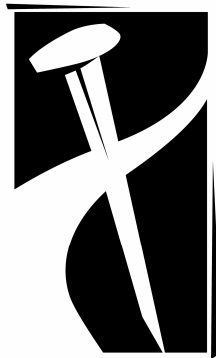


Brentwood Baptist Church Facility Management Policy



Brentwood Baptist Church
Connecting People to Jesus
www.brentwoodbaptist.com

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FACILITY MANAGEMENT GUIDELINES FOR BRENTWOOD BAPTIST CHURCH - STATEMENT -

We, the body of believers called Brentwood Baptist Church, have been blessed through prayer, sacrificial giving and diligent effort to occupy the facilities at 7777 Concord Road. These facilities will enable us to continually focus on our mission.....Connecting people to Jesus Christ through relationships, discipleship and worship. The rapid expansion of BBC has necessitated that we expand and formalize church policies. These procedures are not designed to make it more difficult to administer our programs, rather they will help us use our resources in the most efficient way possible to better support our expanding ministries. In addition, we need to ensure that we have taken the necessary precautions to limit our liability in areas such as fire safety and security. It will be the responsibility of each staff member to communicate these policies to the members of the congregation assisting with facility usage. Because we receive a large volume of requests to use our facility, we can only consider events that help carry out the stated mission, vision, & values of Brentwood Baptist Church. We must, as caretakers of the Lord's house, take proactive steps to ensure that the:

- ministries of our church have adequate facilities, resources, and time to meet our ministry goals.
- users of our facility meet our stated mission, vision, values.
- facilities are protected against loss or misuse by all users.
- policies are followed by all users.
- life of our facilities is extended through a proper and proactive maintenance replacement and purchasing program for additional equipment and furnishings.
- users of our facility complete and follow up with any necessary forms and documentation.

The Facility Management Office and Staff Leadership Team will assist with these objectives and oversee the use of our facility. They also reserve the right to change scheduling and use of the building at any time.

What is the function of our church body?

Connecting people to Jesus Christ through relationships, discipleship and worship.

What is the purpose of our church building?

Ephesians 4:12 and 13 says, "to prepare God's people for works of service so that Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."

EVENT REQUEST GUIDELINES & PROCEDURES

All event requests – members or non-members - must be sponsored by a Minister and align with the stated mission, vision, and values of Brentwood Baptist Church and align with the goals of the sponsoring ministry.

The facility of BBC exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. If a request for facilities use is made for the same date, the order of priority is as follows:

1. Church programming, activities, events and ministries will always have first priority.
2. Church member requests, including weddings or funerals, will have second priority.

The philosophy of external or non-member groups requesting the use of the BBC facility must be consistent with the stated mission, vision, values of Brentwood Baptist Church and be sponsored by a BBC Minister.

Non-church events will not be placed on the calendar more than six months in advance without the approval of the Staff Leadership Team. Weddings will not be placed on the calendar more than 12 months in advance without approval of Staff Leadership Team.

If a conflict arises between ministries that cannot be resolved, then the parties involved can go to Staff Leadership Team for a resolution.

The Event Request form may be found in the templates folder and needs to be completed and e-mailed directly to scheduling@brentwoodbaptist.com for consideration & approvals before the event is publicized. It is the Minister's responsibility to schedule and cancel event requests for their ministry group and for any groups their ministry sponsors. The Event Request must be fully completed including the sections on childcare, communications, facilities (room set-up & doors opened), security and technical or it will not be considered. Requests will be scheduled on a "first come, first serve" basis – but are subject to change based on the broader needs/goals of the church. The Facility Management Office will notify the user of any conflict or questions to negotiate changes of times or rooms.

- Requests for Special Events, use of the Worship Center, and/or Wilson Hall will be approved by the Staff Leadership Team (or appropriate designee) contingent on completeness of information submitted and prior approval during the budget process. Notification of approval will occur within fourteen (14) days.
- Use of specific ministry areas (Childcare Rooms, Deaf Ministry Rooms, Student Ministry Rooms, Choir Room, etc.) will be approved by the Ministry that oversees that area of the building.

The following are the procedures for reserving dates, times and rooms in the BBC facility.

