



Policy Number: A0002	Ministry: Administration
Facilities Use Policy Revision B	
Approved by Church Vote: 8/16/2015	

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Revision History

Pages	Description of Changes	Date
Initial Issue	Revision A – Approved November 24, 2013 by Church Vote	November 24, 2013
Revision B	Moved Wedding Policy to Section IX Added Sections: IX, 2 Statement of Religious Belief on Marriage and Sexuality; Added ROC usage guidelines for Mission Teams, Section VII,3,A	August 16, 2015

I. Introduction

Ridgeview Baptist Church encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of these facilities. We have a responsibility to share our gifts in a way harmonious with Ridgeview Baptist Church’s Mission Statement.

II. Purpose

We at Ridgeview Baptist Church consider our church facilities to be God’s facilities and to be used accordingly. This policy is not to hinder, limit or restrict their use, but to protect our investment from irresponsible misuse and/or abuse. The policies stated below are our best effort toward achieving this purpose.

III. Liability Statement

Ridgeview Baptist Church is not liable for any accidents, injury, illness or loss of group or individual property. It is the responsibility of each individual to maintain valuables in a secure location.

IV. Key Use Policy

1. Introduction

Ridgeview Baptist Church has been richly blessed of God with a facility that He has built to be used for His honor and glory. Along with the privilege of using the facilities to accomplish His work, is the obligation to ensure that the facilities are properly secured at all times. The stewardship of God’s resources is the responsibility of all of us. It is for this purpose that a policy to control the distribution of keys to the facilities has been developed.

2. Persons Eligible to Receive Keys

Permanent keys may be issued only to the following individuals:

Pastor	Youth Pastor
Church Secretary	Custodians
Trustees	Worship Leader
Choir Director	Property Chair
Audio Team	Directors

In all cases, keys issued on a permanent basis must be returned to the church office upon termination of employment or expiration of term of service. The church secretary and Properties Committee will ensure a correct record is maintained for all permanently assigned keys.

Temporary keys may be issued via the lock box to the following:

- Contractors and other service providers
- Ridgeview members at least 21 years of age
- Individuals that use or facilities for weddings and other functions

V. Reservations

Ridgeview’s facilities are available for use, in accordance with this policy, by active members in good standing, and regular attendees of Ridgeview Baptist Church. A description of active members can be found in Ridgeview’s Constitution and By-laws, Article I, Section 4. Ridgeview’s facilities are also available for use by immediate family members. Immediate family is defined as, Mother, Father, Daughter, Son, Brother, Sister, Grandparents and Grandchildren. Exceptions to this policy will be reviewed by the Properties Committee.

1. Reservation Guidelines

- Persons reserving the facilities must be a minimum of 21 years old.
- Reservations will be made 15 days in advance minimum and 4 months in advance maximum, (wedding exceptions are listed in Section VI, 2 below)
- Reservation priority will be first-come, first-served basis
- Reservations are to be made through the church office by contacting the Secretary at 423-357-4631.
- Persons reserving the facilities **must read** this policy, and pick-up a “Request for Use of Facilities Form”, (Attachment 1) and complete and return to the church office.
- Mission teams will complete form “Mission Team Request and Agreement Form”, (Attachment 3) fax or scan and email to contacts as listed on the form
- A key box with a combination lock is used to secure the key(s). The combination will be provided just prior to the scheduled use. The combination on the lock box is changed at a frequency as determined by the Properties Committee. The key must be returned to the key box immediately after the conclusion of the scheduled event
- The key is not to be taken off premises
- It is the responsibility of the reserving party to cover cost of repairs for any damage to the facilities or equipment that may occur
- Cancellations will be made as far in advance as possible

VI. Fees

The below stated fees are applicable to weddings and other groups wishing to use the Sanctuary and/or ROC.

Custodian Fee (Sanctuary, Main Bldg.)	\$100.00
Custodian Fee (ROC)	\$75.00
Sound System Technician (Sanctuary or ROC Only)	\$75.00
Sound System Technician (Sanctuary and ROC for Reception)	\$150
Non-Members Facilities Use Fee (in addition to above)	\$250

Table 1 Fees

1. Small Group Fees (ROC Only)

Persons using the ROC for non-church related activities are required to pay a refundable deposit and a utilities fee. The fees are to be paid at the church office before the scheduled event or activities.

Keys will be made available in a key box, the location and combination provided prior to the scheduled event. The deposit will be refunded when the keys are returned, provided the facilities have been properly cleaned. If you do not wish to clean the facility, a cleaning fee will be assessed. The amount of the fees will be provided when the facilities are requested.

