

BUILDING, EQUIPMENT, & FACILITY
USE POLICIES



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INTRODUCTION

BRIDGEWATER CHURCH OF THE BRETHREN

*An inclusive family of faith seeking to follow Jesus
and live the love of God.*

Our Mission...

As an inclusive community of faith, we commit ourselves to embody the love of God and to share our diverse lives and gifts with each other and the world. Through faith formation, worship, mission, and fellowship we boldly proclaim the peace and love of Christ. Together we work for justice, extend grace, and partner with God to offer abundant life, healing, and hope to our community and the world.

Our Values...

*Sharing life together and including all persons in our common life.
Growing in faith, compassion, and understanding.
Serving one another and our neighbor's good.
Sharing the love of God and the God that is love.*

This identity calls us into mission not only to ourselves but to the extended church family, community, and world. This mission, in the service and stewardship of the New Testament, challenges us to make our church building, along with ourselves, available for continuing the work of Jesus as we live into our identity.

A church building is not a temple in the Old Testament sense; it is not holy ground in and of itself. It is more like the synagogue of the New Testament era where a wide range of community life was carried out: teaching, learning, worship, and fellowship. It is a place where significant moments are celebrated (i.e. baptism, love feast, Eucharist, anointing, marriage, birth, death). It is a special place where the people of God gather, seeking to celebrate and better understand their faith. It is often a place where the congregation as a group and as individuals catch their vision of ministry and from where those persons go forth to serve. And it is a place to use in implementing ministries that serve the community along with the wider church and the world.

AVAILABILITY OF THE BUILDING & FACILITIES

We recognize that the church building and facilities are available for use for the following:

- A. **Ministries, Programs, Meetings, and Events sponsored by the congregation:** Sunday School classes, Bridgewater Child Care Center, fellowship organizations, Board of Administration, commissions, committees, church council, and groups and ministries sponsored by these administrative units.
- B. **Meetings of district and area congregations of the Church of the Brethren, or of Church of the Brethren institutions, or groups directly related to Church of the Brethren ministries at national, district, or local levels.**
- C. **Members and Friends of the congregation for their spiritual, personal and family needs** (i.e. weddings, funerals, anniversary celebrations, reunions, birthdays, etc.).
Definition: “Members & Friends” is an inclusive term referring to those who have “official” membership in the congregation and those who participate by regularly attending Sunday School &/or Worship, but who may not yet have “official” membership in the congregation.
- D. **Organizations and groups with ecumenical or community concern, college-related groups, retirement community groups, or groups sponsored by the church and involving non-members** (i.e. Scouts, Bridgewater Pre-School, , Bridgewater Home Auxiliary, social service agencies, Bridgewater Inter-church Food Pantry, groups or programs needing facilities for discussions, meetings, luncheons, etc. It is understood that these groups are non-profit and of community, ecumenical, educational, collegiate, or retirement community concern.).
- E. **Other groups and persons provided they do not use the church building and property in a way that the church itself would not use them.** This category includes personal and family needs for non-members and groups which are profit-making, charge fees, etc.

PROCEDURES FOR SCHEDULING USE

Each request for use of the building will be processed in the following manner:

- I. Persons and groups in all categories will contact the Administrative Assistant to make a reservation. All categories except “A” must complete a facility reservation request with the following information:
 - name of organization
 - purpose of event
 - name, telephone number, email and address of contact person responsible to oversee that all regulations are met
 - Listing of rooms, equipment, and personnel assistance needed.
- II. The Administrative Assistant will schedule use by all persons and groups, consulting with the pastor when questions or concerns arise. The Administrative Assistant will notify the contact person regarding use, regulations, and any specific requests for the group.
- III. The Administrative Assistant will maintain an up-to-date calendar of all events scheduled for use of the building as well as a file of reservation requests for persons and groups in categories B, C, D, E. The Administrative Assistant will inform the custodian of equipment and space(s) needed.
- IV. Persons and groups in categories D & E will normally not be scheduled more than 6 months in advance; however, occasional exceptions may be made by administrative staff and other church bodies as appropriate.

