

**Introduction**

**Second Baptist Church of Suffield CT (SBC)** is a busy place. Its primary purpose is to carry on the ministry of the local church. SBC has an active ministry to children, youth, adults, and senior adults. It has a significant outreach into the community through the ties with Suffield Academy and support of the Emergency Aid Association. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the Council of Ministries. The Building Use Ministry Task Force manages building use. No commitment for building use is finalized until the *Room Use Application* has been submitted and approved by the Building Use Ministry Task Force, subject to standard terms and conditions of contract.

SBC has a number of long-standing relationships with several community organizations for ongoing use. Availability for such ongoing usage is limited but can be considered. Our first priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other organizations, whether non-profit or otherwise, that align with the activities and ministries of the church and are not prejudicial to the church's tax-exempt status. Local organizations and individuals for one-time or short-term usage also use our facilities. When possible, we attempt to make our facility available for such groups.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflicts with the bylaws and the practices of this congregation and the American Baptist Churches denomination.

Included in this guide are the following:

- Steps to Facility Use Scheduling - p. 1
- Cost-Sharing & Kitchen Use Amounts for Facility Usage – p. 2
- Rules and Regulations – p. 3-5
- Standard Conditions of Contract (not yet available)
- Room Use Application – p. 6

**Steps to Facility Use Scheduling**

- Fill out a *Room Use Application*. One is included in this guide or you may obtain one from the church office or at our website: [www.secondbaptistchurchsuffield.org](http://www.secondbaptistchurchsuffield.org) under the Forms tab.
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the *Room Use Application* to our Congregation Liaison Manager in the church office who will forward it to the Building Use Ministry Task Force to evaluate your request and notify you if it is approved or not approved.
- Applicant consents to abide by the church's standard terms and conditions of contract.

## **Cost-Sharing\* and Kitchen Amounts for Facility Usage**

Please note the cost-sharing schedule below.

### **1) COST-SHARING AMOUNTS**

All Users are required to cover Cost-sharing Amounts. Cost-sharing Amounts are assessed to be either minimal or substantial at the discretion of the Building Use Ministry Task Force taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, Cost-sharing Amounts may be in excess of these guideline amounts.

<b>Cost-sharing Amounts</b>	<b>0-10 people</b>	<b>11-99 people</b>	<b>100+ people</b>
<b>Minimal Set Up</b>	<b>\$25</b>	<b>\$35</b>	<b>\$50</b>
<b>Substantial Set Up</b>	<b>\$50</b>	<b>\$75</b>	<b>\$100</b>

### **2) ROOM USE AMOUNTS**

A Room Use cost-sharing amount may be payable dependent on the type of facility usage.

<b>a) Receptions and Special Events</b>
<b>Fellowship Hall &amp; Main Kitchen: \$20 per hour</b>
<b>Activity Room &amp; Kitchen: \$20 per hour</b>
<b>Common Room \$30 per hour</b>
<b>Meditation Room: \$10 per hour</b>
<b>b) Certain activities (of groups and individuals) that benefit humanity, the environment, wildlife, and the well-being and welfare of our community and its inhabitants.</b>
<b><i>(No Room Use Amount is payable, but monetary donations to Second Baptist Church are appreciated.)</i></b>

*\* **COST-SHARING:** Receipts of both COST-SHARING & ROOM AMOUNTS (from Guest-Users) are applied in and towards meeting the cost of running the church building, such as the cost of guest-use administration, facility use management, cleaning, energy, lighting and periodic maintenance & repair.*

### **3) KITCHEN USE AMOUNTS (\$35.00 per hour)**

Until such time as the Food Ministry Committee (which is responsible for the kitchen) decides otherwise, the church does not charge Guest-Users for use of the kitchen. However, if kitchen use is requested, the Guest-User who has applied to use the kitchen agrees in writing to pay a church appointed "accountable person" (as outlined in "Kitchen Use" below) \$35.00 for the first hour plus \$15 per each additional hour for the work.

## **Rules and Regulations**

### **Rules and Regulations for the Defacement, Damage or Breakage**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. **Any space used should be left in the condition it was found when you arrived. Tables should be covered to avoid any risk of damage.** The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

### **Contact Person responsibility**

The Contact Person named in the Room Use Application, who must be age 18 or older, shall be responsible for managing the group's relationship with Second Baptist Church.

### **Liability Insurance**

SBC may require a Guest-User to provide proof of liability insurance in the form of a Certificate of Insurance. Such Certificate would need to name Second Baptist Church Suffield as Additional Insured - especially if such Guest-User seeks to employ staff who occupy or use space in Second Baptist Church, or if the Guest-User seeks to occupy or use church premises for the purpose of gainfully charging customers or clients for commercial activity. The requirement to provide proof of liability insurance may be waived in certain cases where an individual or group is simply using SBC premises as a meeting place or event location.

### **Kitchen Use**

If kitchen use is requested, the request may not be granted unless and until (a) someone (who is determined by the church to be qualified and familiar with the systems, appliances, stores, and operations of the kitchen) undertakes to be present and accountable in the kitchen during the approved event; and (b) such "accountable person" has received and accepted written authorization from the church to take Amount of the kitchen in connection with the event.

