

Hillcrest Baptist Church

Facilities Use Policy

In general, the policy of Hillcrest Baptist Church, Franklinton, LA shall be to use all church facilities to the best advantage of the church in carrying out the purpose statement of the church.

1) General Use Guidelines

- a) Smoking or use of tobacco products is not permitted in any building or on the grounds of HBC.
- b) There will be no use of foul language on the church property at any time.
- c) Regularly scheduled church meetings and services shall have prior claim to all facilities, grounds and equipment.
- d) The church facility and/or grounds may not be used for political purposes.
- e) All church-owned items such as equipment, furnishings, etc., should never be removed from the facility, except by special permission by the House and Grounds Committee.
- f) The House and Grounds Committee will make a determination as to whether off-duty security personnel will be required for all scheduled events. If required, outside groups will be responsible for remuneration of the personnel for security and traffic control. This fee will be in addition to the fee paid for the use of the facility.
- g) No temporary use of heaters, lamps, or other electrical equipment that may cause a fire hazard or safety concern will be used in any part of the building.
- h) Nails, tacks, staples, pins, tape or anything that may mar or damage the floor, doors, woodwork, ceiling or walls will not be used.
- i) Candles and/or the use of an open flame of any kind will not be allowed other than weddings without special permission from the House and Grounds Committee
- j) Rooms are to be kept clean and returned to original condition when used.
- k) All rooms are considered “joint use” space. As such, groups using a particular room should not “personalize” the space with additional furnishings, or by modifying the room in any way.

2) Scheduling

- i) Dates for reserving space in all buildings and grounds will be done on a first come, first served basis by completing an “Event Scheduling Request” form. All scheduling and approval must be made through the church office and in accordance with church policy.
- ii) Any outside requests for the use of facilities will be considered for approval by the House and Grounds Committee.
- iii) A fee for facility usage will be assessed to outside groups based on facilities requested, length of time of event, type of activity, and number of people anticipated.
- iv) After an event is approved, a “Facility Use Contract” will be executed.
- v) All applicable fees will be due at the time of execution of the “Facility Use Contract.”
- vi) Please note that the facilities are NOT “Reserved” until all applicable fees are paid and the “Facility Use Contract” is executed.
- vii) All outside requests for the use of facilities may not be submitted more than ninety (90) days prior to the event, except for church members.

3) Food and Beverages

- a) There are to be no alcoholic beverages brought, served, and/or consumed in any part of any building or on the grounds of HBC (Hillcrest Baptist Church).
- b) No beverages and/or food of any kind will be permitted in the Sanctuary, Foyers, or Classrooms.
- c) Food and beverages served in Fellowship Hall and/or kitchen should be consumed in Fellowship Hall.
- d) Food and beverages served in Snack Bar area of the Christian Life Center should be consumed in the Snack Bar area and are not allowed in the Gym area unless approved by the House and Grounds Committee.

4) Kitchen

- a) Person using kitchen is responsible for cleaning all surfaces in kitchen except floor and ceiling.
- b) Person using kitchen is responsible for cleaning all small wares, sinks, cooking appliances, etc.
- c) Any damaged or dirty items should be discussed before kitchen use, and if nothing is noted, it will be the responsibility of the current user.
- d) Use of refrigerators / freezers is limited to one day prior to an event, and must be cleaned out immediately after event. Refrigerators / freezers must be left clean of any spills, or debris.
- e) All paper goods shall be supplied by user, unless previously discussed with HBC House and Grounds Committee.
- f) Use of coffee and tea brewer is permitted with HBC staff instruction. Brewers must be thoroughly cleaned after use. Event must provide own coffee and tea unless previously discussed with HBC House and Grounds Committee.
- g) Use of HBC towels is permitted if user returns towels washed and folded within 48 hours of event. If not washed or returned, HBC will purchase new towels and deduct from deposit.
- h) Trash must be brought to dumpster located adjacent to the playground.
- i) If ovens are used, inside must be thoroughly wiped clean.
- j) Stove surfaces, and catch trays must be thoroughly cleaned. All appliances must be turned off before leaving the building.
- k) Kitchen is to be cleaned to HBC standards, or a cleaning fee will be deducted from deposit.