USER FEES

- I. The fee structure for wedding use is outlined differently and is included in a separate fee structure document applicable to wedding reservations.
- II. For persons and groups under categories A, B, C – no fee shall be required for use of the facilities.
- III. For persons and groups under category D – a donation toward the cost of utilities, insurance, and general maintenance is encouraged per use unless other arrangements have been made.
- IV. For persons and groups under category E – user fees listed on the reservation request are expected per use (to cover utilities, insurance, and general maintenance).
- V. User fees for a series of meetings by persons and groups under category E will be determined in consultation with the Property & Custodial Care Commission at the time of the request and will be reviewed annually.
- VI. All deposits are payable at the time of reservation request to secure the reservation. Full payment is due 30 days prior to the event. Failure of this payment will result in forfeiture of deposit and possible cancellation of reservation.

REGULATIONS

Failure to follow regulations may result in forfeiture of deposit or denial of request for future use.

- I. The building is unlocked 8:00 a.m.-10:00 p.m. daily except major holidays. Use of the building outside these hours will be by special arrangement only.
- II. No smoking in the building.
- III. No alcoholic beverages or other illegal drugs are permitted in the building or on the property.
- IV. Children must be supervised by an adult at all times. Children playing outdoors should use the playground area, but must avoid using the playground equipment when child care programs are using it. The church gardens, parking lot, and other landscaping are not for playground purposes.
- V. Persons and groups are responsible for leaving the facilities as they are found: place all trash and garbage in the outside dumpster; clean areas which are used; turn off lights; adjust heat and air conditioning as required; close windows and doors; return furniture and equipment to proper places.
- VI. Broken or damaged items will be replaced by the responsible person or organization.
- VII. Facility use is limited to the designated area in the building for which approval has been given.
- VIII. The church custodian or other responsible person will report any violation of building use to the Administrative Assistant who will notify the person responsible for the group.
- IX. Hanging and placing of decorations must not create holes or leave marks.

- X. Food and beverages should be kept in the social hall and kitchen unless other arrangements have been cleared by the church office.
- XI. Groups may be assigned a designated church contact / liaison who is available for information prior to and support during functions. The liaison is an authorized representative of the church at all times, and in the absence of a church pastor, has final authority pertaining to policies of the church.
- XII. Arrangements must be made in advance for air conditioning and heating, setting up tables and chairs, and returning a room to proper order. Custodial staff may cooperate in this, but must be notified within one business week prior to the event. The group involved is expected to provide labor.
- XIII. When church facilities are needed for a church event or for a memorial service and funeral meal, those scheduled to use the facilities may be asked to change their time &/or meeting place, or share spaces, with the exception of weddings and large group functions.
- XIV. Any injuries requiring medical attention must be reported to the church office immediately or as soon after the injury as possible.
- XV. Specific Regulations for particular rooms and equipment:

Sanctuary:

- i. The sanctuary seats 550 + choir.
- ii. Fire code regulations state that, chairs are not to be added to the sanctuary aisles.
- iii. Chairs are to be removed / replaced only by the church custodian for a set fee.
- iv. Mechanical candles are required for use in all candelabras used in the sanctuary; for a set cost.
- v. Candles used in the sanctuary must have protective devices to contain melted wax.
- vi. No tape is to be used on pews in the sanctuary.

Musical Instruments:

- i. *Organ* – The church organ is primarily used by the church organist and substitutes in preparation for services of worship. Other organists may use the organ by scheduling practice times through the church office and consulting with the resident organist.
- ii. *Pianos* – If used, pianos should be left as found (i.e. if the lid & / or keyboard cover were closed, they should be closed when finished). Pianos will not be moved without permission from the church office. Practice times will be scheduled through the church office.