### **Organ and Piano Use**

Permission to use the organ or piano must be granted by the Director of Music Ministries. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Director of Music Ministries or Organist. Pianos cannot be moved except by permission from the Director of Music Ministries.

### **Sanctuary Sound System**

The Sanctuary sound system is available upon request. The recording system must be operated by the church sanctuary sound technicians or by technicians pre-approved by the Moderator of Council of Ministries. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

**Smoking Policy**

All members of all groups using our facilities shall abide at all times by a “no smoking” rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

**Alcohol Policy**

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the outdoor courts and parking lots.

**No Games of Chance**

Denominational church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

**Final Decisions**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Building Use Ministry Task Force or their delegated representative shall decide the matter and all individuals and groups shall abide by the Building Use Ministry Task Force directions or forfeit immediately the use of any part of the facility.

**Supervision of Children and Youth**

All users of the facility are expected to follow the guidelines for children and youth which include the following:

- No fewer than two responsible adults must be present at all times during any program or event involving children under age 18.
- These responsible adults must be 18 or older and must be at least 5 years older than the children with whom they are working.

Any questions regarding these guidelines should be directed to the Building Use Ministry Task Force.

**Nursery Use**

The nursery facility is available by arrangement at least two weeks prior to the event by contacting the Christian Education Coordinator. Our safety standards require that two nursery care providers must be present to operate the nursery. At least one of these must be a Second Baptist Church of Suffield qualified caregiver; both must be adults over the age of 18.

**Food and Drink**

There is no food or drink allowed in the Sanctuary or Chapel except non-disposable water bottles. All other food and drink requires approval in advance as noted in the Room Use Agreement.

**Decorations**

Decorations may be attached to the walls, doors, and light fixtures with masking tape only in compliance with fire regulations. No decorating is permitted in the hallways. All such decorations must be removed immediately and completely following the event.

**Starting and Ending Times of the Building**

- Monday through Friday from 8:30 AM through 9:00 PM
- Weekends from 9:00 AM through 6:00 PM

The building must be completely cleared not later than 9:30 PM (or 6:30 PM on Saturdays) to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

**Emergency Scheduling Conflicts**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

**Recycling**

Recycling is a policy of our church. As a part of that policy, no plastic disposable (water) bottles, no Styrofoam cups, bowls, plates or other articles are to be used by anyone at the church. Receptacles for recycling glass, tin, aluminum and paper are available for your use. Every organization is responsible for complying with this policy.

**Storage**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories offsite. Exceptions must be approved in advance and may be subject to a custodial surcharge.

**Bicycles and Skateboards**

No bicycles or skateboards are allowed inside the church facility.

**Parking**

Parking on the church property is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the church. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

**Security**

Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.

## Second Baptist Church

100 N. Main St. Suffield, CT 06078

Phone: 860-668-1661 Fax: 860-668-6126 - E-Mail: [office@secondbaptistsuffield.org](mailto:office@secondbaptistsuffield.org)

Date of Application: \_\_\_\_\_

### ROOM USE APPLICATION

Prior to completing this form, please call or email the church office to ensure the requested date/room is available. In addition, please check the calendar on the church website at [www.secondbaptistsuffield.org](http://www.secondbaptistsuffield.org) for a current listing of events. Approval of this application is subject to Second Baptist Church standard terms and conditions of contract. If any item on this form does not apply to you please indicate "NA"

**Please Complete Entire Form (except for the "Approval Box" at the bottom of the page)**

Name of Organization \_\_\_\_\_ CT Non-Profit? (YES or NO): \_\_\_\_\_

Federal Tax-Exempt Status (YES or NO): \_\_\_\_\_ Federal ID No. \_\_\_\_\_  
(if YES attach IRS determination letter)

Address \_\_\_\_\_

Organization Day Phone/Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Organization's Purpose \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Contact Person's Name & Tel. No: \_\_\_\_\_

(Must be 18 or Older)

- **Date Requested** \_\_\_\_\_
- **Date(s) Requested Start Time** \_\_\_\_\_
- **End Time** \_\_\_\_\_  
(Dates may not be scheduled more than nine months in advance, except with specific permission.)

Will the event be recurring: \_\_\_\_\_

One time only ☐ Monthly ☐ Weekly ☐ Multiple days ☐

Which day of the week: \_\_\_\_\_

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday ☐

Room(s) Requested: Sanctuary ☐ Common Room ☐ King Chapel ☐ Fellowship Hall ☐ Activity Room ☐  
Parlor ☐ Library ☐ Classroom ☐ Meditation Room ☐

Rooms available only by special arrangement: Main Kitchen ☐ Activity Room Kitchen ☐ Nursery ☐

Anticipated Number of Participants: \_\_\_\_\_

Will a participant fee be charged? Yes ☐ No ☐ Will food or drink be consumed? Yes ☐ No ☐

Special Needs or Requests: \_\_\_\_\_

Set Up Instructions: \_\_\_\_\_

<b>APPROVAL:</b> Request Approved _____	<b>DISTRIBUTION:</b> Moderator: _____
Request Denied _____	Custodian: _____
Cost-Sharing Total _____	Treasurer: _____