

## **Northside Drive Baptist Church** **FACILITIES USE POLICY**

### **Introduction**

The facilities of Northside Drive Baptist Church (NDBC) are used primarily for congregational worship services and for events and activities that are sponsored by NDBC. Individual members of NDBC and groups or organizations not affiliated with NDBC may request use of NDBC's facilities for other events or activities, and such requests will be handled as provided in this policy. A separate policy administered by the NDBC Wedding Ministry Team applies to the use of NDBC's sanctuary, chapel, or other facilities for weddings.

NDBC will schedule events and activities (other than weddings) in its facilities according to the following guidelines:

- Worship services, funerals or memorial services for NDBC members, and events or activities that are sponsored by the NDBC ministerial staff, an NDBC ministry team or service group, or the NDBC Preschool have priority. (Such events and activities are hereinafter referred to as "NDBC Programs.")
- A member of NDBC or a group or organization not affiliated with NDBC may request that NDBC's facilities be used for other events or activities, so long as the proposed event or activity does not conflict with an NDBC Program that is scheduled on the Church Calendar.

Section A of this policy contains general rules that apply to the use of NDBC's facilities for all events and activities. Section B describes the process for handling requests for use and includes separate provisions dealing with use of the parking lot, use of interior spaces, and use of the baseball/softball field or the pavilion. Section C sets forth the fee schedule for use of certain facilities.

### **Section A: Rules Applicable to Use of NDBC's Facilities**

All uses of NDBC's facilities must comply with applicable federal and state laws and regulations and with applicable City of Atlanta ordinances and must also comply with the following rules:

1. The NDBC staff will coordinate the scheduling of all events and activities that involve the use of NDBC's facilities and will maintain the Church Calendar. Except for events or activities that are conducted by an NDBC staff member, any request for use of NDBC's facilities must be submitted in writing on forms provided by the Business Manager. If the request is approved, the proposed event or activity will be placed on the Church Calendar; however, the proposed event or activity may not be scheduled or announced publicly until the request has been approved.

2. No food or drink is permitted in the NDBC sanctuary or chapel, except for sacramental elements served during communion in worship services.

3. Possession or use of illegal drugs on NDBC's property is prohibited, and alcoholic beverages may be served or consumed on NDBC's property only as provided in paragraph no. 6 of Section B.

4. Carrying firearms or concealed weapons on NDBC's property is prohibited, except by law enforcement officers in conducting their duties to investigate or deter violations of criminal laws or traffic regulations.

5. Fireworks may not be ignited, displayed, or stored on NDBC's property.

6. Furniture and equipment in the NDBC sanctuary and chapel (including, without limitation, the pulpit and lectern in each location) or in the pavilion may not be moved or removed unless authorized by an NDBC staff member.

7. Any individual, group, or organization that desires to use the pipe organ or piano in the sanctuary or the electronic organ, piano, or harpsichord in the chapel for an event or activity (other than use for an NDBC Program or use by an NDBC staff member) must submit a verbal request to the Director of Music Ministries. The Director of Music Ministries (or her/his designee) may approve or decline the request in her/his discretion and, if the request is approved, may require the individual, group, or organization who made the request to pay NDBC a reasonable sum as a **nonrefundable** security deposit to repair any damage to the instrument(s) caused by such use. If a security deposit is required but not provided, use of the instrument(s) will be denied.

8. Childcare is provided only for NDBC Programs. For all other events and activities in NDBC's facilities, the sponsoring NDBC member or the sponsoring group or organization will be responsible for providing appropriate childcare arrangements during the event or activity.

9. NDBC is not responsible for any property or equipment (including, without limitation, personal items or apparel) that is brought onto NDBC's property for use in any NDBC Program or any other event or activity held in NDBC's facilities. NDBC assumes no liability for any damage to, or loss of, such property or equipment.

10. NDBC's facilities may not be used by any partisan political group or organization or by any group or organization whose purpose or activities conflict with NDBC's Vision Statement or any NDBC Statement of Policy.

### **Section B: Administration of Requests for Use of NDBC's Facilities**

All requests (whether written or verbal) for use of NDBC's facilities must be directed to the Business Manager. The Business Manager, in consultation with the NDBC ministerial staff and church officers, will administer the process for handling such requests.

1. Requests for NDBC Programs. If the request involves an NDBC Program, the individual who makes the request must complete a form (available from the Business Manager) for room set-up and arrangement.

2. Requests for Other Events or Activities. If the request involves an event or activity other than an NDBC Program, the individual, group, or organization who makes the request must provide a description of the proposed event or activity to the Business Manager (in the form of a letter, an e-mail message, or other written document). The description must include the following information about the proposed event or activity:

- the nature of the event or activity;
- the date(s) on which the event or activity would occur;

- the hours of each day (beginning and ending times of day) for which access to NDBC's property is needed; and
- the NDBC facilities to be used (sanctuary, chapel, fellowship hall, parking lot, playground, pavilion, baseball/softball field, or other area).

