

**Dayton Avenue Baptist Church**  
**Property and Equipment Use Policy**  
Version 2007.2 (approved 8/8/07)

**I. Framework for Facility Use**

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***A. Philosophy of facility use:***

We believe that all the facilities and property of Dayton Avenue Baptist Church are not our possessions, but God's. We are simply caretakers. Good stewardship in the use of our facilities requires purpose and ministry compatibility toward the goal of advancing the work of God among our church family and influencing our community for Jesus Christ. This should be done without placing undo burdens on church staff and membership.

***B. Principles of facility use***

**Consistency**

Use of Dayton Avenue Baptist Church facilities should be consistent with the church constitution and basic theological and lifestyle beliefs.

- Authorization for the use of facilities is not an endorsement of the positions/purposes of the activity, groups, or organizations involved.
- There shall be no use for commercial or political functions without the approval of the Trustees. (Exceptions can be made where the principal purpose of the event is ministry and where the business conducted is a negligible and incidental part of the ministry; or where the commercial aspects are limited to the event and event participants only. For example: music lessons, hobby-oriented small group ministry/fellowships, sports ministry sponsorship.)
- There shall be no use by non-member groups for which admission is charged unless prior documentation is provided indicating that the proceeds derived are for the benefit of the Xenia Community.
- Use of tobacco, illegal or controlled substances, alcoholic beverages and/or gaming devices is prohibited in or on Dayton Avenue Baptist Church properties.
- Videos, movies, and music used on Dayton Avenue Baptist Church properties are subject to review for appropriateness.

**Authority**

The right to authorize the use of the facilities and property of Dayton Avenue Baptist Church shall be retained by the Trustees working through the Church staff.

- **Facility Requests** shall be granted or denied based upon the principles and guidelines in this policy.
- Since some flexibility in this policy seems appropriate, the Trustees (and Pastor who may have knowledge of needs first) will review all usage requests and make exceptions or reject any request deemed an inappropriate use.
- The Church also maintains the right to amend this policy as needed.

From a practical standpoint, all approved uses of Church facilities should be consistent with the Church staff's ability to maintain the facility, supervise the activities, and adequately prepare for regular ministry use. It is possible that appropriate uses might be denied in lieu of this principle.

### ***C. Priorities for Facility Use***

It is obviously not possible to honor all the facility usage requests, even all of those coming from Dayton Avenue Baptist Church members. Consistent with the philosophy and principles cited above, appropriate requests will be honored on the following priority basis:

1. **Priority #1** Dayton Avenue Baptist Church activities scheduled on a repeating or regular basis (weekly or monthly, annually). Examples would include Sunday School and Worship Services, Young at Heart, Christmas programs, Baptist Men, etc.
2. **Priority #2** Dayton Avenue Baptist Church activities scheduled on a periodic basis. Examples would include fellowship and recreational activities, practices for special programs, etc.
3. **Priority #3** Periodic activities which serve the members of Dayton Avenue Baptist Church (weddings, receptions, funerals, bridal and baby showers, etc.)
4. **Priority #4** Non-profit Xenia community organizations.
5. **Priority #5** Informal community groups and groups outside of the Xenia community (e.g. families, athletic activities, etc.).

## **II. Policies and Regulations**

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### ***A. General***

1. All facility use requests will be evaluated by a designated Church staff member. Appropriate and acceptable use will be a factor in the granting of the request, even if the person/group making the request fits within one of the priority use groups. The person signing the **Facility Request** shall be responsible for any and all damages to the building, ground, and/or equipment. In addition, the signee shall be responsible for the maintenance of order during activities on site. All required fees will be detailed in the **Facility Request**. (See Section III B. for Reservation Procedures, p. 4)
2. The **Facility Request** approval is restricted to the specific rooms/areas cited on the request form. Custodians on duty cannot grant the use of facilities and equipment beyond that authorized on the Facility Request. An approved supervisor will be on-site during the entire use of the facility. An approved supervisor must be a responsible adult member of Dayton Avenue Baptist Church. In most cases, the approved supervisor will be the person who requested the use of the facility or signed the **Facility Request**. That approved supervisor must be willing to be present during the entire time the facility is being used and will exercise control of the activity in accordance with Paragraph II. A. 1. above.
3. All groups using the facilities who are not members of Dayton Avenue Baptist Church may be required to show evidence of liability insurance if the involved activities could result in injury to participants (e.g. use of the multipurpose room for recreational purposes). Users shall hold free and without harm the Dayton Avenue Baptist Church from any loss, damage, or expense that may arise by such use or occupancy of the Church facilities. Before final approval of use is given, the "Waiver of Liability" on the **Facility Request** must be signed.
4. Nothing shall be affixed to the floors, walls, ceilings, or equipment which could leave permanent marks or other damage. Any tape used should be of the removable variety.