1. The Minister decides or approves of event place, event time. If event is for an external group the Minister is sponsoring, then it is the Minister's responsibility to verify that the group's mission and values align with the stated mission, vision, and values of Brentwood Baptist Church and align with the sponsoring ministry's goals.
2. The ministerial assistant checks Parrish for potential conflicts and sends back to Minister if a conflict is detected. The assistant completes the EVENT REQUEST form and sends to Scheduling if no conflict is detected.
3. The Facilities Assistant reviews the request and enters the information into Parrish.
 - If no conflict exists or approvals are needed, signs off on printed copy of request and returns it to requestor.
 - If a conflict is detected, deletes from Parrish and sends back to requestor.
 - If approval is required, marks "PENDING APPROVAL" in Parrish and forwards request to:
STAFF LEADERSHIP TEAM for events in Worship Center, Wilson Hall, or other major events.
OTHER MINISTRY AREAS if notifications are necessary or requested.

Approval processes will be completed and sent back to the Facilities Assistant within 14 days of submission.

4. Facilities Assistant notifies requesting Minister of approvals, contingencies, or reasons for not approving event.
5. The boxes indicating Kitchen, Childcare, Bulletin, Parking, Security, Ushers, Greeters & Technical must be marked - if needed. It is the responsibility of the Minister requesting the event to communicate all needs at least 30 days prior to an event.
6. Member and Non-Member requests that come directly to the Facilities Management Office, rather than through a Minister, will be instructed to complete an External Event Request form to be submitted to the Staff Leadership Team for review. The Staff Leadership Team will verify that the group's mission and values align with the stated mission, vision and values of Brentwood Baptist Church and that there are no calendar conflicts. The Staff Leadership Team will then submit the request for sponsorship consideration to the Minister whose ministry goals align most closely with the external group.
7. Staff and Ministry responsibilities for member and non-member event sponsorship include but are not limited to the following: Physical on site presence during the event as recommended by the Facilities Management Office; welcoming and hospitality; questions and answers; guideline and policy adherence; pre and post event communication with event leadership as requested by the Facilities Management Office.
8. Any exception to these procedures must be approved by the Associate Pastor and/or the Staff Leadership Team.

FOR USAGE FEES— see pages 14 & 15

TIME OF USE

Normal Schedule: The facilities may be available for use on Monday – Friday from 8 a.m. until 9 p.m., and on Saturday, 8 a.m. to 8 p.m. Any facility requests for approved church Holidays (listed below) must be approved by the Staff Leadership Team and may result in surcharges for rooms and support services. If the facility is needed past 8 p.m. arrangements must be made at time of booking, which will result in a surcharge for rooms and/or spaces used.

HOLIDAYS:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)

Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas (December 25)
Day after Christmas (December 26)

GENERAL USE POLICIES:

The following list is to be read, understood and adhered to by all users.

1. All users are to use only the rooms assigned due to the set up, preparation and clean up for other events within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house. When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
3. The user will be held financially responsible for any damage done to church property associated with the scheduled event.
4. An assigned custodian will be on duty during the time of building usage. This service is included in the room fee. This includes basic room set-up and clean up after the event. Additional services will be charged to the user on a cost recovery basis.
5. Moving furniture within the facility should be done through a Room Set-up Request form and the work completed by the Facility Management Office and his staff.
6. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done exclusively by church personnel to prevent damage to the building and church furniture and equipment.
7. The furnishings and equipment (tables, chairs, portable sound systems, etc.) owned by BBC are to be used exclusively for ministry functions of BBC. Furniture, equipment and AV equipment may be checked out or used away from the church with written request, stating dates, times and ministry function for 24 hours with the approval of the Facility Management Office. Audio or musical equipment must be approved by the Media Director. Technical/Media equipment must be approved by the Media Director. Damages are the financial responsibility of the group using the furniture and equipment, and a security deposit may be required at the time of reservation. If damaged, arrangements should be made for replacement or repair by the user group.
8. No furniture or equipment may be removed or used away from the facility on Sunday without the written permission and approval of the Facility Management Office.
9. Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
10. Church equipment, i.e., TV/VCR, projectors, screens and/or sound equipment is subject to availability and approval and must be included in the agreement. Additional fees may be assessed.
11. Dining or the serving of food is limited to pre-approved designated areas. See Kitchen Usage Policy for further details.
12. Any publicity or promotion by the facility user must be approved by the BBC Communications Director.
13. Nails, screws, tacks, glue or cellophane tape may not be used on the walls, carpet, furniture, tile floor or woodwork. Please use the grip-it strips in the rooms for hanging posters, etc. Only gaffer's tape may be used to tape down wires and cables on the floors.
14. There will be no decorations affixed to the walls, moveable partitions or surfaces in the classrooms without the consent and approval of the Facility Management Office. Contact the Communications Department for publicity information.
15. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Facilities Manager.

