

## **BRIDGEWATER CHURCH OF THE BRETHREN BUILDING & EQUIPMENT USE POLICY**

### ***I. UNDERSTANDING OUR CHURCH BUILDING***

The Bridgewater Church of the Brethren endeavors to be an alive invigorating presence of Jesus Christ. This presence calls us into mission not only to ourselves but to the extended church family, community, and world. This mission, in the service and stewardship of the New Testament, challenges us to make our church building, along with ourselves, available for continuing the work of Jesus.

A church building is not a temple in the Old Testament sense; it is not holy ground in and of itself. It is more like the synagogue of the New Testament era where a wide range of community life was carried out: teaching, learning, worship, and fellowship. It is a place where significant moments are celebrated (i.e. baptism, love feast, eucharist, anointing, marriage, birth death). It is a special place where the people of God gather seeking to celebrate and to better understand their faith. It is often a place where the congregation as a group and as individuals catch their vision of ministry and from where those persons go forth to serve. And it is a place to use in implementing ministries that serve the community along with the wider church and the world.

*August-September 1998*

*Reviewed by Properties & Custodial Care Commission,  
Building Coordinating Committee, Staff, Chairs for Kitchen Design*

*Policy Revised – September 1998*

*Updated – February 2000*

*- Properties & Custodial Care Commission*

*Updated – November 2008*

### ***II. AVAILABILITY OF THE CHURCH BUILDING***

We recognize that the church building is available for the following:

- A. **Meetings, programs, and events sponsored by the congregation:** Sunday School classes; fellowship organizations; Board of Administration; commissions; committees; church council; and groups and ministries sponsored by these administrative units.
- B. **Meetings of district and area congregations of the Church of the Brethren, or of Church of the Brethren institutions or groups directly related to Church of the Brethren ministries at national, district, or local levels** (i.e. Shenandoah District Conference).
- C. **Members of the congregation for their personal and family needs** (i.e. weddings, funerals, anniversary celebrations, reunions, birthdays, etc.). Definition: “Members” is an inclusive term referring to those who have membership in the congregation and those who participate by regularly attending Sunday School &/or Worship, but who may not yet have membership in the congregation.
- D. **Organizations and groups with ecumenical or community concern, college-related groups, retirement community groups, or groups sponsored by the church and involving non-members** (i.e. Boy Scouts, Bridgewater Pre-School, Bridgewater Child Care Center, Bridgewater Home Auxiliary, social service agencies, Bridgewater Inter-church Food Pantry, special cause groups) needing facilities for group discussions, meetings, luncheons, etc. It is understood that these groups are non-profit and of community, ecumenical, college, or retirement community concern.

E. **Other groups and persons provided they do not use the church building and property in a way that the church itself would not use them.** This category includes personal and family needs for non-members and groups which are profit-making, charge fees, etc. (i.e. TOPS, recreational groups, non-member weddings).

### **III. REGULATIONS**

A. The building is unlocked 8:00 a.m.-10:00 p.m. daily except major holidays. Use of the building outside these hours will be by special arrangement only.

B. No smoking in the building.

C. No alcoholic beverages or other drugs in the building or on the property.

D. Persons and groups are responsible for leaving the facilities as they are found: place all trash and garbage in the outside dumpster; clean areas which are used; turn off lights; adjust heat and air conditioning as required; close windows and doors; return furniture and equipment to proper places.

E. Broken or damaged items will be replaced by the responsible person or organization.

F. Birdseed and rice will not be distributed or thrown inside the building. If used outside, the remains must be cleaned up by persons using the building.

G. **Use is limited to the designated area in the building for which approval has been given.**

H. **All groups must be properly supervised, especially recreational groups, with an officially designated person present at all functions.**

I. Arrangements must be made in advance for air conditioning and heating, setting up tables and chairs, and returning a room to proper order. Custodial staff will cooperate in this, but must be notified in advance. **Under normal circumstances, the group involved is expected to provide labor.**

### **J. Kitchen:**

1. Clear and clean counter tops and sinks. Remove all bottles, jars, or containers.
2. Clean all appliances used including ovens, stoves, warming cabinet, and steam table.
3. Remove items from the refrigerator or freezer. When items are placed in the refrigerator or freezer, they should be clearly marked to identify use or user. Unmarked items will be removed after one week by Kitchen Committee.
4. Put only non-recyclable garbage in trash; place all recyclable items in recycling containers or take them when you leave.
5. Wash and return dish cloths.
6. Put dishes, etc. in cabinets in order and place where they were found.
7. Check that stoves are turned off.
8. Do not cook or use pans on griddle surface, or use it as a work space.
9. Clean and return to the drawers/shelves all silverware, glasses, or dishes which were used.
10. Equipment to be taken from the building must be checked out through the church office; count items and check on return; report any shortage on items or breakage to the church office. Dishes and silver may not be taken off-site.
11. Paper products are reserved for church groups; categories C, D, E will provide their own products unless special arrangements have been made in advance.
12. Check notebook located in drawer next to dishwasher in kitchen for instructions regarding use of equipment.