5. No red punch shall be allowed in any of the Church facilities.
6. No person may operate or adjust heating or ventilation equipment except Church staff, custodial staff, or approved lay supervisors.
7. It will be the responsibility of the person signing the **Facility Request** to assure proper clean-up at the conclusion of the activity under the oversight and approval of the custodial staff or approved supervisor.
8. All facility usage reservations are tentative. The Dayton Avenue Baptist Church reserves the right to cancel a reservation for preemptive Church events (funerals, etc.). Usage reservations may also be canceled for other natural calamities or inclement weather. Notification to those holding the reservation will be as timely as the circumstances allow.
9. Failure to comply with any of the procedures in this policy shall be cause for the denial of future **Facility Requests**.

### ***B. Specific***

1. **Facilities** ~ Facilities not mentioned specifically below are subject to the general regulations cited above.
  - a. **Multi-Purpose Room** (auditorium): See ***Activity and Equipment Use Policies (Appendix A)***
  - b. **Kitchen** - See ***Kitchen Checklist (Appendix C)***
    - Authorized individuals/groups using the kitchens will be expected to complete the Kitchen Checklist and return it to the Church Office.
    - Users failing to comply with the regulations cited in the Kitchen Checklist may lose the privilege of future use of the kitchen.
  - c. **Nursery/2's & 3's Facilities** - In order to provide a safe and sound environment for children and to meet insurance requirements, Dayton Avenue Baptist Church follows a ***Child/Youth Protection Policy***. Therefore, any children involved in the use of the facilities must remain under the supervision and responsibility of their legal guardians while on Dayton Avenue Baptist Church property *unless child care is provided through the Children's Ministry Department(s) as part of the event*.
2. **Equipment** ~ Any equipment removed from the Dayton Avenue Baptist Church property can be done so only as consistent with the policies below, after appropriate permissions have been obtained via completed **Facility Request** forms from the Church Office.
  - a. **Audio-visual equipment** - The audio-visual equipment (i.e. projectors, soundboards, screens, VCR/TVs) is to be used on Dayton Avenue Baptist Church premises. Exceptions would be for Church functions held off-site under the direction of a deacon or a member of the church office or pastoral staff. Any damage to the equipment or problems in its use must be reported to the Church office staff immediately upon the return of the equipment. Only trained Dayton Avenue Baptist Church sound technicians may run the Church sound system. A trained sound technician must be on duty for any function using the Church sound and video equipment. (See Section IV Fees.)
  - b. **Musical equipment** - The portable musical equipment (i.e. synthesizer, portable stereos, etc.) is to be used on Dayton Avenue Baptist Church property only.

Exceptions would be for church functions that are held off-site or for uses authorized by the Worship Director. Any damage to the equipment or problems in its use must be reported to the Church office staff immediately upon the return of the equipment.

- c. **Furniture** (i.e. tables, chairs, podiums, easels, etc.) Furniture will not be removed from Dayton Avenue Baptist Church property except for Church functions held off-site or by special exception granted by the Trustees. See **Section IV Fees**.
- d. **Kitchen equipment.** No portable kitchen items will be taken off of the Dayton Avenue Baptist Church property except for Church functions held off-site or by special exception granted by the Trustees.
- e. **Sports/Recreation Equipment** – This equipment will not be removed from Dayton Avenue Baptist Church property except for Church functions held off-site or by special exception granted by the Trustees.
- f. **Custodial equipment** (ladders, vacuums, etc.) This equipment is not to be taken off of Dayton Avenue Baptist Church property (exceptions may be granted by the Trustees).

