

OLDE TOWN COMMUNITY OUTREACH CENTER POLICIES AND PROCEDURES REVISION 01

INTRODUCTION

Olde Town Community Outreach Center (OTCOC) is a busy place. Its primary purpose is to carry out the ministry and mission of the Thankful Baptist Church and community. OTCOC has an active ministry to children, youth, and adults. It has a significant outreach into the community through the services and ministries it offers. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the OTCOC Board of Directors. The Facility Director manages building use. No commitment for building use is finalized until the ***Facility Use Agreement*** has been completed and executed by the Facility Director and/or designees.

Our first priority is to the program and membership needs of the church and community. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the OTCOC. No activities or advocacy may take place within our building or grounds that conflict with the bylaws and the practices of the Olde Town Community Outreach Center.

Included in this guide are the following documents:

- Facility Use Policies
- Facility Use Rules
- Fees for Facility Usage
- Space Allocation Cost Sheet
- Keys and Closure Procedure
- Facility Reservation Procedure
- Facility Reservation Request Form
- Room Setup Request Form
- Kitchen Checklist
- Facility Use Agreement

OLDE TOWN COMMUNITY OUTREACH CENTER FACILITY USE POLICY

GENERAL USE

1. The use of the Olde Town Community Outreach Center (OTCOC) shall be determined by the OTCOC Board of Directors in keeping with this policy. Final permission to use the facilities, however, rests with the Facility Director or designees. All fees, terms, and conditions are subject to adjustment on a case-by-case basis.
2. Thankful Baptist Church Ministries may use the facilities upon request without charge for single meetings as they can be scheduled around other events. Regular meetings must be approved by the Facility Director who may ask for monthly donations of adult dues-collecting groups to cover utility costs and upkeep.
3. The Auditorium may be used only for worship, weddings, funerals, receptions and such occasions as are appropriate.
4. Use of OTCOC shall conform to fire and safety ordinances.
5. The person in charge of an anticipated activity shall read the OTCOC *Use Policy* and complete a *Facility Use Agreement*, both of which are available in the Center or Church Offices. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission is given by an OTCOC staff member and the activity is recorded on the Master Calendar. All anticipated functions should be placed on the calendar in the Church Office, preferably three months and, no later than two weeks, in advance of the event.
6. Unauthorized rooms will be locked; all individuals who have access to Sunday school rooms, or other meeting rooms, are to respect other people's property by not disturbing the room setup. This includes pictures, chalkboards, decorations, supplies, audiovisual equipment, coffee pots, etc.
7. Any damage to the OTCOC facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the *Facility Use Agreement*. All persons and/or groups using our facility are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the OTCOC in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Facility Director has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.
8. The person in charge of an activity "may" be instructed on building security, the use of the heating and air conditioning, kitchen equipment, garbage disposal(s), telephone, lights, fire alarm system, and know how to operate the fire suppression equipment.
9. All rooms have been designated with a standard room setup. The Facility Director and/or designees may provide each group with a diagram of this standard for the room they are interested in using. Any setup changes requested by the group are subject to approval by the Facility Director and/or designees and are considered in the calculation of Impact Fees noted above.
10. Permission to use the organ or piano must be granted by the Minister of Music. If the user wishes to have instruments tuned, they will be tuned at the user's expense by a craftsman approved by the Facility Director and/or designees. Pianos cannot be moved except by permission from the Facility Director and/or designees and may require the assistance of professional movers. If professional movers are required, the requesting group must pay for the moving and for tuning the piano after moving.
11. The Auditorium sound and/or recording systems are available upon request. The systems may be operated by the OTCOC sound technicians at a cost of \$30 per hour or by technicians pre-approved by the Facility Director. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.
12. In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, the Facility Director or delegated

representative shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

13. This OTCOC has adopted the policy of "Safe Sanctuaries" for children and youth. No fewer than two adults must be present at all times during any program or event involving children. These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
14. The OTCOC Board of Directors reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
15. There is no excess storage available for organizations. All organizations using the facility will be responsible for storing props and accessories offsite.
16. No bicycles, skateboards, rollerblades, roller skates, etc. inside the OTCOC facilities or outside on OTCOC property.
17. Parking on the OTCOC campus is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times for staff of the OTCOC. Any damage to vehicles is at the owner's expense; the OTCOC is not responsible for theft or damage to personal property.
18. Our center works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The center is not responsible for theft or damage to personal property.