- 16. No flyers, windshield advertising or solicitation of any kind will be permitted on church property.
- 17. The Brentwood Fire Codes prohibit the use of open flamed candles.
- 18. All scenery or props must be free-standing. No nails, screws or stage hooks may be used in the worship center or elsewhere on the church premises, without the approval of the Facilities Manager.
- 19. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed set-up time for an event. The main weekday entrances will be near the administrative area and the BYCS entry point. All other exterior doors will remain locked for the protection of the staff and children.
- ~~20.~~ The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
- ~~21.~~ The Sponsoring Minister and Facilities Manager shall, at any time during setups, rehearsals, performances or take down, have immediate access to any area of the church facilities being used.
- 22. Church nurseries and childcare facilities are not available to activities, events, programs or classes that are not a 'Ministry of the Church'. Any exceptions (including weddings) must be approved by the Preschool Minister and Staff Leadership Team.
- ~~23.~~ Church equipment in the Worship Center must be operated by church technicians approved and trained by the Media Director. Charges for technicians are listed in the fee schedule.
- ~~24.~~ The Facilities Manager shall have the right to determine and acquire the use of outside security and firemen in the event they are required. Charges for these services will be added to usage fees.
- ~~25.~~ Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. No events shall be held that: promote anti-Christian values or teachings, teach anti-Baptist doctrine, endorse actions that oppose the church's statement of faith, promotes reincarnation or satanic beliefs.
- ~~26.~~ Report any maintenance problems and damages to the Facility Management Office immediately.
- ~~27.~~ Failure to honor the above regulations may result in additional custodial and/or restitution fees.
- 28. The Sponsoring Minister (or Designee) shall inspect the facility to assess the condition of the building and equipment which was used to verify that rooms and furnishing were returned to proper order . If the condition of the building and/or equipment is not left in proper order, the Sponsoring Ministry will be assessed for the cost of additional cleaning or services required to restore to original condition.
- 29. Any exceptions to these policies must be approved by the Associate Pastor and/or the Staff Leadership Team.

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Signature:

Representative of Organization Date

Signature:

Sponsoring Minister Date

Use of the Parlor

The Parlor is available for meetings, Bible studies, small wedding receptions, wedding photographs, bridal dressing area and family gathering place prior to funerals held at BBC. The Parlor may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings.

- Furniture may not be moved in or out except by BBC facilities personnel.
- The parlor should be left in the same condition as it was found.
- Bridal parties should bring no cosmetics, curling irons or hair dryers into the parlor.
- There will be no food or drink allowed in the parlor unless the parlor has been reserved in advance for that function.
- There will be no food preparation in the parlor. (Please use the catering kitchen)
- There will be no decorations affixed to the walls.

Use of the Worship Center

The Worship Center is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of the Worship Center should not exceed 2550 people at any time.

The Worship Center may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of the Worship Center will be approved through the Staff Leadership Team.

- There will be no decorations affixed to the walls, pews or surfaces in the Worship Center without the consent and approval of the Music & Worship Minister and the Facility Management Office.
- The Music & Worship Office will be notified of every request to use the Worship Center for approval.
- Movement of equipment, instruments, chairs and stands must be approved by Music & Worship Staff. All furnishing and equipment must be moved by approved BBC personnel only.
- There will be no food or drink allowed in the Worship Center except for the Lord's Supper.

Use of the Classrooms

- There will be no decorations affixed to the walls moveable partitions or surfaces in the classrooms without the consent and approval of the Facility Management Office. Grip-it strips are provided in each room for hanging posters, announcements, etc. Contact the Communications Department for publicity information.
- There will be no coffee pots, toaster ovens or small appliances kept in or brought into the classrooms.
- Food and soft drinks may be served in classrooms. All leftovers are to be removed immediately following the event. All trash must be placed in the appropriate trash receptacles.
- All furnishings and equipment must be moved by approved BBC personnel. Furniture should not be moved from room to room. Contact the Facility Management Office if your pre-arranged room set up is not appropriate.

Use of Break Rooms and Kitchens

- Break rooms are provided for the convenience of the church staff, employees and church members.
- Break rooms should be kept clean and orderly by every user, including labeling of food with name and date, not using another's food, and placing all food to be discarded in the trash.
- There will be no decorations affixed to the walls or surfaces in the rooms without the consent and approval of the Communications Department and Facility Management Office.

Use of Choir Room

The Choir Room is available for groups of 200 or less. The use of the Choir Room will be approved by the Music & Worship Office.

- There will be no decorations, posters, etc. affixed to the walls, chairs or surfaces in the Choir Room without the consent and approval of the Music & Worship Minister and the Facility Management Office.
- All furnishings and equipment must be moved by approved BBC personnel.

Use of the Atrium

The Atrium is available for receptions, dinners and large gatherings. The user is responsible for the care and condition of the space and its furnishings.