### **III. Scheduling Procedures**

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#### ***A. Hours of Facility Availability***

Dayton Avenue Baptist Church facilities are available for use during normal business hours, Monday – Friday. Facilities are not available on Wednesday evening or Sunday except for Church-related functions (or unless special permission is obtained). Use of the facilities on weekends and after 12:00 noon on weekdays will require the presence of approved supervisors.

#### ***B. Reservation Procedures***

1. All Church facilities must be reserved in advance with the Church office staff. A **Facility Request** must be completed in the Church office at least two weeks in advance of the proposed date of usage. Completion of the **Facility Request** does not guarantee approval. The following steps must be followed:
  - a. Contact the Church Office to determine the availability of the facilities on the proposed date.
  - b. Complete a **Facility Request** which will include a signature of the person assuming responsibility and indicating that this policy has been read and accepted.
  - c. Should the facilities be available and the request be appropriate, the Church office staff will confirm the reservation with the person who signed the **Facility Request**, including appropriate fees. The person signing the form assumes the responsibility for the group/organization using the reserved facilities and permission is granted to that person only. (See Section IV Fees.)
  - d. The person who signed the **Facility Request** is responsible to make payment of any fees to Dayton Avenue Baptist Church at least two business days prior to the event – church office staff will disburse monies to those providing the services.

2. In the event any conflict arises, individuals requesting the use of Church facilities or property will be referred to the Trustees.

### ***C. Cancellation or Change Procedures***

1. Cancellation notification by the person who reserved the facilities shall be made to the Church office no later than two business days before the scheduled use. All fees paid in advance will be refunded. Failure to inform the Church office staff of a cancellation at least two business days in advance will mean the forfeiture of the fees paid.
2. Should Dayton Avenue Baptist Church need to cancel the reservation due to priority unscheduled events (i.e. funeral, etc.) or because of a weather emergency, all fees will be refunded. The Church office staff will do their best to provide a timely notification to the person/group scheduled to use the facilities.
3. Requested changes to any approved facility use must be presented in person in the Church office. Since conflicts with other scheduled activities and with approved supervisor schedules could occur, Church office staff cannot guarantee that requested changes will be honored.

## **IV. Fees**

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Dayton Avenue Baptist Church does not profit materially by charging usage fees. Any fees charged are intended to pay for the extra labor for set-up, take-down, security, cleaning, utilities, and extra replacement costs. The fees are set by the Church and will be periodically adjusted.

- fees will be waived for Church-sponsored functions.
- fees may also be waived for other activities when deemed appropriate by the Trustees.
- church members using facilities for non-church activities (i.e. anniversaries, receptions, weddings, baby showers, etc.) are not charged room fees if the facilities are properly reserved, but will pay custodial fees.

## **V. Staffing and Supervision**

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Approved supervisors must be on site during the use of all Church facilities to provide some level of supervision. The presence of custodial staff on weekends and after 12:00 noon on weekdays will require the payment of custodial fees by non-church users.

The custodial staff or approved supervisors on duty will be responsible to perform or oversee the following:

- Unlocking and locking all doors and windows
- HVAC adjustments
- Set up and tear down
- Cleaning
- Lighting

**NOTE: Custodial staff or approved supervisors are not authorized to open or make available facilities not previously reserved.**

Any audio/video equipment used on site requires the presence of an approved Church technician. Fees for the technician will be charged at the rate specified in **Appendix B**, payable in advance of the activity.

## APPENDIX A

### *Activity and Equipment Use Policies*

#### **A. General**

1. All groups using the Activity Center who are not members of Dayton Avenue Baptist Church may be required to show evidence of liability insurance if the involved activities could result in injury to participants. Users shall hold free and without harm the Dayton Avenue Baptist Church from any loss, damage, or expense that may arise by such use or occupancy of the Church facilities. Before final approval of use is given, the "Waiver of Liability" on the **Facility Request** must be signed.
2. Nothing shall be affixed to the floors, walls, ceilings, or equipment which could leave permanent marks or other damage.
3. No red punch/liquids shall be allowed in any of the Church facilities. No foods containing red food coloring/dyes (Jello, sauces, etc).
4. No glitter.
5. No person may operate or adjust HVAC or Audio/Video equipment except Church staff, custodial staff, or approved lay supervisors.
6. It will be the responsibility of the person signing the **Facility Request** to assure proper clean-up at the conclusion of the activity.