The Business Manager, in her/his discretion, may waive the requirement of providing a written description for any event or activity that was previously approved for use of NDBC's facilities and was satisfactorily conducted in compliance with the terms of this policy; but the Business Manager may require that a form for room set-up and arrangement be completed for such event or activity.

3. Requests for Use of Parking Lot. The Business Manager will control the use of NDBC's parking lot for events or activities other than NDBC Programs; and before approving any request for use of the parking lot, the Business Manager will consult with the Senior Pastor, the Associate Pastor, or the Moderator. Requests for use of the parking lot must be submitted to the Business Manager and are subject to the following conditions:

- The parking lot may be used only for short-term parking of vehicles (not to exceed **five** consecutive days), and the area(s) used for such purpose may be limited to provide adequate parking spaces for NDBC staff members and individuals participating in NDBC Programs.
- Unless expressly authorized by the Business Manager, the parking lot may not be used on Sundays for any event or activity other than an NDBC Program.
- If the parking lot is needed for a funeral or memorial service that will occur after a request for use has been approved, NDBC reserves the right to suspend such use on a temporary basis by giving the individual, group, or organization who made the request written notice no less than 24 hours in advance.
- No bathroom or utility facilities will be made available to individuals using the parking lot for any event or activity other than an NDBC Program.
- Adequate security personnel must be provided to protect vehicles, equipment, and materials brought onto the parking lot for any event or activity other than an NDBC Program. NDBC assumes no liability for any damage to, or loss of, such vehicles, equipment, or materials.
- All vehicles, equipment, and materials brought onto the parking lot and any debris or solid waste generated during use of the parking lot must be promptly removed from NDBC's property.
- The Business Manager may require the individual, group, or organization who makes the request to pay NDBC a reasonable sum as a **nonrefundable** security deposit for use of the parking lot.
- If the proposed event or activity would also involve use of any interior spaces in NDBC's facilities, subsequent provisions of this policy will apply to requests for use of the parking lot.

With the approval of the Senior Pastor, the Associate Pastor, or the Moderator, the Business Manager may waive some of the foregoing conditions set forth in this paragraph no. 3 for use of the parking lot by movie production companies, television production companies, or similar entities; *provided, however*, that such entity must enter into a written agreement with mutually acceptable terms and conditions that reasonably protect NDBC's property and the safety of individuals using the parking lot.

4. Requests for Use of Interior Spaces. If the request involves an event or activity other than an NDBC Program, the following provisions will apply for any proposed event or activity that requires (i) the use of any interior spaces (sanctuary, chapel, fellowship hall, classrooms, or other rooms) and (ii) access to such interior space(s) for a period longer than **four** hours:

(a) The individual, group, or organization who makes the request must provide, in addition to the written description specified in paragraph no. 2 of Section B, the following information to the Business Manager:

- the number of persons expected to attend or participate in the event or activity;
- the identity of each group or organization that intends to sponsor or participate in the event or activity; and
- a statement as to whether a fee, donation, or other form of payment would be collected from persons who attend or participate in the event or activity.

(b) The Business Manager will promptly inform the Moderator (or her/his designee) of the request and will provide a copy of the written description submitted for the proposed event or activity. The Moderator (or her/his designee) will consider the request and may solicit, from any source, additional information that is reasonably needed to evaluate the request. In determining whether the request should be approved or declined, the Moderator (or her/his designee) may refer the request to the Church Council for decision.

(c) For any request that is approved and involves the use of NDBC's facilities for more than **four hours**, the Moderator (or her/his designee) may require the individual, group, or organization who made the request to sign a Facilities Use Agreement or similar document, which will include the following provisions: (i) the identity of the specific facilities to be used; (ii) the specified date(s) and time(s) when access to such facilities will be available; (iii) restrictions, if any, on the use of such facilities (such as the suspension of the use on a temporary basis for a funeral or memorial service conducted by an NDBC staff member); (iv) indemnification of NDBC against third-party claims; (v) insurance requirements for the benefit of NDBC; (f) reasonable compensation to NDBC for the use of its facilities; and (vi) such other terms as are mutually acceptable.

(d) For any request that is referred to the Church Council, the decision of the Church Council (by majority vote) will be final and binding. For any request that is not referred to the Church Council, the decision of the Moderator (or her/his designee) will be final and binding; *provided, however*, that the Church Council (by majority vote) may modify or overrule the decision.

(e) If the request is approved, the Moderator (or her/his designee) will communicate the decision to the individual, group, or organization who made the request. When communicating

the decision, the Moderator (or her/his designee) will inform such individual, group, or organization of (i) conditions, if any, that will apply to the use of NDBC's facilities for the proposed event or activity and (ii) whether execution of a Facilities Use Agreement or similar document will be required.

