

FACILITIES USE GUIDELINES

The Central Baptist Church of Baltimore City

2035 West Baltimore Street | Baltimore, Maryland 21223

The grounds and buildings of the Central Baptist Church (CBC) are primarily available for the church members and church organizations and ministries engaging in activities approved by the church. These include worship services of large and small groups, sacraments, Christian education for all ages, church sponsored organizations and ministries, fellowship, and recreation in keeping with the spirit of our church tradition. Any religious service(s) of the church, such as Communion, Baptism, Evening prayer services, and Lenten and Holy Week services will always have priority over other use. No activities or meetings are permitted to take place during these religious services.

It is also part of the mission of this church to encourage and support many community activities, and in no way is this document intended to deny access to the facilities. This document is intended to make clear guidelines under which the church property will be made available.

I. General Use Guidelines

A. Purpose

The Central Baptist Church (CBC) properties will be made available for member and non-member activities that are consistent with the mission and core values of the church as stated below:

“We are a Christ-centered church dedicated to winning the lost and building strong disciples of Jesus Christ. We exist to love and glorify God and to make known His love throughout the world.”

Our core values are: (1) Christ-centered, (2) Excellence, (3) Nurturing, (4) Teamwork, (5) Relevant, (6) Attitude, and (7) Love. The first letter of each of these characteristics spells the name of our church, **CENTRAL**.

B. Priority Use

1. Priority use of the facilities shall be given to our members, organized organizations and ministries, and sponsored activities of CBC as follows:
 - a. Church-sponsored committees, groups, and programs;
 - b. Appropriate religious functions for members;
 - c. Other charitable organizations as sponsored by members; and,
 - d. Non-church groups or organizations as approved by the Senior Pastor or Trustee Ministry.

2. The facilities of CBC will be made available only to non-member groups who meet the following qualifications:
 - a. Groups whose general objectives are consistent with the principles and objectives of CBC.
 - b. Groups who are willing to take responsibility for their activities and for the facilities and equipment they wish to use and are willing to abide by the rules of conduct stated herein.
 - c. Groups who are known to CBC. Any group that is not known to CBC shall be asked to present a written statement of purpose and the name of its officers or leaders.
3. CBC reserves the right to cancel any use agreement at any time if the group is not in compliance with CBC's mission and the Facility Use Agreement or Guidelines.

C. Operations

1. Building Access

Keys are provided on a permanent basis only to certain church leaders and security personnel. In all other instances, we will make arrangements to unlock the building for your use.

2. Building Hours

Facilities are available between 7:00 a.m. and 10:00 p.m. Any use outside these hours must be approved by the Trustee Ministry in collaboration with the Senior Pastor.

3. Facilities Use Agreement Form

All requests for the use of the church facilities will be handled through the Church Office. Requesters are required to complete the Facilities Use Agreement form. A request must be received no less than **90 days in advance** of the event date. Requests not meeting this requirement will not be considered.

4. Insurance

There are risks associated with activities. All non-church groups must provide a copy of a Certificate of Insurance. CBC is not responsible for injury to someone participating in any of our activities. This includes suits and demands whatsoever in law or in equity.

CBC requires insurance coverage for all non-church sponsored events held on our premises. An **Indemnity and Release Form** must also be signed when non-church sponsored or affiliated groups use our church facilities.

5. Approval Authority

The Senior Pastor shall decide requests submitted by CBC members or groups. The Trustee Ministry shall decide, in consultation with the Senior Pastor, requests submitted by non-church groups.

6. Requesters must submit (1) the signed Facilities Use Agreement, (2) a copy of a Certificate of Insurance, when required, (3) an Indemnity and Release Form, when required, and (4) the security deposit, within 15 days of receiving notice of approval.

When all of the required paperwork and the security deposit has been received, the event will be placed on the church calendar. If at the end of the 15-day period, we have not received the required documents and or the security deposit, no further consideration will be given. If the requester still wishes to use our facilities, he or she must submit another request and the time requirement must still be met.

