

Bethel Baptist Church
2406 South M-291, Independence, MO 64057
(816) 252-3555

Senior Pastor: Brooke Taylor

Worship & Education Pastor: Kent Burchyett

Youth Pastor: Matthias Rosbrugh

Non-Church Member Policies

RULES FOR USE:

Bethel Baptist Churches' fellowship hall, classrooms, sanctuary and other facilities are being made available for meetings, meals, receptions, parties and other personal functions. These functions must be hosted by a member of BBC, ministry of BBC or you must be willing to cover the cost of custodial and like expenses. BBC is a large facility with many opportunities and is available for use after your function has gone through the approval process. The facilities of Bethel Baptist Church having been provided by God, should only host events that are God honoring and glorifying to Him.

“So, whether you eat or drink, or whatever you do, do all to the glory of God.”

1 Corinthians 10:31

USE OF BBC FACILITIES:

Non-Member's of Bethel Baptist Church and Outside Organizations:

There are occasions when the facilities of the church are available for groups who are not a part of our church family; however, these activities are limited to religious and social groups who are active in programs that are in harmony with our faith and practice. Each request will be approved by the Deacons and Pastors of Bethel Baptist Church on an individual basis. The facility use fee's are as follows:

- Sanctuary - - - - - \$100 an hour
- Fellowship Hall - - - - - \$50 an hour
- Class Rooms - - - - - \$50 a day per room
\$100 a day on Saturday and a weeknight
- Custodial Fee's:
 - Sanctuary - - - - - \$100
 - Fellowship Hall - - - - - \$100
- Sound System - - - - - \$50

Continued:

Request for use are made through the church office by completing a Building Use Form and should be submitted as far in advance as possible but at least two weeks prior to the event. In making a request, sufficient information should be indicated in the space provided, including the purpose of the event, time required by the event, desired set-up and other equipment desired. Additionally a tentative agenda of the event should be provided including a description of the event including but not limited to, music type and content, games played and other entertainment that will be provided.

The Deacons and Pastors may consider a particular use to be part of the mission of the church and at their discretion reduce or totally eliminate any charges provided a written request containing a full explanation is made in advance and attached to the reservation form. The user will be responsible for arranging the rooms to meet their needs at a time that will not interfere with any other scheduled use and returning the facilities to its former condition upon completion of their meeting. Scheduling shall be on a first-come first-served basis.

Receptions

The fellowship hall of the church is available for receptions of various kinds. Receptions will not be scheduled in conflict with planned church-approved functions. The Building Usage Form will need to be completed through the church office.

RESPONSIBILITY FOR THE FACILITY:

The following rules must be followed:

Responsibility: The individual making the request is responsible for the facility during the time approved.

Care and Upkeep: If you choose to clean up after your event the individual making the request shall be responsible for cleaning and care of the facility. Chairs, tables, and other equipment used should be returned to their proper places after use. All trash should be placed in the dumpster outside and floors be swept.

Electricity and Security: After facility use, the person making the request is responsible for making sure all lights, sound system equipment and other electrical equipment is turned off.

Decorations: The use of decorations must be discussed with a Deacon or Pastor. The use of taping, tacking, gluing, nailing, stapling, wiring or other forms of fastening of articles must be approved.

Kitchen: If the kitchen is to be used, the responsible person will complete the BBC Kitchen Check List, which is found in the over both the kitchen sink, and the refrigerator and freezer doors.

Payment: Payment for use of the building and custodial fee's will be rendered with the Building Use Form.

Loss of Privilege: Failure to comply with these responsibilities will result in loss of privilege to use the building.

SPECIAL RULES:

The following special rules apply for all events held at Bethel Baptist Church.

- 1) The facility shall not be used for the purpose of raising money or selling projects or services for personal gain. The Deacons and Pastors must approve any use that is questionable in this regard.
- 2) No use of tobacco, alcoholic beverages, or illicit drugs will be allowed on the property of Bethel Baptist Church. Alcoholic beverages or illicit drugs shall not be brought on the church property.
- 3) Permission to use ONE area of Bethel Baptist Church is NOT as assumption that the WHOLE church building is open for use. If a group has need for nursery space or other rooms, this should be included in the initial request.
- 4) If you are unsure whether something is appropriate, please talk to the Deacons or Pastors. All activities take place in BBC should be guided by Philippians 4:8, *“Finally brothers whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things”*.
- 5) No equipment is to be removed from the church property without the express written permission of the Deacons or Pastors. *Normally* tables, chairs, stage pieces and so forth will only be loaned for purposes, which enhance the work of the church. Property borrowed will be returned within 24 hours. Persons borrowing property are responsible for loading, unloading and returning all equipment to its original location. If sound or video equipment is needed, an authorized technician must be present for its use. All questions and related issues these technical or sound issues should be directed to Pastor Kent or Pastor Matthias.
- 6) Destruction or loss of equipment is to be reported immediately to the church office. The Deacons and Pastors will decide responsibility for replacement.
- 7) Fire regulations require that no door, interior or exterior be blocked in any way.
- 8) All activities need to be on the church calendar no later than two weeks prior to the event.
- 9) There must be at least two adult leaders present with any children at all times.
- 10) Church phones may be used for emergency purposes only.