(f) If the request is declined, the Moderator (or her/his designee) will communicate the decision to the individual, group, or organization who made the request.

(g) For any request that is approved, an NDBC staff member or an NDBC member will be responsible for unlocking doors and deactivating the alarm system on each day before the event or activity begins and for locking doors and activating the alarm system on each day after the event or activity has ended.

5. Requests for Use of Baseball/Softball Field or Pavilion. The Business Manager will control the use of the baseball/softball field or the pavilion for events or activities other than NDBC Programs; and before approving any request for such use, the Business Manager will consult with one or more of the Trustees. The conditions set forth above in paragraph no. 3 of Section B (other than the limitation on maximum number of days for such use) will also apply to use of the baseball/softball field; and if the request for use of the pavilion includes use of any interior spaces (such as bathroom facilities), the conditions set forth above in paragraph no. 4 of Section B will also apply to use of the pavilion. The Trustees or the Business Manager may impose any other conditions that are reasonable to protect NDBC's property and the safety of individuals using the baseball/softball field or the pavilion. Notwithstanding the foregoing provisions of this paragraph no. 5, such provisions will not apply to prior agreements concerning use of the baseball/softball field that were entered into before May 1, 2019, and remain in effect as of May 1, 2019.

6. Requests for Service of Alcoholic Beverages. If the request involves an event or activity at which alcoholic beverages are to be served (whether in the fellowship hall, parking lot, pavilion, baseball/softball field, or other area), the following provisions will apply:

(a) Alcoholic beverages (whether beer, wine, or distilled spirits) may be served on NDBC's property only by caterers who are licensed by the Georgia Department of Revenue and the City of Atlanta to serve alcoholic beverages.

(b) The individual, group, or organization who makes the request must provide, in addition to the written description specified in paragraph no. 2 of Section B, the identity of the caterer who would serve alcoholic beverages during the event or activity and documentation that the caterer is properly licensed and insured to serve alcoholic beverages.

(c) Food must be served at the event or activity; and soft drinks, coffee, or other nonalcoholic beverages must be available for consumption during the event or activity.

(d) No alcoholic beverages may be sold on NDBC's property, and no individual under 21 years of age may consume alcoholic beverages on NDBC's property.

(e) No alcoholic beverages may be served or consumed in the sanctuary or the chapel or during any congregational meeting at which NDBC's business is conducted.

(f) The request to serve alcoholic beverages will be referred to the Church Council for decision, and the decision of the Church Council (by majority vote) will be final and binding. If

the request is approved, the Moderator (or her/his designee) will communicate the decision to the individual, group, or organization who made the request. When communicating the decision, the Moderator (or her/his designee) will inform such individual, group, or organization of conditions, if any, that will apply to the use of NDBC's facilities for the proposed event or activity.

(g) Notwithstanding the foregoing provisions of this paragraph no. 6, beer and wine may be brought onto NDBC's property and consumed in the pavilion area, but not in other outdoor areas, as provided in this paragraph no. 6(g). Any individual who is 21 years of age or older and attends an outdoor event or activity at the pavilion may bring beer or wine onto NDBC's property for consumption during such event or activity; *provided, however*, that the following conditions will apply: (i) such individual may consume beer or wine only in the pavilion area; (ii) such individual may not serve beer or wine to, nor allow beer or wine to be consumed by, any individual under 21 years of age; and (iii) such individual is responsible for promptly removing, at the conclusion of such event or activity, all containers of beer or wine (whether empty, partly filled, or full) that he/she brought onto NDBC's property.

(h) NDBC is not responsible for, and assumes no liability for, any injuries, damages, or losses resulting from the consumption of alcoholic beverages (whether beer, wine, or distilled spirits) on NDBC's property.

### Section C: Fee Schedule for Use of Certain Facilities

Any individual, group, or organization that uses any of the facilities listed below for an event or activity other than an NDBC Program must assist NDBC in paying the cost of maintenance and utilities associated with such use. The Senior Pastor, the Associate Pastor, or the Moderator may waive payment for an event or activity that is conducted at the request of an NDBC member or as a community service. Effective as of May 1, 2019, the following fees will apply to use of each listed facility:

	<u>Use by NDBC Member*</u>	<u>Use by Non-Member*</u>
Sanctuary	\$500.00	\$1,000.00
Chapel	\$250.00	\$750.00
Fellowship Hall	\$250.00	\$1,000.00
Classroom(s)	\$100.00 per room	\$200.00 per room
Pavilion and Playground**	\$250.00	\$500.00

\*The fee for each interior space allows use for a period of up to **four** hours and includes custodial service and use of audio equipment (where available) during the event or activity. Fees for a period greater than four hours will be determined on a case-by-case basis.

\*\*An approved use of the pavilion also includes use of the upper playground but does not include custodial service or access to bathroom facilities. If custodial service or access to bathroom facilities is requested for use of the pavilion, an additional fee will be required, which will be determined on a case-by-case basis.