- All food will be served from the Catering Kitchen and restricted to Atrium and Concourse areas – not: Media Center, Worship Center, balcony, etc.
- All food service must be coordinated with the Facility Management Office and the Church Host.
- The Atrium can be set up with round tables and chairs or in a classroom setting.
- There will be no decorations affixed to the walls, movable partitions or surfaces in the rooms without the consent and approval of the Facility Management Office.

Use of Wilson Hall

Wilson Hall is available for receptions, productions, dinners and large gatherings. The capacity of the Wilson Hall should not exceed 1000 people at any time. Space within Wilson Hall may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Wilson Hall will be approved through the Staff Leadership Team.

- To set up for Sunday AM Bible Study, users must be out of Wilson Hall by 8:00pm on Saturday evenings. If the facility is needed past 8 p.m. arrangements must be made at time of booking & will result in a surcharge for rooms and/or spaces used.
- All food service must be coordinated with the Facility Management Office and the Church Host and follow the Kitchen Use Policy.
- The Wilson Hall piano is kept locked unless reserved by a group in the set-up requirements of the room request. Custodial staff will unlock it for the group when setting up the room.

- There will be no decorations affixed to the walls, movable partitions or surfaces in the rooms without the consent and approval of the Facility Management Office.

Use of Deaf Worship Center

The Deaf Worship Center is available for seminars, teaching space, and worship. The capacity of the Deaf Worship Center should not exceed 280 people at any time. The Deaf Worship Center may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of the Deaf Worship Center will be approved through the Deaf Ministries Office.

- There will be no decorations affixed to the walls, seats or surfaces in the Worship Center without the consent and approval of the Deaf Ministry and the Facility Management Office.
- All furnishing and equipment must be moved by approved BBC personnel only.
- There will be no food or drink allowed in the Deaf Worship Center except for the Lord's Supper.

Wedding Policy (see Appendix A)

Funeral Policy

- Funerals of church members and their immediate family members have priority over non-church members.
- Funeral scheduling is to be coordinated with the Facility Management Office following the procedure outlined in the Pastoral Care Manual (see Appendix D).
- Music for funerals must be appropriate for a church setting.
- Request for an Order of Service, printed program, musicians, technical needs, etc. must be included in the initial request.

Childcare Policy

- Childcare must be requested by a ministry office with the supervising minister's approval. Individuals or teams within the church should go through a sponsoring ministry office to request childcare.
- Childcare must be requested through the Facilities Management office by the use of an Event Request Form. The request will then be considered by the Preschool Ministry office and notification of approval and childcare room assignments will be given to the Facilities Management office. The ministry requesting childcare will also be notified of approval and provided with the necessary forms for reservations if needed. If childcare is not approved, these offices will be notified as well with the reason for the disapproval. If childcare reservations are necessary, the sponsoring ministry will be responsible for communicating with the Preschool Ministry office to keep an accurate accounting of the reservations.
- Childcare rooms and childcare personnel are to be scheduled by the Preschool Ministry office only.
- Regular childcare hours will be held on Wednesday, Thursday and Sunday evenings and may be used by anyone involved in an activity approved by the Facilities Management office for these hours.
- Childcare will be provided by approved childcare personnel with a minimum of 2 workers. The quantity of childcare workers will be set by the Preschool Ministry office based upon previous experience or the number of reservations, whichever applies.
- Childcare will not be provided for outside organizations using the facility.
- Childcare costs outside of the regular hours provided on Wednesday, Thursday and Sunday evenings will be charged to individual ministries requesting the care. These costs will be charged at 100% of actual cost to the requesting ministry. Church wide events not requested by individual ministries will be charged to the standard childcare budget.
- Childcare will be provided at the Brentwood Baptist Church facility only. At least one parent or an adult responsible for a child should remain at the church unless prior approval is given by the Preschool Ministry Office.
- Children may be taken to childcare 15 minutes prior to an event and should be picked up immediately following the conclusion of the event.

Building Key Policy

- Church staff will be assigned a key(s) by the Facility Management Office.
- Copying keys or propping open doors is prohibited in order to protect our employees, church members, children and the facility. Doing so could place other individuals in danger.
- The building will be accessible through all entrances for church wide events unless otherwise noted.
- Daily building access will be scheduled by the Facility Management Office.

- Temporary keys may be checked out from the Facility Management Office for specific events with approval from the Facilities Manager.