2. Mission Team Fees

Mission teams will be required to pay a cleaning deposit of \$75.00.

VII. Ridgeview Outreach Center General Use**1. Introduction**

It is the mission of Ridgeview Baptist Church to use the Ridgeview Outreach Center (ROC) to promote outreach, enhance fellowship and support missions.

2. Reservations

Refer to Section V, above for reservation policies and guidelines.

3. Usage Guidelines

- A key box with a combination lock is used to secure the key(s). The combination will be provided just prior to the scheduled use and must be returned to the key box immediately after the scheduled event
- The person completing the "Request For Use of Facilities" form or the "Mission Team Request and Agreement Form" will be present at all times during the event and will be responsible for damages that may occur
- Equipment or property, not belonging to Ridgeview Baptist Church that is to be used for the event must be approved by the Properties Committee prior to the event. Items used for the event must be removed at the conclusion of the event.
- Designated areas for food are, the kitchen, and the room adjoining the kitchen and the gym. Food is permitted in the gym area only for large functions such as VBS, Fellowship Meals or other church activities Birthdays, Showers and family reunions.
- Sunday School rooms are considered off limits and are not to be used. Do not let children play in them.
- Except for church scheduled events, the ROC will not be used for overnight events. These events include mission teams, Ridgeview youth and/or children functions.
- The event shall be terminated and facility vacated at the time designated on the "Request For Use Form" or the "Mission Team Request and Agreement Form"

- Animals, except for service dogs or those associated with an approved program, are not allowed inside the ROC
- The reserving party will be responsible for decorating for the event. Fasteners such as tape, nails, staples that will scar or deface the walls, doors, etc. will not be used.
- Relocating or rearranging church equipment, other than tables and chairs will not be permitted, unless approved by the Properties Committee.
- Use of candles must be approved by the Properties Committee.
- The reserving party is responsible for clean-up. A check-list will be provided to facilitate this process.
- Tobacco in any form is not permitted inside the ROC
- Alcoholic beverages or controlled substances are not permitted on the Ridgeview campus
- Ridgeview Baptist reserves the right to monitor facility use during events. The event will be terminated if violations of this policy are observed.
- The ROC will not be used by individuals or groups for the purpose of selling products or services.
- Ridgeview Baptist Staff and Leadership will address any improper behavior that may occur during events, and issue appropriate action.

A. Usage Guidelines, Mission Teams

- There are no beds in the ROC, therefore it is recommended that visiting teams bring air mattresses, sleeping bags, and linens
- The lower level restrooms contain four (4) showers, two (2) in the women's and two (2) in the men's restrooms.
- Modest clothing should be worn by those using the facility. Your team is representing your church, our church and Christ.
- Ridgeview Baptist Church will use the ROC on Wednesday night for Royal Ambassadors and our Youth. We encourage your team to join us in the sanctuary for Bible study, or you may make plans to have off-campus activities that evening.

VIII. Specific Area Guidelines

1. Track Policies

The upper level that encircles the ROC facility may be used as a walking track. Anyone wishing to use the track must check in with the church office during regular business hours, to ensure the facility is not being used.

- An adult must accompany children below the age of 10.
- Sitting or leaning on the fence is prohibited.
- Athletic equipment such as basketballs or volleyballs are not allowed on the track.
- Soft rubber soled shoes are to be used when walking on the track.
- No food, drink or gum is allowed on the track

2. Game Room Policies

Game tables are placed so as not to interfere with those on the track. These tables are not to be moved, or rearranged from current location. Game equipment must remain in the game area. For Youth or Children's events, time limits may need to be imposed of game room equipment. Video games used must be rated "E" and movies must be rated "G". Food, drink or gum is not allowed. Participants below 6th grade must be accompanied by an adult.

3. Gymnasium Policies

The following guidelines will be observed for gymnasium use:

- Shirts must be worn at all times
- Personal equipment may not be used without prior approval by Properties
- No skates or skateboards are allowed in the gym
- No food, drinks, gum or black sole shoes are allowed

When using the gym, participants should conduct their activities in a safe manner, kicking balls, hanging from basketball goals, throwing items from floor level to track, are to be completely avoided.

Set-up of the gym with equipment such as volleyball nets, basketball goals or other specialized equipment will be by Properties or others as designated by the Properties Committee.

