

**Beargrass Christian Church
Policies Governing Usage of Church Facilities
Updated February, 2020**

Introduction

Beargrass Christian Church (BCC) is blessed with beautiful facilities and grounds. It is the responsibility of Church members to serve as good stewards of the building to ensure proper use, operation and maintenance.

BCC receives many requests, from individuals and groups, both members and nonmembers, to use various spaces within the building. As good neighbors and in a spirit of community sharing, BCC will accommodate these requests whenever reasonably possible. The following policies were adopted to provide for safe, clean and appropriate use of Church space in a way which is consistent with BCC missions and ministries.

Building Space Priorities

1. First priority use of BCC building and grounds is designated for worship services, congregational education, member events, activities and sponsored ministries by and for BCC members.
2. A secondary priority is provided to BCC mission partners and non-profit organizations supported by and affiliated with the Church.
3. The third priority will include all other non-profit organizations approved for space rental.

BCC facilities are not intended for use by any “for-profit” organization or for a commercial activity of any kind. However, occasional exceptions are allowed for sponsored BCC ministries, as determined by the Property Administrator. .

All space requests will be submitted to the Property Administrator for review and approval at least two weeks prior to the event. The Property Committee of the BCC official board may also be asked to offer advice and support as needed.

General Facility Rental Policies

1. Rental requests from individuals, organizations and entities will not be accepted under any circumstances if they are likely to:
 - Use rented space for activities which may cause damage to the property or injury to any person.

- Use rented space for purposes which encourage fighting, abusive behavior or foul language.
 - Possess, distribute or use illegal drugs, alcohol, tobacco, tobacco related products or weapons of any kind while on the property.
 - Use rented space in ways inappropriate or inconsistent with the mission of Beargrass as determined by the Property Administrator and the Property Committee
2. When scheduling member and/or non-member rental requests, Beargrass Church programming will always be given the highest priority.
 3. Space will be closed to nonmembers and unaffiliated groups wishing to schedule meetings and events outside of normal Church office hours of 8:30 to 4:30 Monday through Friday when the office is typically open and staffed. Although these groups are encouraged to rent during office hours, after-hour exceptions may be made by the Property Administrator.
 4. In addition, BCC facilities will be closed on nationally recognized holidays as well as the week between Christmas and New Year's Day.
 5. Upon request approval, prospective renters will be asked to provide the following:
 - Their current certificate of insurance naming BCC as an "additional insured."
 - Applicable damage deposit, if required.
 - A copy of their 501 (c) (3) letter of determination.
 6. Full payment of rent is due prior to the day of the event. Recurring weekly and monthly rentals must be paid in full weekly and monthly in advance.
 7. Damages to church property resulting from individual or group use of rented space will be charged to the appropriate party. Applicable damage deposits will be used to off-set the cost of repairs.

Space Specific Rental Policies

1. **Sanctuary and Chapel** – these spaces are considered sacred and are reserved for BCC worship services, music rehearsals, weddings and funeral services and occasional BCC sponsored concerts. Nonmembers may rent these spaces for weddings only.
2. **Activities Building Gym and Kitchen** – these spaces are available to be rented by both member and non-member groups, such as ball teams, schools and other non-profit organizations. Users will enter and exit only through the Activities Building exterior

doors only. The Activities Building Director, a church custodian or a designated church member must be present whenever the kitchen or gym are being used by individuals and groups not affiliated with Beargrass.

- 3. Chalice Hall, Fellowship Hall and Sunday School Classrooms** are available to be rented for recurring meetings during normal Church office hours of 8:30 to 4:30, Monday to Friday by non-profit groups. In addition, BCC members may rent these rooms to celebrate special occasions. Rooms will be assigned based on group size, availability and specific needs, such as kitchen facilities or technical accommodations.

Other Policies

- BCC reserves the right to move or cancel any meeting or event based on ministry priorities, space availability and unforeseen circumstances.
- In the event inclement weather prevents safe arrival, meetings and events will be cancelled and groups will be notified.
- Equipment and furniture belonging to BCC may not be removed from rented spaces unless approved by the Property Administrator in advance.
- Additional rental fees may apply to non-church programming uses of the building to cover custodial support, maintenance, and other impact costs arising from the use of the facilities.
- Renters are required to comply with BCC's Safe Sanctuaries guidelines for the prevention of child abuse, or supply a copy of a child abuse prevention policy of their own, which is substantially similar in practice and effect.