Office and Work Room Guidelines

- Offices and work rooms should be kept orderly and as neat as possible. Facility Management will empty trash and vacuum on a regular basis. It is the responsibility of each employee to dust their own work area. Supplies can be checked out from the Facility Management Office.
- Offices, desks and work surfaces should be cleaned and cleared off on Wednesday and Friday afternoons in preparation of Wednesday night events and Weekend Worship Services.
- There will be no decorations affixed to the walls or surfaces in the offices without the consent and approval of the Communications Department and the Facility Management Office.

Costume Rental Policy

As of 8-15-02, all costumes are in off-site storage and NOT AVAILABLE FOR ANY USE.

Instrument Usage Policy

The harp, organ, electronic synthesizers, percussion equipment, and other musical instruments are not available on a regular basis to church members. (All acoustic pianos and the digital piano in the Parlor may be used by reserving the appropriate room through the Facilities Management Office.) However, in certain circumstances permission may be granted for use. The following guidelines apply to those certain circumstances in which permission is granted. It is the responsibility of the party interested in using an instrument to obtain written permission from the Associate Music & Worship Minister. The church does not provide a player for any instrument. It is the responsibility of the party using the equipment to contract separately for someone to play it. (See list of musicians) No flowers, ribbons, or decorations of any kind may be affixed in any way to ANY church-owned musical instrument.

Brentwood Baptist Church reserves the right to refuse use of any instrument in the event of a schedule conflict. In addition, no instrument can be moved from the church building. Musical Instruments inside the building are not to be moved for any reason. If a move is required, only persons approved by the Associate Music & Worship Minister are to be used. Rooms with a piano may be reserved for any event following the standard policies. Regular piano tunings are done on all pianos in the building. If a special tuning is needed for a group, the fee will be \$75.00.

Catwalk and Lift Policy

Only persons trained and approved by the Facility Management Office are allowed to use the Catwalk or the lift.

USHERS/TICKET TAKERS/GREETERS/TICKET WILL CALL

For events at BBC with reserved seating and/or those events that use general admission seating with an expected attendance of 1,000 or more, arrangements for ushers / ticket takers / greeters / will call (called Ushers as a group) personnel must be made through the BBC Usher Ministry at least (90) ninety days in advance of such event. Failure to provide the needed information ninety days prior could result in the cancellation of the event. The following information is required:

- Name of sponsoring BBC Ministry Area
- The number of each type of usher needed
- The expected work schedule
- The amount of reserved seating and method of designating such seating
- Handling of tickets - (if needed)
- Handling of printed programs - (if needed)
- Other special instructions not already covered

Once the event has been approved / calendared and the above mentioned required information is received, persons in charge of the BBC Usher Ministry will secure ushers for the event. For serving in this capacity for such event, each usher will receive (1) complimentary ticket to the event, seating in a reserved area for the event, and a light meal before the event. If persons in charge of the BBC Usher Ministry are unable to secure the number of ushers required to support the event, the sponsoring BBC Ministry for the event will be notified within sixty days of the event and then be responsible for finding the necessary number of ushers required to support the event. An approved representative of the BBC Usher Ministry will work with the sponsoring Ministry area to provide coordination, training, or other assistance as they are able.

PARKING LOT

For any event at BBC where the expected attendance is 1,000 or more, parking lot personnel will be required. For such event, the following information must be submitted to the BBC Parking Lot Ministry no later than ninety days prior to such event:

(Failure to provide the needed information 90 ninety days prior could result in the cancellation of the event.)

- Name of sponsoring BBC Ministry Area
- The expected attendance
- Times that the event will begin and end
- Any special parking needs
- Any particular entrances needed for the majority of those attending

Once the event has been approved / calendared and the above mentioned required information is received, persons in charge of the BBC Parking Lot Ministry will secure parking lot personnel for the event. For serving in this capacity for such event, each parking lot person will receive (1) complimentary ticket to the event, seating in a reserved area for the event, and a light meal before the event. If persons in charge of the BBC Parking Lot Ministry are unable to secure the number of parking lot personnel required to support the event, the sponsoring BBC Ministry for the event will be notified within sixty days of the event and then be responsible (in conjunction with a key representative from the Parking Lot Ministry) for hiring (outsourcing) the necessary number of parking lot personnel required to support the event.

FEE SCHEDULE FOR MEMBERS

BBC offers use of its facilities to members provided the activities are in keeping with the church's mission statement and sponsored by a BBC ministry. Occupancy fees cover room set-up and custodial services within normal limits. If additional custodial services are necessary they will be charged on a cost recovery basis. These fees do not include childcare, sound, lighting, graphics, musicians, security or other personnel.