4. Kitchen Policies

The following guidelines apply to the use of the kitchen facilities:

- The event contact person will be responsible for replacement of broken or missing items
- Those using the kitchen are to supply their own consumables (coffee, tea, sugar, etc.)
- Those using the kitchen are to supply all utensils, paper supplies, tablecloths, etc.
- All equipment and utensils will remain on the premises
- Equipment will be operated by trained individuals only
- All utensils will be washed and returned to their proper location
- Grease is not to be drained into the sinks
- Countertops and equipment are to be wiped clean
- Garbage taken out to the dumpster
- Floors swept and mopped
- Bathrooms cleaned, toilets flushed and lights off
- Ensure all equipment and lights are turned off when leaving

IX. Wedding Policy

1. Introduction

Your wedding is the Christian celebration of your love and commitment to each other and to God. At Ridgeview Baptist Church we want to minister to you through your wedding service.

At Ridgeview Baptist Church, we adhere to the Biblical definition of marriage that marriage is between one man and one woman and God Almighty. The sacred ceremony, in which you enter into a covenant with God and one another, creates the foundation for your marriage. By choosing to use a representative of God, and God's Church, you are inviting God's presence in your wedding and purposely asking for God's blessing upon the marriage. Therefore, Ridgeview Baptist Church adopts the following statement of Religious Belief on Marriage and Sexuality.

2. Statement of Religious Belief on Marriage and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person. (Matthew 19:4-6)

We believe that the term "marriage" has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. We believe that God intends sexual intimacy to only occur between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. Marriages outside of these parameters will not be performed by church ministers or on church property. (Genesis 2: 21-24)

We believe that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, and attempting to change one's biological sex or otherwise acting upon any disagreement with one's biological sex) is sinful and offensive to God. (Leviticus 18:32, Romans 1:26-27; 1 Corinthians 6:9)

We believe that in order to preserve the function and integrity of the church as the local Body of Christ and to provide a biblical role model to the church members and the community, it is imperative that all persons employed by the church in any capacity, who serves as volunteers should abide by and agree to this Statement on Marriage, Gender and Sexuality and conduct themselves accordingly.

We believe that God loves all people and offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.

We believe that, just as God loves us, we should love all people and afford every person compassion, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with the scripture nor the doctrines of the church. (Zechariah 8:17; Matthew 22:36-40)

3. General Wedding Policy

In the event of scheduling conflicts, all Church programming takes precedence over wedding scheduling.

Reservations will not be accepted more than 1 year in advance and no less than 1 month prior to the scheduled wedding date.

Weddings that require extensive decorations and props will not be scheduled on Sunday or after 6pm on Saturday. A wedding with little to no props may be scheduled.

The wedding party representatives will be responsible for setting up the facility.

The Audio Visual team and the Worship Committee chairs are to be contacted if the use of the sound system, video equipment, musicians or musical instruments will be required. Contact information can be obtained from the church office personnel. The sound system will be operated by members of Ridgeview's Audio Visual team, only. All non-traditional music must be approved by the Worship Committee. It will be the responsibility of the wedding party to provide their wedding music on a CD, the night of the rehearsal, if musicians (Ridgeview or other) will not be used.

When using clergy other than the Ridgeview staff, approval must be obtained one (1) month prior from the Pastor of Ridgeview Baptist Church.

4. Wedding Sanctuary Use

B. Wedding Props

All wedding props and personal items are to be removed from sanctuary, foyer, and lower floors (dressing area) within 2 ½ hours after the ceremony.

Only dripless candles are to be used and, globes are required over all open flamed candles that are not placed on a candle stand.

C. Furniture and Fixture Removal

All furniture and fixtures such as podium, communion table, choir wall, choir chairs that are removed must be replaced within 2 ½ hours after the ceremony. It is the responsibility of the wedding party to remove and replace these items and must coordinate with the custodian prior to removing and during replacement.

D. General Sanctuary Use

There will be no food or drinks allowed in the sanctuary or foyer.

After the ceremony and replacement of all furniture and fixtures, all lights will be turned off and doors are to be secured. Return the key to the lock box.

Confetti or rice is not approved for use during or after the wedding ceremony, either inside or outside the facilities. Birdseed or bubbles are approved items that may be used, but outside of facilities only.

E. Rehearsal

After rehearsals, it is the responsibility of the wedding party to ensure that all lights are turned off and all doors are securely locked. At the end of rehearsal, the key must be returned to the combination lock box, and should not be taken off premises. The wedding party is responsible for cleaning after rehearsals.

5. Ridgeview Outreach Center (ROC)

All decoration attachments must be approved before decorating the ROC. The Properties Committee will be the point of contact for approving decorations. Contact information for the Properties Committee may be obtained through the church office.

All wedding props and personal items are to be removed from the ROC within 2 ½ hours after the wedding.

The wedding party is responsible for moving and replacing all tables, chairs and/or other furnishings before and after the reception.

All dishes, including coffeepots, belonging to Ridgeview should be washed, dried, and returned to their proper place.

