

# Building Use Policy

Bear Creek Bible Church, Keller, TX

## I. Purpose

- a. The purpose of this policy is to address use of Bear Creek Bible Church (BCBC) facilities and property.
- b. This policy is intended to address the scheduling of all activities and functions that require the use of any BCBC facility. It is also intended to address the approval process for activities that are not for use by a BCBC Sponsored Ministry or Group or any other Pre-Approved Use of the facility.
- c. Use of BCBC facilities will be guided by its Mission – “To know Christ better and to make Him known”. Building use will be limited to those individuals, groups or organizations whose purposes are in line with this Mission.
- d. Wedding policies are defined by a separate document: The BCBC Wedding Guidelines.

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## II. Definitions

- a. One-Time Use – A single day use of one or more rooms of the facility.
- b. Multi-Use - Any use where any of the following are true.
  - i. Requests that exceed the scheduling of a single day or a single event.
  - ii. Request for an activity that would exceed two such scheduled activities in the previous 90-day period.
  - iii. Request for personal use if the person has used the facility for personal use at least twice in the previous 180-day period.
- c. BCBC Sponsored Ministry or Group – Any group or ministry identified with or led by S.W.E.E.T. A.R.O.M.A. ministry leader and supported by that ministry.
- d. BCBC Member (personal use) – Any individual who is a member of Bear Creek Bible Church in good standing as defined by the BCBC Elder Board. Use of the facilities by a BCBC member solely requesting building use for their personal use and not in association with any other group or for any other purpose.
- e. Christian Organizations or Groups – Any group with a Statement of Faith or similar declaration that is uniquely identified as Christian in nature. Such Statements of Faith or declarations must not be in direct conflict with the BCBC Statement of Faith.
- f. Non-Profit Groups – Any group with 501(c)3 organization status.
- g. Not-For-Profit Organizations or Groups – organizations that require registration payment or have revenue, but do not make a profit.
- h. For-Profit Groups – groups that intend to make a profit. This would include government and political organizations.
- i. Community Groups – Any group representing civic, government and volunteer organizations that are dedicated to serving the community in the City of Keller and surrounding areas.

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## III. General Policies

- a. BCBC reserves the right to refuse use of its facilities to anyone.
- b. Facility use decisions will be prioritized in the following order:
  - i. Regularly scheduled services and meetings of BCBC.
  - ii. BCBC Sponsored Ministries or Groups.
  - iii. Activities and meetings involving members of BCBC Members.
  - iv. Christian non-profit organizations.
  - v. Other community or non-profit organizations and service groups.
  - vi. All other groups and organizations.
- c. Alcoholic beverages are not allowed in any BCBC facility or property.
- d. Use of tobacco products is prohibited in BCBC facilities.
- e. Children and youth may not use the building without adequate adult supervision.
- f. Use requests should be submitted a minimum of one week prior to the date of use.
- g. Arrangements for opening and lockup of the facility are the responsibility of the requestor. The Office Manager may assist with arranging for the necessary access.
- h. Distribution of keys, access codes, etc.
  - i. Temporary, short-term use (less than 30 days) use may be approved by the Office Manager or, in an emergency and in the absence of the Office Manager, a Deacon or member of the pastoral staff.
  - ii. Permanent or long-term use must be approved by the BCBC Deacons or Office Manager.
  - iii. Sharing of access codes or loaning keys to anyone other than the person requesting the access is prohibited. The exception would be for formal (or official) building operations by staff or other leadership.

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#### **IV. Use Requests**

- a. A room scheduling request (found on BCBC website) should be completed and returned to the Office Manager for approval either by email or bringing to the office.
- b. Use of any technical equipment in the Auditorium must be specified at the time the request is made and must meet these additional requirements.
  - i. Requires approval by the Worship Technician.
  - ii. May only be used by someone approved and trained by the Worship Technician.
  - iii. May be subject to additional costs as defined by the Worship Technician.

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## V. Approvals

- a. Approvals - All approvals are dependent upon scheduled availability. The Office Manager may reject any request based upon scheduling conflicts.
- b. BCBC Sponsored Ministries or Groups - No approval required.
- c. Christian Organizations or Groups – Approved by the Office Manager or, in an emergency and in the absence of the Office Manager, a Deacon or member of the pastor’s staff.
- d. One-Time Use – Approved by the Office Manager or, in an emergency and in the absence of the Office Manager, a Deacon or member of the pastoral staff.
- e. Multi-Use – Deacon Board.
- f. Youth Room – The Youth Room is normally not available for scheduling. Exceptions must be approved by the Youth Pastor. Additional rules, as defined by the Youth Pastor may apply.