Room	Half Day (Up to 6 Hrs.)	Whole Day (7-12 Hrs.)
Choir Rm/2123/2132	\$ 50	\$100
or Fellowship Hall Rooms when divided	\$ 75	\$150
Class Rooms	\$ 35	\$ 70
Parlor	\$ 50	\$100
Worship Center	\$ 500	\$1,000
Atrium	\$ 100	\$200
Catering Kitchen	\$ 25	\$ 50
Fellowship Hall (when used as one room)	\$ 500	\$1,000
Fellowship Hall Kitchen	See Kitchen Use Policy – APPENDIX B	
Deaf Worship Center	\$ 150	\$ 300

- Media and Tech support personnel will be billed at \$30 per person per hour.
- Events requiring the clearing of the worship platform will be billed an additional \$500 over and above the half and whole day worship center fees.
- Any exception to this fee schedule must be approved by the Associate Pastor and/or the Staff Leadership Team.
- Due to the worship schedule of BBC, Saturday and Sunday events are subject to additional charges. Services will be charged on a cost recovery basis.
- Reservations for any event require the user to go through a BBC Ministry using the procedure outlined on page 4.
- The Facility Management Office and/or Business Manager reserves the right to ask for a security deposit for any event.
- For use of the Worship Center for extended periods of time, utilities and supplies will be charged on a cost recovery basis.

FEE SCHEDULE FOR NON-MEMBERS

BBC offers use of its facilities to non-members provided the activities are in keeping with the church's mission statement and sponsored by a BBC ministry. Occupancy fees cover room set-up and custodial services within normal limits. If additional custodial services are necessary they will be charged on a cost recovery basis. These fees do not include childcare, sound, lighting, graphics, musicians, security or other personnel.

Room	Half Day (Up to 6 Hrs.)	Whole Day (7-12 Hrs.)
Choir Rm/2123/2132	\$ 100	\$200
or Fellowship Hall Rooms when divided	\$ 100	\$200
Class Rooms	\$ 50	\$100
Parlor	\$ 100	\$200
Worship Center	\$ 2,000 Minimum	
Atrium	\$ 200	\$400
Catering Kitchen	\$ 50	\$100
Fellowship Hall (when used as one room)	\$ 2,000 Minimum	
Fellowship Hall Kitchen	See Kitchen Use Policy – APPENDIX B	
Deaf Worship Center	\$ 300	\$600

- Media and Tech support personnel will be billed at \$30 per person per hour.
- Events requiring the clearing of the worship platform will be billed an additional \$500 over and above the half and whole day worship center fees.
- Any exception to this fee schedule must be approved by the Associate Pastor and/or Business Manager.
- Due to the worship schedule of BBC, Saturday and Sunday events and events requiring custodial over time are subject to additional charges. Services will be charged on a cost recovery basis.
- An approved event requires sponsorship by a BBC ministry and appropriate minister as outlined on Page 5.
- A 50% Deposit is required at the time of booking with the balance due no later than the day of the event.
- For use of the Worship Center for extended periods of time, utilities and supplies will be charged on a cost recovery basis.

- **Hold Harmless Agreement for Non-Members**

In consideration of the permit to use the Brentwood Baptist Church facilities herein before described, the undersigned user hereby agrees to indemnify, defend and hold Brentwood Baptist Church harmless from and against any claims, actions or demands alleging that Brentwood Baptist Church has any liability to any third party arising from the subject use of the facilities. Brentwood Baptist Church is not liable for any direct, indirect, incidental, special or consequential damages, including loss of profits, revenue, data or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to the Brentwood Baptist Church, its members, agents, employees, successors and assigns.

(Group sponsor signature)

APPENDIX A

WEDDING POLICY MANUAL

- SEE SEPARATE DOCUMENT -

APPENDIX B - Use of Fellowship Hall Kitchen

SCOPE: All ministers, non-ministerial staff members, church members and outside caterers.

PURPOSE: These policies are designed to provide guidance for the use of the Food Service Area, to promote cleanliness and good health practices, to ensure the proper use of the equipment and to protect individuals or groups using the area and the equipment.

POLICY: The Food Service Area is viewed as three separate areas. They are: the Beverage Area, Serving Area, and Kitchen Area. Each area may be reserved independently of other areas. Only one booking will be allowed in the Food Service Area at a time. For example, two groups may not use the beverage area at the same time. Reserving the Kitchen Area gives access to all three areas. The Fellowship Area must be reserved separately.

