

# EAST SHORE BAPTIST CHURCH

POLICY 700-02

## BUILDING ACCESS POLICY CHURCH BUILDING USE

Controlling Ministry: Trustees  
Revision: Initial Issue  
Effective Date: June 13, 2004

### 1 PURPOSE

This policy relates to the use of the buildings that comprise East Shore Baptist Church in Harrisburg, PA (hereinafter, the "Church").

### 2 SCOPE

This policy applies to all pastors, staff, congregational members, and outside groups that request use of any or all Church Buildings.

### 3 POLICY STATEMENT

In addition to being a place of worship on Sunday mornings and Wednesday evenings, the Church may be requested for use throughout the week by staff, ministry groups, Church members, outside groups (e.g. MOM's club, 4H, etc...), etc. This varied use necessitates the need for certain individuals to have use of one or more buildings; however, in order to ensure the reputation of the Church and to protect the resources God has provided, this policy lists the requirements for use and care of the Church buildings.

### 3 ENFORCEMENT

This policy and enforcement are the responsibility of the Trustees.

### 4 BUILDING USE SCHEDULE

The Church Administrator or Church Secretary will schedule the use of the Church buildings in accordance with this policy.

### 5 REQUEST FOR USE

Groups or individuals wanting to use the Church facilities may apply at the Church Office during normal office hours. The Church is not for rent; (although in some cases a donation to offset the Church's operating costs may be appropriate) it may be reserved for use by members of the congregation, their families, other sponsored ministries and approved outside groups.

The Church may be requested for use, when the reservation does not conflict with the weekly schedule of services or other regularly scheduled Church events. Reservations are made on a first come, first serve basis. If two conflicting events are up for approval at the same time, ministry events will always take priority.

Types of requests for using the Church:

- a) Church Ministry Related (which includes all Church committees):  
All Church Ministries shall notify the Church Administrator or Church Secretary during normal working hours of meeting and/or function dates so that a conflict in scheduling of the Church facilities can be avoided. The request will need to go before the Leadership Body/Church Council to calendar if scheduling permits. In the event that the event will happen before the next scheduled Leadership Body/Church Council meeting, the event will be scheduled at the discretion of the Church office staff.
- b) Southern Baptist Convention Activities:  
All Southern Baptist Convention activities shall be scheduled through the Church Administrator or Church Secretary during normal working hours so that a conflict in scheduling of the Church facilities can be avoided. The request will need to go before the Leadership Body/Church Council to calendar if scheduling permits. In the event that the event will happen before the next scheduled the Leadership Body/Church Council meeting, the event will be scheduled at the discretion of the Church office staff.
- c) Congregational member's Social Event:  
All requests for use of the Church facility must be made using Form 700-02 and submitted to the Church Administrator or Church secretary. The request will be approved through a Leadership Body/Church Council

meeting. In the event that the event will happen before the next scheduled Leadership Body/Church Council meeting, the event will be scheduled at the discretion of the Church office staff.

d) Outside Groups/Social Clubs:

All requests for use of the Church facility must be made using Form 700-02 and submitted to the Church Administrator or Church secretary. The Pastors, Trustees, and Deacon Chairman will review these requests for preliminary approval. The request will then be submitted to the Leadership Body/Church Council for approval.

e) Weddings:

Weddings are scheduled through the Pastors and are covered by Church policy 700-03.

If a Church key is required, the requestor should also review Policy 700-01 and fill out an appropriate request for key use.

## 6 Regulations for Church Use/Care

The following is a list of regulations concerning the use and care of the Church:

- a) Pews, tables, pianos, or any Church furniture must remain in their current locations unless prior arrangements are made with the Church's Buildings and Grounds Committee or Pastors. If arrangements are made to move any of these items, they must be returned to where they were found at the end of your event.
- b) The Church can provide a limited number of tables and chairs. If more are needed, please arrange for them with a rental company. DO NOT remove furniture from any classrooms for use elsewhere without prior approval. Please have all rented tables and chairs removed immediately following the event.
- c) If decorations or flowers will be used for the event, please remember the Church is a sanctuary. We encourage simplicity. The Buildings and Grounds Committee and Pastors are solely responsible for the Altar area. Please contact the Buildings and Grounds Committee or Pastors for approval and assistance for any decorations that affect the Altar area. Remember that simplicity is the key.
- d) During certain seasons/events when the Church is decorated, these decorations must remain in place. Do not remove or replace any decorations without prior approval.
- e) No tape of any kind should be used to affix things to the walls.
- f) There will be no alcohol allowed on the Church property. This also includes the new "non-alcohol" beers and coolers, etc.
- g) There will be no tobacco products of any kind allowed on the Church property. This includes all buildings and on all property owned by the Church.
- h) There will be no food or drink, with the exception of bottled water, allowed in the Sanctuary.
- i) There will be no gambling of any kind allowed on the Church property. This includes all raffle contest, all Bingo games, all games of chance, etc, regardless of what "good cause" the money may be used for.
- j) All sound equipment brought in must be set up and removed prior to the next scheduled service.
- k) Any request for use of the Church's sound system or multimedia system must be cleared through the Church's Sound Committee.
- l) There is very limited storage at the Church. If something must be stored prior to the event, please contact the Buildings and Grounds Committee.
- m) Remove all garbage after the event. The Church's cleaning staff is not scheduled to clean everyday. There is a Dumpster in the parking lot for garbage.
- n) Report any damage to the Church facilities or equipment to the Church office, Pastors or Buildings and Grounds Committee.
- o) Please leave the premises as clean or cleaner than when the event started. All groups have the responsibility for cleaning the areas being used, including bathrooms.
- p) Behavior in the Church facilities will be in keeping with godly principles.
- q) There will be no foul language (verbal or signed) in the Church facility.
- r) All non-ministry functions will be responsible for furnishing all paper products (plates, cups, drinking glasses, forks, spoons, knives, napkins, tablecloths, etc.) or other required supplies for their scheduled event unless prior arrangements are made. Church supplies are not available for non-Church ministry events.
- s) Any group requesting the Church on a regular long-term basis will be required to fill out and have a new request approved yearly.
- t) As the Church is used for worship on Sundays and Wednesday evenings, the facility is to be configured for worship at the end of the event.

## 7 CANCELLATION OF EVENTS/FUNCTIONS

In the event that the event/function needs to be cancelled or postponed, please notify the Church Administrator or Church Secretary as soon as possible so the Church calendar can be updated to reflect the changes. Remember that other groups may wish to use the facilities during that time period.

## **8 CHURCH DOORS OPENING AND CLOSING PROCEDURE (Excerpts from Policy 700-01)**

### **2.1 OPENING PROCEDURE**

Anyone who is entering the Church building when no one else is in the building shall perform the following procedure.

- a) Enter by any of the exterior doors and:
  - i) If you are the only expected person – re-lock door behind you.
  - ii) If you are participating in a Church meeting – re-lock door when last attendee arrives.
- b) Notify a member of the staff or a Trustee if you notice anything unusual such as an unlocked door, broken glass, etc.

### **2.2 CLOSING PROCEDURE**

The following procedure shall be performed by anyone who is the last person to leave the Church building even if you know someone is coming back in a short time.

- a) Check to ensure that the lights are off and the following interior doors are closed:
  - i) All office doors should be shut and locked
  - ii) All mechanical rooms should be shut.
  - iii) Sanctuary doors should be closed
- b) Check to ensure all exterior doors are closed and secured.
  - i) Ensure the upper and lower latches are in the secure position on the main entrance door without the deadbolt.
  - ii) Verify that all doors are locked by opening the doors and physically checking outside door handle.
  - iii) Push on all exterior doors to ensure they are properly latched.
- c) If anything unusual occurs during the closing process or you notice something unusual in the parking lot, call one of the Church's Staff or Trustees.

### **2.3 EMERGENCY EXIT DOORS**

Emergency exit doors are not to be blocked or secured in any way that prevents safe egress by the building occupants during an emergency. Likewise, for security reasons, emergency exits are never to be left in an open or unlocked condition.