#### **B. Specific**

##### **1. Appropriate recreational activities**

- a. The Church staff reserves the right to deny use or to ask use to cease if users are engaged in inappropriate conduct or activities. Inappropriate activities are those that obviously could damage the floor, walls, windows, lights, or equipment. In addition the walls are not constructed for severe contact. The following activities are expressly prohibited:
  - Rollerblading, Roller skating, Skate Boarding
  - Use of hard balls (softballs, baseballs, golf balls)
  - Use of projectiles (archery, etc.)
  - Use of remote control vehicles
  - Indoor Soccer

##### **2. Clothing and shoes**

- a. Appropriate dress for recreational activities in the Activity Center should be controlled by the principle of modesty and of a positive Christian example to brothers and sisters in the Lord as well as to those outside of the family of Faith who might be participating as guests. *[For example, men must wear shirts, women must be dressed modestly (no bare midriff), etc.]*
- b. Non-black, non-marking rubber soled shoes must be worn for recreation/athletic activities. Outdoor running or jogging shoes with colored soles and lugs will not be allowed because they may leave marks on the floor which will require repeated cleaning to remove. Cleated shoes of any kind are prohibited.

## APPENDIX B

### Dayton Avenue Baptist Church *Facility and Staff Fees*

There is no profit for Dayton Avenue Baptist Church in the fees listed below. The fees are intended to pay for the extra time and labor for set-up, tear-down, cleaning, utilities, and security not included in the regular compensation and costs incurred by the Church. The fees are set by the Church. Periodic adjustments of these fees may be necessary. See **Section IV, p5** of the ***Property and Equipment Use Policy*** for those individuals and groups to whom fees apply. The Church staff will calculate and collect all fees.

#### ***A. Rooms***

	<b>Non-Members Usage up to 4 hours/day</b>	<b>Usage over 4 hours</b>
Multi-Purpose Auditorium	\$60.00	+ \$15.00/hour
Foyer	20.00	+ 3.50/hour
Kitchen	10.00	+ 3.50/hour
Classrooms	10.00	+ 2.50/hour
Nursery facilities	20.00	+ 5.00/hour

#### ***B. Staff***

Custodial staff (non-business hours)	
Weekdays after 12:00 noon	\$16.00/hour
Saturdays	18.00/hour
Sundays/Holidays	25.00/hour
Sound or video technician	\$20.00/hour

#### ***C. Equipment***

Tables and Chairs	75¢/place-setting
Tables only-rectangular	\$1.00 each
Tables only-round	\$2.00 each

**APPENDIX C**

**Dayton Avenue Baptist Church  
Kitchen Checklist**

***Please read the following before using the kitchen for your function:***

When you enter the kitchen area, notice the kitchen is clean and in proper order. If this is not the case, please notify the office before using the kitchen.

When you are finished with your event, please use the following checklist to be sure you cleaned the kitchen appropriately:

- Remove all food brought in by your group. DO NOT LEAVE ANY LEFTOVERS.
- Place silverware in proper containers according to the patterns.
- Make sure the inside of the refrigerator is clean. Wipe out any spills.
- Countertops should be clean and wiped off.
- All paper products should be placed back in appropriate places. Keep supplies orderly.
- Empty all trash, tie it up, and place on the floor next to the door.
- Clean sink out and scour with cleanser that is kept under the sink. Rinse well.
- Please look around the kitchen making sure nothing is left behind. Return dishes that don't belong in the kitchen.
- Close and lock the storage closet doors.
- Leave this checklist with the church office.

Thank you for taking care of these matters. If you have any suggestions, please feel free to write them below.

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

Name of event \_\_\_\_\_