PROCEDURE:

1. **The Beverage Area** The Beverage Area will be used for preparing beverages for Family Night Suppers (Wednesday) or other church wide events. The Beverage Area may also be reserved for events not involving food. There will be no charge for the use of the Beverage Area when the area is manned by one of the volunteer Beverage Hosts or Hostesses.
 - A. Beverage Hosts and Hostesses are volunteers approved and trained by the Food Service Staff in the proper use of the beverage making equipment.
 - B. The Beverage Hosts or Hostesses on duty will arrive early enough to open the Beverage Area, make the beverages, set-up the paper products and condiments, supervise the area during the event and clean-up after the event.
 - C. The Beverage Hosts or Hostesses will give the Food Service Director a list of products used. The cost will be charged to the respective ministry.
 - D. The Beverage Area must be reserved seven days in advance through the Facilities Manager's Office.
 - E. A list of approved Beverage Hosts and Hostesses will be given to the reserving party. It will be the responsibility of the reserving party to enlist a Beverage Host or Hostess for the event.
 - F. The Beverage Host or Hostess will be responsible for cleaning up the Beverage Area. A fee of \$15.00 per hour will be charged to the user if the area is left unclean.
 - G. An employee of the Food Service Staff may be hired at \$15.00 per hour for a minimum of two hours to man the Beverage Area for an event.
2. **The Serving Area** The Serving Area of the kitchen will be used for Family Night Suppers and other church wide events requiring full use of the kitchen. It may be reserved by ministries and groups to use for covered dish meals, small receptions and other events not requiring the kitchen. A \$30.00 equipment use fee will be charged for the use of this area. The equipment use fee covers the expense of the Food Service Staff's compensation, cleaning detergents, towels, and expendable materials.
 - A. Ministries using the Serving Area must have a trained* person from their group at the event to set up, clean up and close down. The reserving party must dispose of all leftover foods and clean the area after the event.
 - B. The Serving Area will be reserved at least 14 days in advance through the Facilities Manager's Office.
 - C. Ministry areas will be billed for all supplies and paper products used.
 - D. The user will be responsible for cleaning up the Serving Area. A fee of \$15.00 per hour will be charged to the user if the area is left unclean.

*Training will be provided by the Food Service Director or Food Service Staff

3. **The Kitchen** The Kitchen will be used for Family Night Suppers and other church wide events requiring food prep. It may be reserved by ministries for use in preparing and serving meals.
 - A. A Food Service Employee must be present whenever the kitchen is in use. The Food Service Employee will monitor and oversee the operation of the equipment.
 - B. Arrangements for the catering of food by our Food Service Staff may be made through the Food Service Director (Church Host or Hostess). (See policy below for the use of outside caterers.)
 - C. The Kitchen must be reserved through the Facilities Manager's Office no less than 30 days in advance.
 - D. Respective ministry areas will also be charged for the food costs for food prepared by the Food Service Staff, and all supplies and paper products they use.
 - E. The user will be responsible for cleaning up the Kitchen Area. A fee of \$15.00 per hour will be charged to the user if the area is left unclean.
4. **Outside Caterers** In the event that an outside caterer is used, a deposit of \$240.00 will be debited to the respective ministry. If the kitchen is left clean and in good order after the event, the deposit less an equipment use fee of \$15.00 per hour, for a minimum of three hours, will be credited back to the ministry. The equipment use fee covers the expense of the Food Service Staff's compensation, cleaning detergents, towels, and expendable materials.
 - A. A Food Service Employee must be present whenever the kitchen is in use. The Food Service Employee will monitor and oversee the operation of the equipment.
 - B. Outside caterers will be approved by the Church Food Service Team. They must be certified, i.e., trained and/or demonstrate proficiency in the use of kitchen equipment.
 - C. Before the outside caterer is allowed to use the Kitchen, a copy of his or her latest business license, worker's compensation certificate, certificate of liability insurance and health permit must be filed with the church facility management office.
 - D. The outside caterer must also sign a Hold Harmless Agreement to Brentwood Baptist Church in the event of injury or illness because of their actions or inactions.
 - E. Outside caterers must also make arrangements through the Food Service Director for food delivered to the church prior to their event. The Church will not provide food, supplies, or paper goods to the outside caterer.
 - F. The Kitchen must be reserved through the Facilities Manager's Office no less than 30 days in advance.
5. **The Fellowship Hall** The Fellowship Hall must be reserved separately through the Facilities Manager's Office.
 - A. Users may reserve the Fellowship Hall without reserving the kitchen areas. Use is subject to the policies for the Fellowship Hall.
 - B. Pre-prepared or boxed meals may be served without reserving the kitchen areas at no additional cost, if the area is left clean. A fee of \$15.00 per hour will be charged to the user if the area is left unclean.
6. **Non-Church Ministries** A separate policy applies to non-church ministries who use these areas. These policies are available upon request through the Facilities Manager's Office.

APPENDIX C - Severe Weather Policy

SCOPE: All ministers and non-ministerial staff members.

