

FACILITY, EQUIPMENT, AND VEHICLE USE POLICY

Policy/Procedure Number: 003

PURPOSE

- God has blessed us with amazing facilities and vehicles for our use. Such a blessing requires stewardship on our part. As such we establish this policy and procedure to enable all to have an understanding of the appropriate means of utilizing that which has been entrusted to us for ministry. This policy is also intended to help protect those using these blessings from potential problems.

GENERAL

Priority

- Activities of Worship or other regularly scheduled church events take priority over all other activities including personal and community use.
- Multiple activities can be set up to run simultaneously as needed.

Reserving Facilities, Vehicles and Equipment

- To reserve the use of facilities, vehicles or equipment, a completed use form must be turned in to the church office prior to the event. Completion of the form does not guarantee the reservation. The form must be reviewed by the staff for potential conflicts and a requestor will be notified of availability within 7 days. Early requestors will have the best opportunity for scheduling their activities. All use, unless otherwise noted, is on a first come, first served basis. The form is available in the church office and on the internet at <http://www.fbcsavannah.org/forms> for convenience.
- All requests must be approved by the associate pastor, senior pastor or a designee.

Rescheduling

- The church reserves the right to reschedule any and all activities due to circumstances which may arise. If an individual or group needs to reschedule their time themselves, they should call the church office and talk with the secretary. Changes may be discussed on the phone – a new form is not necessary unless indicated by staff at the time of the call.

FACILITY

Church

- Church activities have precedence over all other requests for use.
- Church related functions may be allowed to serve as a fund raiser for specific ministry related issues (e.g. mission trips or camps).

Community

- We believe that use of the facility is a ministry we provide to the community. As such, community groups may use the facility for appropriate activities. Questions of appropriateness will be directed to the senior pastor, associate pastor or a designee. If needed, the deacon body will be asked to mediate any questions of appropriateness.

- Fund raising is not permitted in the building or on the church grounds (e.g. Chili Suppers) for non-church related groups.
- Please refrain from entering areas of the building you have not signed up to use. If you are using the gym, we ask that you enter and exit through the ~~center~~ door on the West side of the building.

Individual

- Individuals may reserve the facilities (e.g. receptions or family dinners) following the guidelines established for community use.

Keys

- Keys may be checked out for the facility areas needed up to 72 hours in advance of the date needed. Individuals are responsible for the keys they check out. Lost keys may result in the replacement of all affected lock cylinders and keys at the cost of the individual who lost the key.
- Keys must be returned within 72 hours of the date used. Those using keys for an extended period of time (e.g. weekly use for special activities) may keep a key until the scheduled end of the activity.
- If a key is lost, the person who signed out the key may be held responsible for the replacement of locks and all duplicate keys needed.
- **NO KEYS MAY BE COPIED FOR ANY PURPOSE OTHER THAN BY AUTHORIZED PERSONNEL.** Those authorized to copy keys are: Senior Pastor, Administrator, Church Secretary, Chair of the Building and Grounds Committee.

Set-up

- In most cases, the set-up of facility areas must occur on the day of the event or the day prior. In all cases, set-up depends on other activities scheduled around the time needed. All users have equal value and importance.
- The custodian is responsible for set-up of all activities related to church events. Personal events and community events may be set-up by the custodian if time allows and may require the payment of additional fees for the custodians time by the person or group requesting special set-up. If moving of tables or other equipment from other rooms is needed by community or individuals, arrangements should be made to assist the custodian in such movement.

Clean-up

- In all circumstances, the areas used should be returned to the condition they were in prior to use unless previous arrangements have been made. Cleaning supplies are available for this purpose.

Lights/Thermostats/Security

- All lights must be turned off before leaving the building, **UNLESS** there is another activity following you **AND** individuals responsible for that activity are already present.

- Thermostats must be placed at an appropriate level – 55-60 degrees in the winter and 80 degrees or higher in the summer – when leaving the building UNLESS other groups are to follow AND are present.
- ALL doors need to be locked and double checked when leaving, to ensure the security of the building. IF another activity is following you AND is present, they are responsible for locking/checking the doors.
- In summary – the last to use the building on any evening should make sure the temperature, lights and security issues are addressed.

EQUIPMENT

- Any equipment on the reservation list may be reserved for use in the church. Only in special instances is the equipment to be used for outside purposes. The Pastor or his designee may determine if the equipment may leave the premises or either of them may choose to have the church make the decision at a business session.

VEHICLES

Usage

- The vehicles are intended for use by the church for direct ministry purposes and are not available to individuals for private use or in non church related activities.
 - Decisions regarding the “validity” of an activity as a church related event is left to the discretion of the pastor, associate pastor, other designee.
 - Mission activities involving at least a one (1) member of First Baptist Church are considered church related activities.
 - Vehicles MUST be operated by a licensed driver (see below) who is also a member of First Baptist Church for any activity.
 - Operators must also fit current requirements as listed in the insurance policy carried by the church.

License

- Only appropriately licensed individuals may operate church vehicles.
 - 25 Passenger van requires at least a Class C license.
 - 15 Passenger van requires at least a Class F license (Class E for staff)

Cleanliness

- The driver is responsible of the cleanliness of the vehicle on its return.

Safety

- The driver is responsible for all safety matters related to the vehicle.

Inspections

- A pre-trip inspection is to be conducted by all drivers prior to any trip. A copy of the pre-trip inspection list is attached and in the log sheet notebook of the vehicle.

