

**POLICY FOR THE USE OF CHURCH FACILITIES/EQUIPMENT**  
**BY SHILOH CHURCH MEMBERS**

**Shiloh Baptist Church**  
**King George, Virginia**  
**(540) 469-4646**

The Shiloh Baptist Church family acknowledges that we have been richly blessed by God with beautiful and useful facilities. Based on the Biblical principle regarding stewardship, we believe that we have a responsibility to maintain and care for these facilities in a way that will honor the Lord and support the Mission and Vision of our church. We further acknowledge the biblical principle regarding the sharing of one's resources and blessings as a means of expressing God's love in the community. The following guidelines regarding the use of church facilities/equipment by **members of the church for individual or family-related functions** are established to assist the church in fulfilling these obligations.

Church facilities shall be available to members of the church for individual or family-related functions such as birthday parties, family reunions, weddings, receptions, baby showers, etc.

- a. Any church member desiring to use a specific facility must contact the church secretary to request the use of the desired facility. The church secretary shall check the church calendar to insure that the requested facility is available on the date desired.
- b. In general, request for facility use will only be approved 3 months in advance of the event. Special exceptions shall be made for weddings, receptions or other events where longer range planning of the event location is necessary.
- c. The person making the request must complete the **Member Request for Use of Church Facilities/Equipment** form. Forms are available in the church office.
- d. The church organization responsible for approval of requests by church members for individual or family-related functions shall be the Building and Grounds Team of Shiloh Baptist Church.
- e. Upon approval, the requesting member shall be notified and the event will be listed on the church calendar.
- f. Those requesting use of a facility will be responsible for all activities, making sure that such activities do not have a negative impact upon the witness or testimony of the church.
- g. An adult church member must be in attendance for the requested activity.
- h. No charge is required for church members to use church facilities. For those who wish, a donation may be made to cover the cost of utilities and extra cleaning required.
- i. Those using the facility/equipment will be responsible for the care and cleaning after its use. This includes the removal of all trash, cleaning of all spaces and equipment used and the placement of all equipment, chairs, tables, etc. in original locations, unless otherwise designated by the church custodian.
- j. When using the kitchen and/or its equipment, the requesting member shall be responsible for knowing how to use the equipment needed and shall contact a member of the Hostess Team or church custodian for instruction, if needed.
- k. When use of audio or visual equipment is required, the group shall be responsible for operation of the equipment. If help is needed, the requesting member is responsible for contacting a member of the Technology Team prior to the event to be advised of the proper use of the equipment.

- l. Following the event, the responsible person shall adjust the heating/cooling system to original settings, turn-off all lighting and make sure the building is secured.
- m. Damage to any property or the building caused by participants will be the responsibility of the member using the facility.

**General Information:** The following information is shared for the benefit of anyone using the facilities.

- a. There will be no smoking in the buildings and alcoholic beverages may not be served or consumed on the property. Use of drugs on church property is forbidden, and if discovered the proper authorities will be notified.
- b. Make sure that plastic trash liners are in the trash cans before any trash is placed in the cans.
- c. Before the trash liners are removed from the cans, take the cans outside or to an uncarpeted area, since the liners sometimes leak if carried or dragged across the carpet.
- d. If liquids or food are spilled on the carpet or chairs, simply dilute with warm water and blot as dry as possible. Do not use any chemicals or cleaning products on the carpet or chairs. If stains on chairs can not be removed with a damp cloth, place that chair aside and do not stack it with other chairs. The church has special cleaning materials and equipment for this purpose.
- e. Within the Family Life Center and Sanctuary, no nails, screws, or non-painter's tape may be used on woodwork or painted walls for attachment of decorations or posters. Plastic adhesives specifically designed to not harm the attaching surface may be used. Any decorations used for any special function should be removed as soon as the event is completed.
- f. Throwing or kicking of balls is prohibited in all areas of the church except in the youth fellowship area or hallway in the church basement and only under the direct supervision of an adult sponsor.
- g. All weddings in the Sanctuary shall be conducted by the pastor or by a minister approved by the pastor. In the pastor's absence, approval of the minister must be obtained from the team leader of the Board of Deacons.
- h. Only non-drip candles may be used within the church.
- i. The kitchen range hood vent should be used when cooking in the ovens or on the range tops to prevent cooking odors from leaving the kitchen.
- j. Following use of the kitchen, the following procedures shall be followed:
  - (1) All dishes, pots, pans and utensils will be washed, dried and returned to their proper storage location.
  - (2) Counters, range tops, ovens, sinks and floors should be cleaned.
  - (3) If used, table cloths and towels should be washed, dried, folded and returned to their proper storage location.
  - (4) Any kitchen equipment moved to another area of the church should be returned to its normal storage location.
  - (5) Uncooked food or "leftovers" may be donated to the church with the permission of a member of the Hostess Team. The food should be properly wrapped and stored in the refrigerator or freezer, if required.

**MEMBER REQUEST FOR USE OF CHURCH FACILITIES/EQUIPMENT**

Name of church member: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (W) \_\_\_\_\_ (H) \_\_\_\_\_ (M) \_\_\_\_\_

Date presented to church: \_\_\_\_\_

Requested facility:

Specific facility requested or room no: \_\_\_\_\_

Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Purpose for which facility will be used: \_\_\_\_\_

Is this a fund raising event? Yes \_\_\_ No \_\_\_ If yes, Recipient \_\_\_\_\_

**Please fill out Special Arrangements Form below:**

**SPECIAL ARRANGEMENTS FORM**

Is access required prior to requested date for set-up? Y\_\_\_ N\_\_\_

If so, please state your requirements and date/time: \_\_\_\_\_

Are tables and/or chairs required? Y\_\_\_ N\_\_\_

Is assistance needed with chairs/tables? Y\_\_\_ N\_\_\_  
(Unless otherwise approved, setup and removal of chairs and tables are the responsibility of the user.  
If assistance is needed, please contact the custodian or the Building and Grounds Team.)

Expected number of chairs/tables needed: # Chairs \_\_\_\_\_ # Tables \_\_\_\_\_

Are sound and/or video equipment required? Y\_\_\_ N\_\_\_

Is assistance needed from the church custodian? Y\_\_\_ N\_\_\_

Are kitchen facilities required? Y\_\_\_ N\_\_\_

Please list equipment needed: \_\_\_\_\_

**Church Security:**

Who will be responsible for opening the church? \_\_\_\_\_

Who will be responsible for closing the church? \_\_\_\_\_

**For Church Staff Use:**

Date of request: \_\_\_\_\_

Date given to Building and Grounds Team: \_\_\_\_\_

Date of response: \_\_\_\_\_

Date logged on church calendar: \_\_\_\_\_

Date requester notified: \_\_\_\_\_

Request **Approved** \_\_\_\_\_

Request **Disapproved** \_\_\_\_\_