7. The church facilities are available for use Monday through Saturday only. The church facilities are not available for outside use on Sundays or holidays.
8. CBC-sponsored or related ministry activities (solely or in part) have priority over requests received from outside organizations or groups.

I. Approved Non-Member Uses

We may approve requests submitted by non-members or outside organizations or groups when:

- A. The purpose of the request is consistent with CBC beliefs and practices;
- B. A timely signed **Facilities Use Agreement** has been submitted;
- C. The requesting party is willing to take responsibility for the space and equipment to be used; and,
- D. The requesting party agrees to abide by the CBC rules of conduct as verbally explained by church staff or otherwise described in our established policies and procedures.

II. Outside Individuals, Groups, or Organizations We Will Consider

We will consider requests received from the following groups or organizations:

- A. Organizations or entities listed in the CBC official church directory;
- B. Groups in association with CBC programs supervised or sponsored by a coordinator, committee chairperson, a member of the ministerial staff, individual members or organization;
- C. Faith-based conference or convention groups;
- D. Persons interested in space for weddings and receptions;
- E. Persons interested in space for funerals, memorials, and repasts;
- F. Service organizations such as Boy and Girl Scouts, Meals on Wheels, Red Cross, hospitals, YMCA, and YWCA.
- G. Non-profit organizations whose general philosophy and practices do not conflict with the purpose and ministry of the church of Jesus Christ. Evaluation and approval of such requests will rest with the Senior Pastor in consultation with the Trustee Ministry;
- H. Incumbent officials reporting information to their constituents; and,
- I. Persons interested in space for wedding and baby showers and anniversary and birthday celebrations.

III. Outside Individuals, Groups, or Organizations We Will Not Consider

We will not consider requests received from the following groups or organizations:

- A. Political groups advocating the election of specific public officials;
- B. Groups, individuals, or organizations with philosophy, goals, or objectives unsympathetic to the Gospel of Jesus Christ;
- C. Groups, individuals, or organizations violating the principles of the Baptist Doctrine;
- D. Groups, individuals, or organizations advocating revolution or overthrow of the government of the United States; and,
- E. Fundraising groups, ***except those attempting to fund Christian ministries.***

IV. Hours

Our facilities are available between the hours of 7:00 a.m. and 9:00 p.m. Times beyond these hours may be negotiated with and approved by the Trustee Ministry.

V. Maintenance Fee

Use of our facilities for outside purposes is subject to a maintenance fee of \$25 per hour to pay for the clean-up and upkeep of the church properties.

VI. Property Use Guidelines

1. The following is strictly prohibited inside or on any of the church properties.
 - a. Smoking of any kind;
 - b. Packages containing alcoholic beverages or illegal drugs;
 - c. The sale or use of alcoholic beverages or illegal drugs;
 - d. Unlawful or violent behavior;
 - e. Improper or inappropriate dress (male or female); and,
 - f. Cursing or abusive language.

Individuals exhibiting any of the above patterns of behavior will be escorted from the premises by church security personnel or if warranted, by officers of the Baltimore City Police Department.

2. Groups or individuals are limited to only those areas approved under the signed agreement.
3. Food and beverages are restricted to the kitchen and Multi-Purpose Room areas only. No food or beverages are permitted in the Main Sanctuary.
4. All church equipment, such as tables and chairs, must be returned to the original placement and all trash or other debris properly discarded. A CBC custodian will be on duty to assist.
5. All lights must be turned off and doors locked upon departure. CBC Security will be on duty to assist.
6. Sound and lighting systems may only be operated by a CBC technician.
7. Use of the CBC Nursery requires a licensed childcare provider, approved by CBC and consistent with the current lawful state childcare ratio.
8. Payment of all fees must be received at least 14 days prior to the scheduled building use activity. Payment must be in cash or a money order, certified check, cashier's check, or company check made payable to "**The Central Baptist Church.**" We do not accept personal checks.