OLDE TOWN COMMUNITY OUTREACH CENTER FACILITY USE RULES

1. Olde Town Community Outreach Center may only be used between the hours of 7:00 a.m. and 12:00 a.m. unless otherwise approved.
2. Children shall not be allowed to run free throughout the Center.
3. Gambling, alcoholic beverages, illegal drugs, tobacco products, and weapons are prohibited on Center property. No foul language will be tolerated.
4. Gum chewing is discouraged in carpeted areas. No muddy footwear is allowed on the carpeted areas. Food and beverages may be consumed in all rooms. All food items and refuse must be properly disposed of at the end of an activity; any spills are to be wiped up immediately. **A report of spillage or damage shall be made to the Facility Director or designees as soon as practical.**
5. Christian modesty is required for all forms of dress.
6. The person responsible for a function must be an adult over the age of 21. This responsible person must be present for the duration of the function and shall be responsible for maintaining all rules and policies. During meetings or practices (i.e. Choir and Drama), an adult must oversee the use of facility.
7. Children and teens shall have adult supervision—one adult for every 10 children or teens. For overnight “church related” functions, such as lock-ins, mixed groups (male and female) must be chaperoned by at least one male and one female adult.
8. Tacks, nails, wire, tape, or other materials likely to damage finished surfaces should only be used for fastening permanent or semi-permanent items such as white erasable boards, chalkboards, and bulletin boards. The attachment of decorations and other materials to walls shall be done only with the consent of the Facility Director or designees, except when posters, pictures, notice, etc., are placed on bulletin boards.
9. No equipment or furnishings in OTCOC are to be removed from the building for personal use. If equipment or furnishings are needed off-site for Church-related activities, approval must be obtained from the Facility Director and the items signed out of the Center Office.
10. No clothes, towels, sports equipment, shoes, or other personal items shall be stored in the Center. If items are left in the building, they will be disposed of after one week. **Olde Town Community Outreach Center is not responsible for damaged, lost, or stolen personal items.**
11. The building shall be left in the proper condition for the next group; this includes the auditorium, classrooms, conference room, offices, kitchen, and bathrooms. All multipurpose equipment will be returned to designated locations at the end of each activity.
12. Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may be delivered the day before the event and must be removed within one day after the event has ended. Approval must be given by the Facility Director or designees prior to events approval.
13. Those responsible for an activity in the OTCOC will ensure inside and outside trash is to be bagged, tied, and set outside and placed in garbage cans for trash pickup.
14. All food left over after an activity must either be taken home or put in the trash unless permission to store is given by Facility Director or designees. Leftover food must be sealed, clearly marked, and dated.
15. No temporary structure (e.g., platforms, structures, devices that attach to the floor, wall, or ceiling or structures that might damage the facility) will be built within the facility without the approval of the Facility Director or designees.
16. Any infraction of state or city ordinances on OTCOC property will be handled in an official manner. The proper authorities will be contacted (Facility Director, OTCOC board, police, ambulance, etc.).

OLDE TOWN COMMUNITY OUTREACH CENTER FEES FOR FACILITY USAGE

Please note the fee schedule below. Also, be sure to review the Setup Fee schedule following the basic fee table.

<u>Space / Room</u>	<u>Non – Member</u>	<u>Member</u>
Auditorium (including Kitchen)		
Auditorium		
Kitchen		
Conference Room		
Classroom (per classroom price)		

- Rates are for nine hour window.
- Cannot go past 12: a.m.
- Initial Deposit (nonrefundable) = 100.00
- 2nd Payment (30 days before event) = 50%
- Final Payment (7 days before event)
- \$50.00 check return fee

SETUP FEES

Setup fees are charged at the discretion of the Olde Town Community Outreach Center Board of Directors taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, setup fees may be in excess of these guideline amounts and may be added to final cost.

<u>Setup</u>	<u>0-20 people</u>	<u>21-99 people</u>	<u>100+ people</u>
Minimal Set Up	\$25	\$35	\$50
Substantial Set Up	\$50	\$75	\$100

CANCELLATION POLICY

In the event of cancellation, the OTCOC office should be notified immediately. The following is the event cancellation policy of Olde Town Community Outreach Center.

Cancellation Policy

- Full refund (*of paid fees minus deposit*): 30 days or more prior the event
- 50% refund(*of paid fees minus deposit*): 29 to 7 days prior to the event
- No refund: 6 or fewer days prior to the event

OLDE TOWN COMMUNITY OUTREACH CENTER SPACE ALLOCATION COST SHEET

This form is to accompany the signed Center Lease Contract for auditorium, classroom(s), kitchen, or other types of space. This form is to be completed by the Facility Director or designees.