Kitchen:

- i. Clear and clean counter tops and sinks. Remove all bottles, jars, & / or containers.
- ii. Clean all appliances used including ovens, stoves, warming cabinet, and steam table.
- iii. Remove items from the refrigerator or freezer. When items are placed in the refrigerator or freezer they should be clearly marked to identify use or user. Unmarked items will be removed after one week.
- iv. Put only non-recyclable garbage in trash; place all recyclable items in recycling containers.
- v. Wash and return dish cloths.
- vi. Confirm that stoves and gas are turned off.
- vii. Do not use pans on griddle surface as a work space.
- viii. Clean and return to the drawers / shelves all silverware, glasses, or dishes which were used.
- ix. See notebook located in drawer next to dishwasher in kitchen for instructions regarding use of equipment.

Social Hall:

- i. Maximum table seating capacity is 246.
- ii. Chairs & / or tables may not block any doorways.
- iii. Tables and chairs must be returned to the Social Hall storage closet.
- iv. Ensure the floor is cleaned of food or spilled liquids.
- v. Close all windows and turn off lights before leaving.
- vi. Adjust air conditioning and heating as requested.
- vii. Items fastened to wall must be fastened so they will not leave a permanent mark.
- viii. Nothing is to be fastened to sound panels.

USE OF EQUIPMENT OFF PREMISES

Each request for use of equipment off premises will be processed in the following manner:

- I. Persons and groups in all categories will contact the Administrative Assistant and complete a reservation request giving the following information:
 - name of requesting person or group, telephone number, address and other preferred contact information.
 - items needed, date needed, and purpose of event
- II. The Administrative Assistant will notify the person making the request regarding use of equipment and inform him / her of any specific requests regarding use.
- III. All equipment must be returned in good condition; damages will be the responsibility of the person or group using the equipment.
- IV. Only older (beige) chairs and tables may leave the building.
- V. Equipment is to be secured / returned during regular office hours (M-F 8:00 a.m.-Noon, 1-5 p.m. unless other arrangements have been made. A receipt indicating the equipment has been returned will be given to the Administrative Assistant.
- VI. Tables and chairs will not be loaned to non-members for off-site use.

STORING TABLES AND CHAIRS IN SOCIAL HALL

Chairs are found in the Storage closet on movable chair racks. Please try to keep chairs sorted separately by color:

Turn chairs upside down and with the bottom of the seat facing toward you; store them with 6 chairs to each rack; top row should be hung on the lowest rung when the chair is upside-down and bottom row should be hung on the upper rung when the chair is upside-down.

SPECIFIC DETAILS FOR WEDDING USE

Because of the unique nature of wedding celebrations, there are specific guidelines and tools available to help make sure there are clear expectations which foster a good, safe, and hospitable environment.

Reservation requests for weddings are made through the church office. Please contact the administrative assistant in the church office and the officiating pastor to schedule the date and time for rehearsals, weddings, and receptions. In addition to completing a reservation request, a refundable deposit is required before confirmation of your wedding date.

Once a deposit and reservation request have been received, the reservation will be confirmed. At that time the administrative assistant will secure a church wedding liaison who will make contact with the bride &/ or groom. The liaison is available to assist in numerous ways throughout the planning process of a wedding. The Church Wedding Liaison is an authorized representative of the church at all times, and in the absence of a church pastor, has final authority pertaining to policies of the church.

It is important that all members of wedding parties respect and comply with the policies, procedures, and expectations set forth in this booklet & / or mentioned by the Church Wedding Liaison. It is the responsibility of the bride & / or groom to inform persons who render services associated with the wedding (i.e. florist; caterer; photographer) of church policies that apply to their particular services.

- i. Birdseed and rice will not be distributed or thrown inside the building. If used outside, the remains must be cleaned up by persons using the building.
- ii. Recorded Music: The church sound technician must be given **all recorded music** at the rehearsal. If there is no rehearsal, CDs or digital media must be brought to the church and given to the administrative assistant at least one week prior to the wedding date, along with specific instructions for use. Without having this in advance, there will be no guarantee that the music will played correctly during the wedding ceremony.