

Church Property Usage Policy

As a church family we share many things. One of those things is access to the church property. In order to make sure that we are good stewards of the possessions the Lord has entrusted to us, it is important that we establish some guidelines for our use of church property. This policy will address who may use the building, for what kinds of purposes, and address related issues.

Building Usage

Who May Use the Building

1 - Temple Baptist Church ministries have access to the building for their activities as needed, and as available. Examples: Sunday School and Bible Club activities; choir and music ministry rehearsals and fellowships; etc.

2 - Church members in good standing may use the building for personal events which are consistent with our mission as a church (see Mission Statement and Church Covenant). See “Personal Use of the Building” below.

3 - Other ministries may use the building for events which are consistent with our mission as a church (see Mission Statement and Church Covenant). Such ministries must not hold major doctrinal positions which are contrary to our beliefs (see Statement of Faith) or have a reputation that would reflect unfavorably upon our church. The Pastor will make a determination regarding whether or not such ministries qualify. See “Other Ministries’ Use of the Building” below.

General Requirements for Using the Building

4 - Anyone desiring to schedule use of the building must fill out the “Building Usage Request Form” and return it to the church office (forms available in the church office).

5 - The date chosen for the event must not conflict with other church activities. The pastor, or his designee, will determine whether or not such conflicts exist, and will help the parties involved to choose an acceptable date.

6 - Church owned equipment may only be used by prior arrangement (Building Usage Request Form).

7 - All persons using the building should clean the areas they have used thoroughly, including the kitchen, the restrooms, and entries/exits. Floors should be vacuumed and trash emptied as needed. An attempt should be made to leave everything in as good condition as it was found, or better.

8 - All personal items should be removed before leaving the building. The church does not take responsibility for any items left behind.

9 - When the building is used for personal use or by non-TBC ministries, the event coordinator should plan to make a donation to the church that would help to cover the expenses related to using the facilities (electricity, heat, air conditioning, wear and tear, custodial expenses, etc.). Questions regarding an appropriate gift amount may be directed to one of the pastors.

10 - If the building will be used at a time when it is normally locked, arrangements should be made to pick up a key ahead of time in the church office. This should be requested on the "Building Usage Request Form". An appointment to pick up the key may be scheduled during regular office hours or before or after a church service. The key should be returned to the office as soon as possible after the event.

11 - The person coordinating the event should make sure that heat or air conditioning is returned to its proper setting, and should check all doors and windows to make sure they are securely shut and locked, and turn all lights off (including main parking lot lights) before leaving the building.

Personal Use of the Building

12 - There should be a compelling reason (primarily the size of facility needed) in order to justify use of the building. The kinds of events which qualify include special family events that normally require the rental of a hall. Examples of these events would be: wedding receptions; funeral calling hours and dinners; large wedding anniversary celebrations; other similar events.

13 - Generally speaking, use of the building for personal financial profit will be not allowed. Exceptions to this rule would include special services rendered on an ongoing basis which help the church to accomplish its mission and warrant compensation of the individual(s) involved.

14 - Individuals must provide their own supplies and paper goods (tablecloths, cups, napkins, etc.)

15 - Church owned equipment may only be used by prior arrangement (Building Usage Request Form).

16 - All non-TBC ministries desiring to use the building must have a TBC member in good standing as a sponsor. This sponsor will act as the ministry's representative and will take responsibility for all interactions with the church as well as seeing to it that all policies are followed.

17 - Ministries should carefully oversee both the security and maintenance of the building while using it, and assume all liability for anything that occurs during that time. Ministries should seek to leave the facility in good condition, without undue wear and tear.

Reporting Emergencies

18 - When you make arrangements to use the building, you will be given a list of emergency contacts.