ORGANIZATION/COMPANY REQUESTING SPACE _____

ADDRESS _____

PHONE/EMAIL _____

1. <u>AUDITORIUM (FOUR HOURS)</u>	<u>COST</u>
A. Corporate	\$750
B. Nonprofit	\$500
C. Community	\$300
D. Member	\$300
1A. <u>AUDITORIUM (NINE HOURS)</u>	<u>COST</u>
A. Corporate	\$1,500
B. Nonprofit	\$1,000
C. Community	\$500
D. Member	\$500
2. <u>EACH CLASSROOM (FOUR HOURS)</u>	<u>COST</u>
A. Corporate	\$100
B. Nonprofit	\$65
C. Community	\$50
D. Member	\$40
2A. <u>EACH CLASSROOM (NINE HOURS)</u>	<u>COST</u>
A. Corporate	\$200
B. Nonprofit	\$100
C. Community	\$60
D. Member	\$50
3. <u>KITCHEN</u>	<u>COST</u>
A. Corporate	\$300
B. Nonprofit	\$200
C. Community	\$100
D. Member	\$100

NOTE: A custodial deposit is to be collected with any of the leased space identified above. Also, weekend rates and/or multiple days will be negotiated.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

OLDE TOWN COMMUNITY OUTREACH CENTER KEYS AND CLOSURE

1. To secure the building and prevent misuse, the Key Policy is necessary for controlling the number of keys given out. Everyone receiving a key must sign for it, and the approved key holders list will be reviewed and re-approved every year, or as deemed necessary by the Facility Director. When a key holder no longer needs access to the building, he/she should return the key promptly. (If a key is lost, a replacement key will be issued at a cost of \$25.) If a key holder moves away, he/she will return the key(s) to the Center Office prior to the move.
2. Individuals directly involved with the ministries of the Church who need access to the OTCOC may be issued a key to the outside door and, if appropriate, a key to the inside rooms. Requests for keys to OTCOC by all other individuals must be approved by the OTCOC Board of Directors.
3. The person, attendant or a designated key holder responsible for an activity will unlock OTCOC for a scheduled event. Immediately following the event; perform a facility walk-through to ensure that there is no running water in bathrooms, shut off all lights, and lock and check all outside doors to ensure the building is secure.
4. If the kitchen is used, the responsible person will complete the Kitchen Checklist.

OLDE TOWN COMMUNITY OUTREACH CENTER FACILITY RESERVATION PROCEDURE

RESERVATION PROCESS

1. Fill out *Facility Reservation Request Form* and leave in the OTCOC office. You should receive a written letter within **7 business** days as to whether or not your date is available. That date will be **tentatively** placed on the OTCOC calendar.
2. If your date is available and placed **tentatively** on the center calendar, a signed contract and deposit fee are due in the OTCOC Office within **7 business days** of the approval date. The signed contract and deposit fee should be sent to the address below. If a signed contract and deposit fee are not received within **7 business** days of the date of your approval, **your event will be removed** from the OTCOC Calendar and your approved event date cancelled.
3. If your event date is approved and fees are received in a timely manner, a confirmation letter will be mailed outlining the details of your event.

All correspondence should be sent to:

Olde Town Community Outreach Center
302B Walker Street
Augusta, Georgia 30901
Attention: Facility Director

You must receive written confirmation on official OTCOC letterhead, approving your date on the official OTCOC Calendar prior to any public announcement of your event.

OLDE TOWN COMMUNITY OUTREACH CENTER FACILITY RESERVATION REQUEST FORM

Name of Contact Person: _____ Today's Date: _____

Name of Organization/Group: _____

Address: _____ City: _____ Zip: _____

Ph. # _____ Email: _____

Description of event or program: _____

Is a fee charged? Yes No If yes, what is the amount? _____

What does the fee cover? _____

Is your event/program recurring? Yes No

If yes what is the date: _____, start time: _____, and end time: _____?

If yes, please list the following: _____

Date your event begins: _____

Start time: _____ End time: _____

Space Requested:

Auditorium Kitchen Class rooms (Which ones? _____)

Other: _____

OTHER SERVICES: Custodian Audio / Video Engineer Musician Security

Need access to kitchen? Yes No If yes, for what purposes? _____

I understand and agree to the following:

- The ministry and programs of Thankful Baptist Church take precedence in building use.
- The space must be left as it was found (see Building Use Policy for details).
- Persons and property will be respected while your group is using the building.
- All rules defined in the Building Use Policy must be followed.

