

Church Facilities Use Policy

Baldwin Christian Reformed Church

A Member of the Christian Reformed Church of North America

Baldwin, WI

Baldwin Christian Reformed Church (the "Church") welcomes the use of its facilities by members and other non-profit organizations whose use is consistent with the beliefs of the Church and the Christian Reformed Church of North America.

It is our desire that the facility is:

- Available to effectively carry out ministry objectives and goals through scheduling.
- Protected against loss or misuse through risk management.
- Maintained to extend the life of the facility through respectful use and proper management.

The following policies and procedures have been created to meet these desires.

Mission of the Church: Non-Church related activities may be allowed when the goals of users are compatible with the mission and identity of the Church and its status as a tax-exempt religious organization. No activity shall be conducted on Church property that is incompatible with our Christian faith. As the spiritual authority of the Church, the Council shall have authority to make a decision relative to whether a use is consistent with Christian theology, doctrine, and witness. Further, Council may determine at their discretion that an activity may negatively reflect on the Church's testimony to the community. In that event, the Council, at their discretion, may deny an application or cancel a calendared activity. A representative of the Church given supervisory authority over a use of the facilities for a given event has the inherent authority to stop said event in progress if, in his or her opinion, any activities at the event are incompatible with our Christian faith or may negatively reflect on the Church's testimony to the community.

Safety: The Church may deny an application or cancel a calendared activity if determined that there is an unreasonable level of risk of injury to persons or property. A representative of the Church given supervisory authority over a use of the facilities for a given event has the inherent authority to stop said event in progress if, in his or her opinion, such action is necessary in order to protect life, health, and property.

Property Taxes: The facilities are currently exempt from property taxes. Any use that jeopardizes the property-tax exempt status of the Church is prohibited.

Tax Exempt Religious Non-Profit: The Church is a non-profit religious corporation which is exempt from state and federal taxation. The Church will not permit non-Church users to engage in activities which could cause the Church to lose its non-profit status.

Weddings: The position of this congregation is that marriage is an institution created by God. It is a covenant relationship established by mutual vows between a man and a woman united by God.

- Only duly ordained clergy shall officiate at marriage ceremonies conducted on church property.

Church Facilities Use Policy
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- Applicants wishing to have a ceremony performed by a member of the clergy employed by the church, or to use the church facilities for a ceremony, must fall within the general definition of marriage as a covenant relationship established by mutual vows between a man and a woman united by God.

Individuals or groups who wish to reserve the church building and its facilities must submit by mail a completed form to: Baldwin CRC Church Secretary at PO Box 72; Baldwin, WI 54002. She will check the availability of the facilities and required support staff, and respond to your request as soon as possible. When your request is approved, a copy of the signed form will be returned to you or your contact person. Upon approval of your request, non-members must send a \$200.00 deposit (cash or check payable to "BCRC") in order to secure the date requested. The date will not be reserved until the deposit is received. All requests for use of church facilities must be made using this form and should be made at least four (4) weeks in advance of the event. Please advise the Church Secretary if you cancel your meeting date.

Functions directly related to the work of the Church shall have priority for building use. Sensitivity regarding funerals is expected from all building users.

For use of the church facilities on Saturday, the church must be vacated by 6:00 PM unless special permission is given.

No non-member events on Sunday.

The following are basic usage rules:

1. Rooms must be returned to their original arrangement.
 - Tables and chairs are to be put back in place if they are moved.
 - Tables should be cleaned with a wet cloth and dried.
 - Chairs that have been used should be checked for greasy finger prints and food smears. Clean with a damp cloth and dry.
 - Windows should be closed and lights turned off when leaving the facility.
 - If the kitchen is used, make sure ovens, stoves and coffee pots are turned off.
 - The individual or group representative making application must be present from the time of entry into the facility until the time of departure. He/she is responsible for the condition and security of the facility.
 - Any entrance not in use must remain locked.
 - The persons or groups using the facility or grounds agree to restore to the original condition any property destroyed or suffering from excessive wear because of their use of the facility. Any equipment destroyed or missing will be replaced by BCRC with equipment or supplies of equal quality and the cost for the replacement or repair will be charged to the applicant.
 - The use of kitchen facilities does not include church supplies (food, paper products, dishes, etc).

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2. NO SMOKING, DRUGS or ALCOHOL is allowed within the church building or on the church grounds.
3. All weapons are prohibited on BCRC's property.
4. The use of candles is discouraged. The obvious reason is fire hazard, but dripping wax makes spots on carpeting that are difficult to remove.
5. No stapling, thumb tacks, nails or adhesives of any kind are allowed on the walls, doors or ceiling tiles. If posters or pictures need to be attached to a wall or door, use only painters tape (found in kitchen drawer). All decorations or props must be removed before vacating.

<u>Room/Services</u>	<u>Members/Attendees (non-commercial)</u>	<u>Non-Members</u>
Sanctuary	\$0.00	\$350.00 (Includes Custodial Fee)
Fellowship area	\$0.00	\$200.00 (Includes Kitchen and Custodial Fee)
Sound/Media	\$0.00	\$25.00 per hr.
Custodial Fee	\$0.00	\$100.00
Non-refundable Deposit Required	\$0.00	\$200.00
Table Rental – rectangular only (removed from church)	\$2.00 per table	Not Available
Non-padded folding chairs (removed from church)	\$0.25 per chair	Not Available

6. NO object will be placed on the piano or organ for any reason (especially flowers).
7. The piano and organ are not to be moved from their present location.
8. When a recital is going to be held and the piano is requested to be tuned, the individual or group requesting the tuning will be responsible for the expense associated with tuning. BCRC will select the tuner.

Release: User agrees to release the Church and its pastors, elders, officers, staff, employees, volunteer workers, attorneys, agents, representatives, affiliates, successors-in-interest, and assigns (collectively the "Church and its Related Parties") from any claim, loss, liability, or expense of any kind in connection with any injury, death, property loss, or damage relating to User's use of the Church, including without limitation the negligent conduct of the Church and its Related Parties or any other person or cause.

Facility Usage Fee Schedule

These fees are used to help defray the cost of heating, air-conditioning, electricity, etc.

Commercial – No use of church for personal profit by members or non-members

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