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## VI. Usage Rules

- a. All Saturday events must be concluded and building vacated by 6:00pm to allow for any preparations for Sunday worship.
- b. All rooms must be cleaned and returned to the original setup after use. This includes wiping down tables, chairs, etc. and vacuuming floors.
- c. Items on stage are not to be moved/removed by any unauthorized person. Contact the Office Manager if you need assistance. A fee will incur.
- d. No signage, banners, decorations, or other wall mounted information is to be removed. Relocation of any furniture or equipment must be returned to its original location after each use.
- e. Any signage, banners, decorations, or other wall mounted information must be stapled with a regular stapler. No scotch tape, Tack It, masking tape, duck tape, etc. may be used.
- f. The Resource and Information tables are not to be moved. Prior arrangements must be made before items can be moved from the tables.
- g. Kitchen supplies are not to be used by any group unless permission has been approved.
- h. Technical equipment must be specified at the time the request is made and must meet these additional requirements: Requires approval by the Worship Technician, only trained and approved people may use equipment, and if Worship Technician is needed, an additional fee will incur.
- i. No helium balloons will be allowed in auditorium.
- j. Assistance in room setup or breakdown may be available through the Office Manager and will be dependent upon resources availability. Request for such requests must be included at the time the use request is submitted.
- k. All food and drink must be limited to pre-approved, designated areas and must be removed from the facility at the conclusion of the event. Red liquids will not be allowed.
- l. Facility use shall be limited to the common areas (hallways and restroom facilities) and the rooms specified in the request.

- m. Noise should be limited in order to be respectful of BCBC neighbors.
- n. Thermostats should not be adjusted except to turn on (Press Temporary Occupied) or return to normal operation (Press Run Program). If the temperature needs to be adjusted, the following are the allowable thresholds.

***Air Conditioning - no lower than 71 °***

***Heat - no higher than 70 °***

**Please note:** The requestor will bear the full responsibility for the cost of repairs if any damage is found to have been caused by that group.

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## **VII. Usage Fees**

- a. Wedding related fees are outlined in the BCBC Wedding Guidelines
- b. Usage fees or other donations received from the use of BCBC facilities will be directed to the general fund.
- c. Usage fees may be waived upon approval of the BCBC Deacon Board or staff.
- d. BCBC Sponsored Ministry or Group – None
- e. BCBC Member (personal use) – None except as noted.
  - i. Use of the Auditorium (half-rate)
  - ii. Services of Worship Technician
  - iii. Clearing of stage
  - iv. Custodian Services
- f. Christian Organizations or Groups – Based on Fee Schedule.
  - i. Based upon room usage
  - ii. Services of Worship Technician
  - iii. Clearing of stage
  - iv. Custodian Services
- g. Non-Profit Organizations 501(c)3 – Based on Fee Schedule.
  - i. Based upon room usage
  - ii. Services of Worship Technician
  - iii. Clearing of stage
  - iv. Custodian Services
- h. Not-For-Profit Organization – Based on Fee Schedule.
  - i. Based upon room usage
  - ii. Services of Worship Technician

- iii. Clearing of stage
- iv. Custodian Services
- i. For-Profit Organizations – Based on Fee Schedule (this includes organizations that are supported or involving a BCBC Member).
  - i. Based upon room usage
  - ii. Services of Worship Technician
  - iii. Clearing of stage
  - iv. Custodian Services
- j. Community Groups – None except as noted.
  - i. Services of Worship Technician
  - ii. Clearing of stage
  - iii. Custodian Services

\*Fees for Worship technician or custodian services are to be paid prior to using facilities. Cash or checks (contact Office Manager for name of person performing service) should be brought to the church office prior to the event.

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**VI. Fee Schedule**

Fee schedule is subject to change by the BCBC Deacon Board and is based upon normal usage during a **0 – 4 hour period**. Increases will be made for each extension of that time period.

<b>BCBC Fee Schedule</b>								
<b>Usage</b>	<b>Fees (0-4 hours)</b>	<b>BCBC Sponsored</b>	<b>BCBC Member</b>	<b>Christian Org</b>	<b>Non- Profit 501(c)3</b>	<b>Not- For- Profit Org</b>	<b>For- Profit Org</b>	<b>Community Groups</b>
Complete Facility	\$800.00	None	\$400.00	\$400.00	\$400.00	\$400.00	\$800.00	
Auditorium	\$230.00	None	\$115.00	\$115.00	\$115.00	\$115.00	\$230.00	
Fellowship Area	\$115.00	None	None	\$60.00	60.00	60.00	115.00	
Kitchen	\$60.00	None	None	\$30.00	\$30.00	\$30.00	\$60.00	
Classroom <b>(each)</b>	\$30.00	None	None	\$15.00	\$15.00	\$15.00	\$30.00	
Custodian	\$35.00	None	\$35.00	\$35.00	\$35.00	\$35.00	\$35.00	
Worship Technician	\$150.00	None	\$125.00	\$125.00	\$125.00	\$125.00	\$150.00	\$125.00
Clearing of Stage	\$75.00	None	\$50.00	\$50.00	\$50.00	\$50.00	\$75.00	\$50.00

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**V. Required Deposits**

Deposits may be required upon approval of request at the discretion of the Office Manger or pastor’s staff.

\$200 deposit will be required for a one-time use.

\$500 deposit will be required for multiple event use.

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Signature\_\_\_\_\_ Date\_\_\_\_\_