Signature: _____ Date: _____

Requestor

*This event has been **TENTATIVELY** approved for placement on the Master Calendar. Final contract must be executed within 7 days from the above date or event **may be** deleted from calendar.*

FOR OFFICE USE ONLY	
<input type="checkbox"/> Approved and Scheduled	<input type="checkbox"/> Not Approved
<input type="checkbox"/> Deposit Received: \$_____	
Authorized Signature _____	Date: _____

OLDE TOWN COMMUNITY OUTREACH CENTER ROOM SETUP REQUEST

Submitted By: _____ Date: _____

Ministry/Department: _____ Function: _____

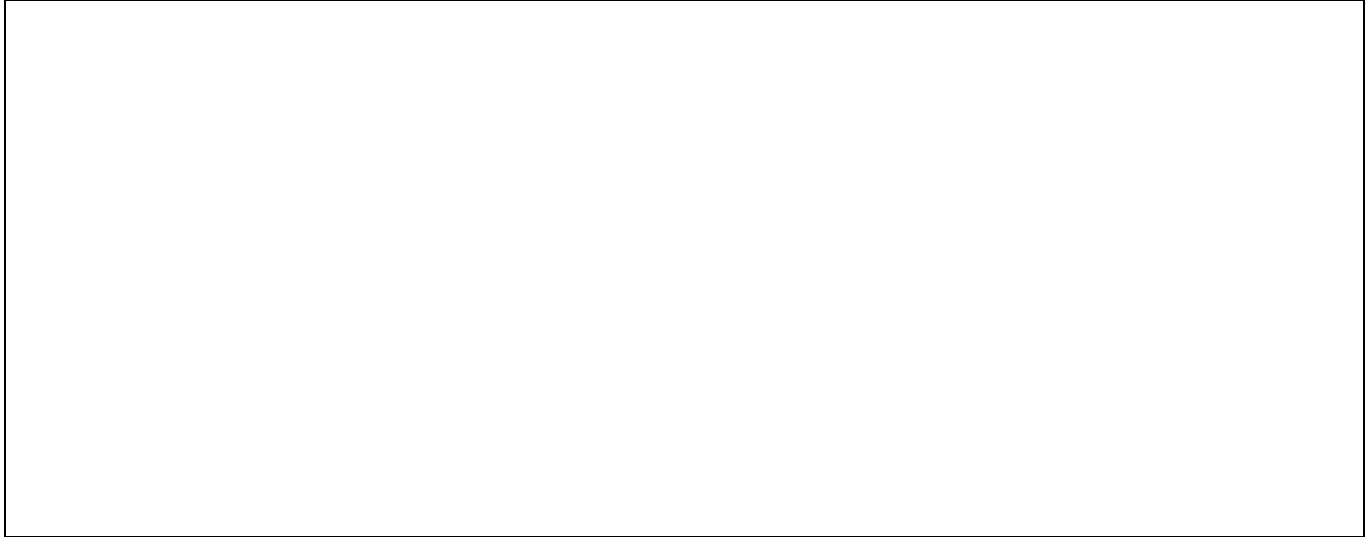
Date of Event: _____ Time: From: _____ To: _____

Room(s) Needed: _____

Standing Request: _____ Every _____ Until _____

DIAGRAM OF ROOM SETUP

(Please draw diagram showing location and number of chairs, tables, other special equipment needs)



OTHER SPECIAL EQUIPMENT NEEDS

- | | |
|---|---|
| <input type="checkbox"/> White Board | <input type="checkbox"/> Extension Cord |
| <input type="checkbox"/> Easel | <input type="checkbox"/> AV Equipment |
| <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Lectern _____ |
| <input type="checkbox"/> Chalkboard | <input type="checkbox"/> Other _____ |

FOR OFFICE USE ONLY

- | | |
|---|-----------------|
| <input type="checkbox"/> Approved and Scheduled | Assigned: _____ |
| <input type="checkbox"/> Not Approved | Reason(s) _____ |

Authorized Signature _____ Date: _____

OLDE TOWN COMMUNITY OUTREACH CENTER KITCHEN CHECKLIST

Purpose: To ensure that all users of the kitchen leave it in a clean, presentable manner following their activity, the persons responsible for the activity are required to fill out the maintenance checklist below, sign it, and leave it at the OTCOC office.