The wedding party and/or caterer shall bring their own consumables, including coffee, tea, sugar, cream, etc., and are to supply their own cups, plates, eating utensils and napkins. All trash is to be bagged and removed to the dumpster. A clean-up checklist will be provided to aid in cleaning the ROC facility.

Alcoholic beverages or controlled substances are strictly forbidden anywhere on Ridgeview's campus.

X. Attachment I – Request For Use of Facilities

General Facilities Use Section

Facilities Requested: Sanctuary <input type="checkbox"/> ROC <input type="checkbox"/> Both <input type="checkbox"/>	Name of Event Contact:
Describe the Event Planned:	Date(s) Start Date: _____ End Date: _____
Scheduled Times: Start: _____ AM/PM End: _____ AM/PM	Select one: I will clean <input type="checkbox"/> I will pay cleaning fee <input type="checkbox"/>

General Use Fees

Type	Amount	Amount Paid	Date
Deposit	\$25		
Utilities Fee	\$10		

Facilities Use for Weddings

I have read and understand the Facilities Use Policy or have been instructed in the expectations of the policy.

Signature: _____ **Date:** _____ **Phone:** _____

Bride-to-be:	Phone:
Groom-to-be:	Phone:
Officiating Minister(s): <i>If not using Ridgeview Staff, service and ceremony must be approved by the Pastoral staff of Ridgeview at least one month prior.</i>	
Wedding Date: <i>Saturday Weddings not scheduled later than 6:00 p.m.</i>	Wedding Time:
Rehearsal Date & Time:	Rehearsal Dinner in ROC: Yes <input type="checkbox"/> No <input type="checkbox"/>
Reception in ROC: <input type="checkbox"/> Yes <input type="checkbox"/> No	Catered: <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Caterer: _____

Type	Amount	Payable To:
Custodian Fees Sanctuary (Main Bldg.) ROC	\$100 \$75	Make Check(s) Payable To:
Sound Tech Fees Sanctuary Only Sanctuary and ROC	\$75 \$150	Make Check(s) Payable To:
Non-Member Facility Usage Fee	\$250	Make Check(s) Payable To: Ridgeview Baptist Church
Miscellaneous Fees <i>Musicians, misc. equipment cleaning</i>		Make Check(s) Payable To:
Total Fees:		Total Amount Paid:

Notes:

Your event will be placed on the calendar when this signed approved form is received in the church office. Should there be a conflict of events, or the event is not approved, you will be informed as soon as possible. The Lock Box Combination will be provided just prior to the event. A copy of this form with total fees and "payable to" information will be provided.

Approved for Ridgeview Baptist Church:

Signature: _____

Date: _____

XI. Attachment II – ROC Cleaning Checklist

**Ridgeview Baptist Church
ROC Cleaning Checklist**

Item	Initial
All dishes and utensils washed and returned to their proper location.	
Countertops washed and wiped clean	
Trash removed from the kitchen and placed in dumpster	
Trash removed from the small fellowship hall and placed in dumpster	
Trash removed from bathrooms and places in dumpster	
Bathroom checked	
Toilets flushed	
Toilet paper replaced as needed	
Vanities cleaned	
Lights off	
If used, gym floor swept with large dust mop; mopped where needed	
Doormats vacuumed and foyer floor cleaned	
Glass doors checked and cleaned of fingerprints, etc.	
All light turned off	
Thermostats in small fellowship hall re-set	
All doors checked to be locked	

Note:

Cleaning supplies are kept in the closet next to the kitchen sink, and in the vanity in the women’s restroom. A vacuum is located in the equipment room and the pantry in the kitchen.

Your deposit will be returned after verification these items have been completed.

Please sign and return to office.

Signature_____

XII. Attachment III – Mission Team Request Form

**Ridgeview Baptist Church
Mission Team Request and Agreement Form**

Please complete and return as soon as possible in order to ensure our facilities will be reserved.

Arrival Date		Departure Date	
Contact Person:		Phone:	
Email Address:			
Group/Organization/Church Information			
Name:			
Address:			
City:		State/Zip	
Team Information			
Number of Adults:	Number of Youth:	Total Number of Team:	

Does your team require any special needs, please list:

Please initial:

_____ I have read and fully understand the Facilities Use Policy and agree to abide by the guidelines as defined in this policy.

Visiting Team Representative _____ Date _____

Ridgeview Baptist Church Representative _____ Date _____

Ridgeview Baptist Church
234 Hurd Rd.
Church Hill TN 37642
Office: 423-357-4631 Fax: 423-357-6239
Email: secretary@ridgeviewbaptist.org
This form may be transmitted via email or fax.