- K. **Social Hall:**
1. Chairs and tables must be returned to the place where they were found before the room was used. Tables and chairs returned to the Social Hall Storage Closet must be put there according to diagram and instructions in the closet.
  2. Check that the floor is cleaned of food or liquids spilled.
  3. Close all windows and turn off lights before leaving.
  4. Adjust air conditioning and heating as requested.
  5. Items fastened to wall must be fastened so they will not leave a permanent mark.
  6. Nothing is to be fastened to sound panels.

- L. **Musical Instruments:**
1. *Organ* – The church organ is primarily used by the church organist and substitutes in preparation for services of worship. Other organists may use the organ by scheduling practice times through the church office.
  2. *Pianos* – If used, pianos should be left as found (i.e. if the lid &/or keyboard cover were closed, they should be left that way when finished). Pianos will not be moved without permission from the church office. Practice times will be scheduled through the church office.

M. **When church facilities are needed for a church event or for a memorial service and funeral meal, those scheduled to use the facilities will be asked to change their time &/or meeting place. Exception – weddings and large group functions**

N. The church custodian or other responsible person will report any violation of building uses to the Administrative Assistant who will notify the person responsible for the group.

O. Hanging and placing of decorations must not create holes or leave marks. No tape is to be used on pews in the sanctuary. Mechanical candles are required for use in candelabra. Candles used in the sanctuary must have protective devices to contain melted wax.

- P. Maximum table seating capacity for social hall is 246. The sanctuary seats 550 + choir. Chairs are not to be added to the sanctuary aisles without permission. For fire reasons, chairs and tables may not block any doorways in the social hall.
- Q. Food and beverages should be kept in the social hall and kitchen unless other arrangements have been cleared by the church office.
- R. Report any injuries requiring medical attention to the church office.

#### IV. ***PROCEDURES FOR SCHEDULING USE OF THE BUILDING***

Each request for use of the building will be processed in the following manner:

- A. Persons and groups in all categories will contact the Administrative Assistant. All categories except categories A & B will complete a form with the following information:
- name or church or organization
  - purpose of the meeting
  - name, telephone number, and address of contact person responsible that all regulations are met
  - rooms and equipment to be used
- B. The Administrative Assistant will schedule use by all persons and groups, consulting with the pastor when questions or concerns arise. The secretary will notify the contact person regarding use, regulations, and any specific requests for the group.
- C. The Administrative Assistant will maintain an up-to-date calendar of all events scheduled for use of the building as well as a file of use forms for persons and groups in categories C, D, E. The Administrative Assistant will inform the custodian of equipment and spaces needed.

D. Persons and groups in categories D&E will normally not be scheduled more than 6 months in advance; however, occasional exceptions may be made by administrative staff and other church bodies as appropriate

**V. USER FEES**

- A. For persons and groups under categories A, B, C – no fee shall be required for use of the facilities.
- B. For persons and groups under category D – a donation toward the cost of utilities, insurance, and general maintenance is encouraged per use unless other arrangements have been made.
- C. For persons and groups under category E – User Fees listed on the request form are expected per use (to cover utilities, insurance, and general maintenance).
- D. User Fees for a series of meetings by persons and groups under category E will be determined in consultation with the Property & Custodial Care Commission at the time of the request and will be reviewed annually.
- E. All payments for weddings are payable at the time of reservation.

**VI. PROCEDURES FOR USE OF EQUIPMENT OFF PREMISES**

Each request for use of equipment off premises will be processed in the following manner:

- A. Persons and groups in all categories will contact the Administrative Assistant and complete a form giving the following information:
- name of requesting person or group, telephone number, and address
  - items needed, date needed, and purpose of use

B. The Administrative Assistant will notify the person making the request regarding use of equipment and inform him/her of any specific requests regarding use.

C. All equipment must be returned in good condition; damages will be the responsibility of the person or group using the equipment.

D. Equipment is to be secured/returned during regular office hours (M-F 8:00 a.m.-5:00 p.m.) unless other arrangements are made; a receipt indicating the equipment has been returned will be given to the Administrative Assistant.

E. Tables and chairs are not loaned to non-members for off-site use.

**VII. INSTRUCTIONS FOR STORING TABLES AND CHAIRS IN SOCIAL HALL STORAGE CLOSET**

Please follow the diagrams posted in the closet when storing tables and chairs after use, and note the following instructions.

Keep the two types of chairs separate:

*Older Chairs* – beige

*Newer Chairs* – Gray

Turn chairs upside down and with the bottom of the seat facing toward you; store them with 6 chairs to each rack; top row should be hung on the lowest rung when the chair is upside-down and bottom row should be hung on the upper run when the chair is upside-down.

Only older (beige) chairs and tables may leave the building.

BUILDING & EQUIPMENT USE POLICY  
*for*  
BRIDGEWATER CHURCH OF THE BRETHREN

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P.O. Box 249  
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