Insurance

For all non-church sponsored events (solely or in part), the user must present a Certificate of Insurance and sign an **Indemnity and Release Form**.

FACILITIES USE AGREEMENT

The Central Baptist Church of Baltimore City
2035 West Baltimore Street | Baltimore City, Maryland 21223

Complete this form and submit a copy of your Certificate of Insurance and the security deposit with the form. When all three have been received and we have approved your request, we will schedule the event on our church calendar.

Name of Requester: _____

Name of Contact Person: _____

Contact Person Email: _____

Contact Person Phone: _____

Title of Event: _____

Date of Event: _____ Time of Event: _____

Beginning time for set-up: _____ Ending time to exit building: _____

Description of Event: _____

Rooms Requested:

Main Sanctuary Lower Sanctuary Multi-Purpose Room Kitchen
 Classroom(s) How many _____ Conference Room

We require a member of our Security Team Ministry to be present for the length of your event. There is an additional fee of \$16 per hour for our Security Team member.

Equipment Requested:

Chairs # _____ Round Tables # _____ Rectangle Tables # _____

We do not provide additional equipment for outside usage. Church members and ministries should make equipment requests through the Trustee Office.

Number of persons attending _____ Will you be serving food? Yes No

Name of Insurance Carrier _____

Authorized Signature: _____ Date: _____

FOR CHURCH USE ONLY

Request Approved Request Denied By _____
 Security Deposit Received Initials _____ Date _____
 Insurance Copy Received Initials _____ Date _____

Agreement effective from _____ to _____.

Facilities Use Schedule of Fees

Proposed Use of Services	CBC-Related Fee for Outside Use	Member Fee for Outside Use	Non-Member Fee for Outside Use
Security Deposit (Refundable)	\$250	\$250	\$250
Sanctuary	No Fee	\$150	\$250
Multi-Purpose Room	No Fee	\$100	\$150
Kitchen only	No Fee	\$100	\$150
Kitchen & Multi-Purpose Room	No Fee	\$225	\$275
Classroom(s) (½ Day - 4 hours)	No Fee	\$50	\$75
Classroom(s) (All Day - 8 hours)	No Fee	\$75	\$100
Audio & Video Equipment (*CBC staff only)	No Fee	\$50	\$50
Sound and Lighting (*CBC staff only)	\$35 per hour	\$35 per hour	\$35 per hour
Security (CBC staff)	No Fee	No Fee	\$15 per hour
Manager or Supervisor (CBC staff)	No Fee	No Fee	\$25 per hour
Maintenance & Clean-Up (CBC staff)	\$25 per hour	\$25 per hour	\$25 per hour

***The CBC audio and video equipment and the sound and lighting systems may only be operated by CBC staff personnel.**

Indemnity and Release Form

I, the undersigned, wish to voluntarily participate in the _____ activity.

In consideration for being permitted to participate in the _____ activity, in the city of _____, the state of _____, and country of the United States of America, beginning the _____ day of _____, 20____, I, the undersigned, fully recognizing the dangers and hazards inherent in the _____ (activity), and any related transportation, including personal injury, property damage, or wrongful death, as well as the unknown dangers and hazards which may arise in the course of my participation in the _____ activity, do hereby voluntarily:

Agree, for myself, my heirs and my personal representative, to defend, hold harmless, indemnify, release and forever discharge, to the broadest extent allowed by law, The Central Baptist Church of Baltimore City, its trustee, officers, employees, agents, insurers, successors, assigns, from and against any and all claims, demands, actions, or causes of action on account of any damage to real or personal property or any personal injury or death that may result from my participation in the above _____ (activity).

I have read this release, I understand it fully, I understand that it is legally binding, and I understand that, among other things, I am agreeing to indemnify The Central Baptist Church of Baltimore City, for injuries, damages or losses I may cause and giving up rights to sue The Central Baptist Church of Baltimore City, for injuries, damages or losses I may occur.

Printed Name (Participant)

Signature of Participant