Building Use Policy

Bear Creek Bible Church, Keller, TX

I. Purpose

a. The purpose of this policy is to addresses use of Bear Creek Bible Church hereafter referred to as (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 addresses the approval process for activities held at BCBC 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.

   C1. BCBC Ministries include Men's ministry, Calibrate classes, women's ministry, youth ministry, Flock groups and VBS

   C2. Franchise ministries that are led by BCBC members- AWANA and Financial Peace

   C3. Affiliate Ministries that are supported by BCBC- Trail Life, AHG (these are groups that have a BCBC liaison. Annual renewal agreement is completed by each of these ministries)

   C4. Outside groups with a standing relationship with BCBC- CBS, Beautiful Roots

d. BCBC Member (personal use) – 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 making a building request 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.

A1. Up to 2 non BCBC core ministry events can be scheduled per month. The other Saturdays are reserved for BCBC core ministry groups as needed.

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.

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. Children will need to have an adult from each respective gender of those present at all times.

f. Usage requests should be submitted a minimum of two weeks prior to the date of use. BCBC facilities can only be requested for the corresponding school year (Aug – June) after July 10th of that same year.

g. Affiliate and Outside groups with an ongoing relationship with BCBC can schedule 5 additional meetings or events held at BCBC facilities each year (Aug-June) other than their normal weekly meeting time at no additional cost. Any additional events requested will fall under the fee schedule of non-profit groups listed at the end of this document.

h. Meetings not related to core BCBC ministries that involve a small number of people should take place at an off-site location instead of at BCBC.

i. Arrangements for opening and lockup of the facility are the responsibility of the requestor. The Operations Administrator may assist with arranging for the necessary access.

j. Distribution of keys, access codes, etc.

i. Temporary short-term use (less than 30 days) may be approved by the Operations Administrator or, and in the absence of the Operations Administrator, a member of the pastoral staff.

ii. Long-term use (more than 30 days) must be approved by the Operations Administrator and Senior Pastor.

iii. Sharing access codes, copying or loaning keys to anyone other than the person requesting 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 Operations Administrator for approval either by email or bringing it to the office. This needs to be submitted at least 2 weeks prior to the dates requested.

b. Use of any technical equipment in the Auditorium must be specified at the time of the request and must meet the additional requirements listed below -

i. Requires approval by the Worship Pastor and AV Technician

ii. AV Equipment may only be used by someone approved and trained by the AV Technician.

iii. Individuals who are contracted to serve or train will be compensated for their time based on the fee schedule listed at the end of this document

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c. Approvals - All approvals are dependent upon scheduled availability. The Operations Administrator may reject any request based upon scheduling conflicts. The Pastoral staff of BCBC may reject room requests at their discretion at any time.

d. BCBC Sponsored Ministries or Groups – Holds priority in their room requests over all other groups. No approval required. (still subject to availability)

e. Christian Organizations or Groups – Approved by the Operations Administrator or, in an emergency and in the absence of the Operations Administrator, a member of the pastoral staff.

f. One-Time Use – Approved by the Operations Administrator or, in an emergency and in the absence of the Operations Administrator, a member of the pastoral staff.

g. Multi-Use – Operations Administrator & Senior Pastor.

h. 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.

i. Preschool Play Area – At this time we are not hosting private parties/events. We do not have full-time staff for supervising and cleaning. The play area will only be used for BCBC Ministry related events.

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V. Usage Rules

a. All Saturday events must be concluded and the building vacated by 7:00pm to allow for any preparations for Sunday worship.

b. All rooms must be returned to the original setup after use. This includes wiping down tables and chairs.

c. All food and drinks must be consumed or served in the kitchen, youth café or fellowship area. Any tough carpet stains that result from food consumption will be professionally cleaned and charges passed on to individuals or groups that made the room requests.

c.1. Only classrooms 17 and 18 in the children's area are allowed to be used for personal use (like birthdays, other celebrations)

d. Items on stage are not to be moved/removed by any unauthorized person. Contact the Operations Administrator if you need assistance. A fee will be incurred.

e. Personal events cannot exceed 75 people in attendance with the exception of weddings and funerals. (personal events like birthdays, celebrations etc)

f. No tables or chairs allowed to be set up on the Gym floor.

g. 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.

h. Any signage, banners, decorations, or other wall mounted information must be stapled with a regular stapler. No scotch tape, Tack It, masking tape, duct tape, etc. may be used.

i. The Resource and Information tables are <u>not to be moved</u>. Prior arrangements must be made before items can be moved from the tables.

j. Kitchen supplies <u>are not to be used</u> by any group unless permission has been approved.

k. Technical equipment must be specified at the time the request is made and must meet these additional requirements: Requires approval by the Worship Technician, <u>only trained and approved people may use equipment, and if Worship Technician is needed, an additional fee will be incurred.</u>

l. No helium balloons will be allowed in auditorium. If balloons are released in the auditorium a fee will be assessed for the removal of the balloons and further use of the facility may be restricted.

m. 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. <u>Red liquids will not be allowed.</u>

n. Facility use shall be limited to the common areas (hallways and restroom facilities) and the rooms specified in the request.

o. Noise should be limited in order to be respectful of BCBC neighbors.

p. 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 72°

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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VI. Usage Fees (See Usage Fee Schedule)

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 Pastoral Staff.

d. BCBC Ministry or Group – None

e. BCBC Sponsored Ministries – These ministries will be given 5 additional events beyond their requested meeting time at no charge. Any event requested above the 5 events will follows the Christian Organization rental rates listed in the table below.

f. BCBC Member (personal use) – None except as noted.

   i. Use of the Auditorium

   ii. Services of Worship Technician

   iii. Clearing of stage

   iv. Custodian Services

g. 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

h. 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

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

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

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VII Fee Schedule

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

2025 BCBC Fee Schedule					
Usage *(0-4 hours)*	**BCBC Sponsored Event**	**BCBC Member**	**Christian Org**	**Non-Profit Org**	**For-Profit Org**
Auditorium	None	$150	$150	$150	$250
Fellowship Area	None	None	$60	$60	$120
Kitchen	None	None	$30	$30	$60
Student Auditorium	None	None	$75	$75	$150
Student Café	None	None	$30	$30	$60
Gym	None	None	$75	$75	$120
Classroom **(each)**	None	None	$20	$20	$40
Custodian	None	$50	$50	$50	$50
Worship Technician	None	$150	$150	$150	$150
Clearing of Stage	None	$50	$50	$50	$50

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VIII Required Deposits

Deposits may be required upon approval of request at the discretion of the Operations Administrator or Pastoral Staff.

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

$500 deposit will be required for multiple events use.

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Signature_____ **Date**_____