User Checklist for Maintaining the Kitchen

1. All tables and chairs cleaned and returned to designated positions
2. Dishes, pots and pans, and utensils washed, dried, and returned to storage position
3. Countertops and sinks washed
4. Stovetops washed clean, including burner trays; oven wiped clean (if used)
5. Microwave washed clean of spills and spatters
6. Kitchen floor swept clean
7. Leftover foods properly stored or disposed of to prevent insects and rodents
8. Inside trash can bags tied and taken to the outside waste containers to prevent sour odors in the Center (If the dumpster is full, please place tied bags in garbage cans near the church.)
9. Trash cans relined with proper size bags (which are kept in storage closet)
10. Storage closet left clean and in order
11. All tables washed clean and wiped dry
12. Supplies and equipment returned to their proper place
13. Carpet inspected and any spills wiped up immediately
14. Heating or air conditioning adjusted or turned off at the thermostats and lights turned off in all rooms (including bathrooms).

NAME OF GROUP USING KITCHEN: _____

AREAS USED: _____

Signature: _____ Date: _____

OLDE TOWN COMMUNITY OUTREACH CENTER TERMS OF AGREEMENT AND INSURANCE

TERMS OF AGREEMENT AND INSURANCE

1. A signed *Facility Use Agreement* is required before any use of the facility. The activity shall not be considered scheduled until all deposits and fees have been received. The *Facility Use Agreement* must be signed by one or more responsible contracting individuals who will be legally responsible to Olde Town Community Outreach Center for supervision of use of the facility, as well as any damage or misuse.
2. The contracting individual(s) will be required to indemnify and to hold Olde Town Community Outreach Center harmless from and against any damages, claim, or demand arising out of the use of OTCOC premises by any persons participating in, or present at, the event. The contracting individual(s) will be responsible to assure compliance with the rules as contained in the *Agreement* and any rules posted on the premises.
3. All Multi-Use Agreements shall be on an annual basis. "Multi-Use" is defined as situations in which OTCOC will be used on an on-going, regular basis. To facilitate record keeping, all arrangements shall begin on January 1st and end on December 31st.
4. Multi-Use Agreements are subject to change based upon Center needs.
5. An outside entity renting the OTCOC may be required to furnish proof of liability insurance in the amount of at least \$1,000,000 (one million dollars) naming Olde Town Community Outreach Center as an additional insured. A copy of the insurance certificate may be required by the OTCOC before finalizing the rental agreement.

OLDE TOWN COMMUNITY OUTREACH CENTER FACILITY USE AGREEMENT

Name(s) of contracting individual(s): _____

Are you a Church Member: Yes No

Address: _____ City: _____ Zip: _____

Phone: _____ Organization: _____

Number of persons attending: _____ Number of adult supervisors: _____

What areas of the Center to be used? Auditorium Conference Room Kitchen Class
rooms (Which ones? _____) Other: _____

Activities: _____

OTHER SERVICES: Custodian Audio / Video Engineer Musician Security

Date(s) of use: _____ From: _____ AM/PM To: _____ AM/PM

Need access to kitchen? Yes No If yes, for what purposes? _____

INDEMNIFICATION/HOLD HARMLESS CLAUSE: The above contracting individual(s) does each personally contract to indemnify and hold Olde Town Community Outreach Center harmless from and against any damages, claim, or demand arising out of the use of OTCOC by any person participating in, or present because of, the scheduled activity and agree to reimburse OTCOC for any expenses incurred defending such claim or demand.

CONTRACTING INDIVIDUALS promise to closely supervise all activities on OTCOC premises, protect the property of OTCOC, and strictly observe the following rules:

1. Using individual or organization is required to obtain any necessary insurance.
2. This facility is smoke-free.
3. No alcoholic beverages will be possessed or consumed on OTCOC property.
5. No commercial activity shall be conducted without prior approval.
6. Contracting individual(s) will pay for all damage and cleaning expenses beyond normal and customary use.
7. There must be a minimum of one responsible adult supervisor present at all times for every ten participants or fraction thereof.
8. All posted rules for the facilities must be observed.
9. This form must be completed, signed by the contracting individual(s) and OTCOC representative, and payment must be made before the event will be scheduled.
10. Inappropriate behavior or use of the facilities will be cause for immediate termination of the Facility Use Agreement.
11. All Multi-Use permits expire automatically on December 31st. Use after expiration requires a new permit.

Agreed fees: \$ _____ per: _____

Date Fees Due: _____ Notes: _____

CONTRACTING INDIVIDUAL(S)

Olde Town Community Outreach Center

Signature: _____

Date Signed: _____

Signature: _____

Date Signed: _____

BY SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND CONSENT TO ALL RULES AND REGULATIONS OUTLINED IN THE OTCOC GUIDE TO BUILDING USE.

OTCOC has a published fee schedule; any change in the fees must be approved by OTCOC Board of Directors and is to be kept in the strictest confidence. OTCOC is not obliged to honor any prior fee adjustments or changes.