5) Church Fixtures and Decorations

- a) No church-owned furnishings or fixtures may be moved without prior approval from the House and Grounds Committee.
- b) Church-owned musical instruments (including, piano, organ, and drums) will NOT be moved at any time. Decorative screens are available to conceal church-owned musical instruments.
- c) The use of church-owned musical instruments (including piano, organ, and drums), sound and/or lighting equipment, etc., must not be used without coordination with Minister of Music and Audio/Visual Technician.

- d) Only authorized Audio/Visual Technicians may operate church-owned sound, lighting, and multi-media equipment.
- e) Plastic containers must be placed under all plants and natural flower arrangements.
- f) All posters, wall literature, pictures, plaques or other items of a temporary nature must be placed on bulletin boards and/or tack strips in each room. If items are to be placed on walls, prior approval must be received and tacky compound must be used. No nails or tacks are allowed! Permanent items are not to be placed on walls or doors of any room.
- g) Due to the close proximity of adjacent rooms, consideration should be given when using TV's, radios, CD's, DVD's, etc.
- h) Chairs, tables, and equipment are not to be removed from the classrooms or fellowship hall.
- i) All table and chairs must be setup as they were originally found prior to the event.

6) Special Wedding Issues

- a) Special Instructions for Decorators and Florists
 - i) No furnishings may be moved without approval from the House and Grounds Committee.
 - ii) Nails, tacks, staples, pins, tape or anything that will mar the woodwork and wall finishes must not be used.
 - iii) All candles must be dripless. Polyethylene material must be used under candelabra to protect the carpets.
 - iv) The florist/decorator should call church office 24 hours in advance of wedding/event to set a time for decorating.
 - v) The florist/decorator is expected to remove all decorations and equipment promptly following the ceremony.
 - vi) The florist/decorator will be held responsible for any damage done by the decorations to the building or furniture, and is responsible for cleaning any wax from the carpet or furniture.
 - vii) Flowers, ferns, candles, or other decorative items are not allowed on the piano or organ console.
 - viii) The church properties must be left in the condition in which they are found.
 - ix) Air conditioning or heat will not be turned on longer than is necessary to cool or heat the sanctuary before the wedding.
- b) Music
 - i) A wedding is a service of divine worship in which two persons are joined together in holy wedlock; as such the Minister of Music must approve any music used during the ceremony at least one week prior to the date of the wedding.
 - ii) The bride and groom are responsible for contacting and scheduling a meeting with the church's Minister of Music at least one week prior to approve all music.
 - iii) Arrangements for any church musicians or soloists should be handled separately and well in advance of the wedding date. All fees for musicians and soloists are to be discussed and handled personally with the respective musicians and soloists.

7) Recreation Fields and Playground

- a) All recreation fields and playground must be scheduled for use using the "Event Scheduling Request" form obtained from the office.

- b) All groups must complete an “Event Scheduling Request” form and receive approval before using the recreation fields and/or playground.
- c) Recreation fields and playground are not available for use during scheduled church events.
- d) Recreation fields and playground are not available for use on Sundays.
- e) A shirt must be worn at all times while using the recreation areas, NO EXCEPTION!
- f) No loud or obscene music will be played while using the recreation areas.
- g) All recreation activities must be concluded by 10:00 p.m.
- h) All trash must be placed in proper collection containers.
- i) No skateboards or rollerblades are permitted to be used on church property at any time.

8) Church Keys/Access

- a) Keys should be picked up on the day or no earlier than the day prior to the event during regular office hours.
- b) All keys must be returned to the church before the deposit will be refunded.