**

Rules relating to fundraising activities are contained within the *Statement on Stewardship Policy as it relates to Special Fundraising Event* (adopted by Session on May 19, 1991). It is expected that any community organization using Bayside Presbyterian Church Facilities will conform to this policy.

**Facility Donations:** While the church does not charge fees for the use of its property, suitable donations to cover incurred expenses are requested. Questions regarding appropriate donations should be directed to the Church Administrator the requesting organizations POC after the required Church Facility Request Form has been received in the Church Office.

**Facility Cleanliness:** There are many groups and organizations that use the various facilities at Bayside Presbyterian Church. The chairperson or organizer of each affair is responsible for the cleanliness of all spaces used as well as returning all equipment and furniture to its proper storage area. Each group or organization using the church facilities shall designate a set-up and clean-up committee for each event. At a minimum the job of the set-up and clean-up committee should include the following these guidelines.

#### 1. Heating and Air Conditioning

Heat and A/C equipment can be started by pushing the black override button on the thermostat in each space and setting it to “occupied”. If the weather is unusually hot or cold, the units should be started 1 to 2 hours early. Reset the thermostat to “unoccupied” when you leave the space. Additional instructions are posted at the thermostats.

#### 2. Fellowship Hall and Kitchen

##### Set-up

**Fellowship Hall:** Arrange tables/chairs and needed equipment to accommodate the event. If microphone is needed, contact Property ministry or church office to unlock projection room; obtain microphone and stand, and turn power to ON position.

**Kitchen:** Turn on exhaust fan before lighting stove. Ensure enough serving utensils, cups, and dishes are available, and make coffee if required. There is a white “three ring” binder in the kitchen cabinet that has detailed instructions on the proper operation of all kitchen equipment. (There is a copy of the Kitchen Guide available in the Church Office)

Clean-up: Spaces should be returned to their original condition immediately after the event to avoid conflict with other uses. Please contact the Property Ministry before the event if this is a problem.

Fellowship Hall: Make sure all tables/chairs and equipment used are wiped off and placed in original location, sweep floor and spot mop as needed, empty trash cans and replace liners, turn off heating/air conditioning, return microphone to the projection room, turn power to "OFF" position, lock door to projection room, close all windows and turn off lights.

Kitchen: Wash and dry all dirty serving utensils/dishes and put away in proper place, empty and rinse out coffee maker or ice tea server, do not leave left-over food or beverage in the refrigerator, wipe down sink, stove, counter and table tops, empty trash cans and replace liners, sweep floor and mop if needed, turn off the exhaust fan and lights, remove ALL personal items

Restrooms: check to be sure all lights are out in all restrooms before you leave the building, ensure all water faucets are turned off.

3. Classrooms: All classrooms are used by many groups throughout the week and on Sunday evenings. People using the rooms are responsible for leaving them in good order. Before leaving please do the following; Tidy the room and store your materials, erase the blackboards with a felt eraser, and clean erasers frequently, 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, turn off fans or appliances, close and lock all windows, turn off the lights, Lock the door in the children's wing.

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 made.

**Bayside Presbyterian Church**  
1400 Ewell Road  
Virginia Beach VA 23455  
Phone: 460-1188 e-mail: bayside@baysidepresby.org

**Facility Utilization Request**

**Please complete this form requesting your use of Bayside's facilities for regular meeting space and/or for special events. Specific restrictions may apply. Requests should be received by the Church Administrator at least 30 days prior to the regular meeting or planned special event. Programs or special events may not be held until approved.**

**1. Point of Contact Information:**

- a. Name \_\_\_\_\_
- b. Phone Number \_\_\_\_\_
- c. Cell Phone \_\_\_\_\_
- d. E-mail \_\_\_\_\_
- e. Point of contact for kitchen use/cleanup \_\_\_\_\_

**2. Description and purpose of meeting or special planned event:**

\_\_\_\_\_  
\_\_\_\_\_

**3. Date(s), times and room(s) requested:**

\_\_\_\_\_

**4. This event is NOT FOR PROFIT purposes.**

**I/We understand building use policies, and agree to pay \$25.00 for lost keys.**

**I/We understand the recommended donation policy.**

\_\_\_\_\_ Signature

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**For Staff Office Use**

\_\_\_\_\_ Approved    \_\_\_\_\_ Disapproved  
\_\_\_\_\_ Signature

\_\_\_\_\_ Scheduled    \_\_\_\_\_ Keys Issued    \_\_\_\_\_ Keys Returned