PURPOSE: This policy provides guidance regarding the criteria for closing the church office or canceling church activities due to inclement weather.

POLICY: Employees are expected to be on duty during normal working hours and church activities are expected to be held as scheduled unless a decision is made by the Associate Pastor, Senior Pastor or their delegated representative to close the office or cancel activities.

PROCEDURE:

Closing of the church office. In those instances where severe weather hinders normal operation of the church office, the following guidelines will be used:

1. Unless the office is closed on decision of the Associate Pastor or their delegated representative, each employee is expected to get to work in a timely but safe manner. If the decision is made to close the office, employees will not need to use vacation time or unpaid time off.
2. Any decision on closing the office or delay of the office's opening will be made as soon as is practical by the Associate Pastor or their delegated representative, and that information will be placed on the church voicemail system. To confirm the opening or closing of church offices, employees are expected to check their voicemail.
3. No employee is to subject themselves to unnecessary danger in order to get to work. The underlying policy of the church, however, is no work, no pay. An employee who chooses not to try to come to work on a day when the office is open may take a vacation day or unpaid time off.
4. In the event the office is closed, the Associate Pastor or their delegated representative will notify the Communications Director so this information can be posted to the Event Cancellation (324-6173) vmail box and website.

Cancellation of BYCS. Brentwood Young Children's School follows the decision of Williamson County School system. If WCS cancels classes, BYCS will not meet. If WCS begins late, BYCS will open at 10:00 A.M. If WCS closes early, BYCS will close 30 minutes after high school and middle school which would be 30 minutes before elementary school. In the event of closing early, the car pickup line will not run. Please come inside to pick up your child. This information will be posted on the Event Cancellation line at 324-6173 and on our website.

Cancellation of scheduled activities. In case of inclement weather, we have two primary concerns: the safety of our members and good communication.

1. When inclement weather begins on Saturdays or weekdays other than Wednesday evening, a decision will be made by the minister responsible for the activity in collaboration with the Facilities Manager and the event leaders. A decision will be made no later than 1:00 p.m. whether to cancel activities.
2. The minister responsible for the activity must call the Communications Director who will post the information on the Event Cancellation line at 324-6173 and on the website. It is the responsibility of the ministers and their lay leaders to check the phone line and website and communicate this information with the participants of their activities.
3. In the event inclement weather begins while activities are in process, a decision will be made by minister responsible for the activity in collaboration with the Facilities Manager and Associate Pastor. For large activities decision will be announced to the members over the Emergency Fire System Intercom, which is located in the Facilities Management office. For small activities the minister responsible for the activity must contact the Facilities Manager in order to secure the building.

Cancellation of Sunday and Wednesday Night activities. In case of inclement weather, we have two primary concerns: the safety of our members and good communication.

1. When inclement weather begins on a Sunday or Wednesday, the Associate Pastor, or his delegated representative, will seek input from the Facilities Manager concerning the accessibility

of the church premises as well as the overall condition of Williamson County. A decision will be made by 1:00 p.m. on Sundays and 1:00 p.m. on Wednesdays whether to cancel activities. If activities are cancelled all ministries must adhere to this policy for the safety of participants and security of the building.

2. The Associate Pastor will call the Communications Director who will post the information on the Event Cancellation line at 324-6173 and on the website. It is the responsibility of the ministers and their lay leaders to check the phone line and website and communicate this information with the participants of their activities.
3. In the event inclement weather begins while activities are in process, a decision will be made by Associate Pastor in collaboration with the Facilities Manager. The decision will be announced to the members over the Emergency Fire System Intercom, which is located in the Facilities Management office.

Cancellations of Sunday morning activities. In case of inclement weather, we have two primary concerns: the safety of our members and good communication.

1. When inclement weather begins on Sunday morning, the Associate Pastor, or his delegated representative, will seek input from the Facilities Manager concerning the accessibility of the church premises as well as the overall condition of Williamson County. A decision will be made by 6:00 a.m. Sunday morning whether to cancel services. If activities are cancelled all ministries must adhere to this policy for the safety of participants and security of the building.
2. The Associate Pastor will call the Communications Director who will post the information on the Event Cancellation line at 324-6173 and on the website. It is the responsibility of the ministers and their lay leaders to check the phone line and website and communicate this information with the participants of their activities.
3. In the event inclement weather begins while activities are in process, a decision will be made by Associate Pastor in collaboration with the Facilities Manager. The decision will be announced to the members over the Emergency Fire System Intercom, which is located in the Facilities Management office.

APPENDIX D

PASTORAL CARE MANUAL

- SEE SEPARATE DOCUMENT -