

**POLICY FOR THE USE OF CHURCH FACILITIES/EQUIPMENT
BY SHILOH CHURCH ORGANIZATIONS
Shiloh Baptist Church
King George, Virginia**

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. The following guidelines regarding the use of church facilities/equipment by **church organizations** are established to assist the church in fulfilling these obligations.

Church facilities shall be available for use by any Shiloh Baptist Church-related organization, i.e., Sunday school class, ladies', men's, youth or children's group, etc. The following policy applies for use and scheduling of the **Family Life Center**:

- a. Any church organization desiring to use a specific facility must contact the church secretary to schedule the use of the desired facility.
- b. The person making the request must specify the date and time for which the facility will be used.
- c. There being no conflicts, the event will be listed on the church calendar.
- d. A church-related or church-sponsored function shall always take precedent over a request by a church member or a non-church group. However, when schedule conflicts do arise, it is requested that all parties make every reasonable effort to adjust schedules. The pastor shall be the final authority if such schedule conflicts can not be otherwise resolved.
- e. 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.
- f. An adult church member must be in attendance for the requested activity.
- g. Church supplies such as paper products, coffee, etc., are available for use by church groups. If additional or sufficient quantities of supplies are not on-hand at the church, the responsible person should contact the church custodian or secretary, who will purchase or insure that the needed supplies are available.
- h. Those using the facility will be responsible for the care and cleanup of the facility after its use. This includes the removal of all trash and the placement of all equipment, chairs, tables, etc. in original locations.
- i. When using the kitchen and/or its equipment, the group shall be responsible for knowing how to use the equipment needed and may contact a member of the Hostess Team or church custodian for instruction if needed.
- j. When use of audio or visual equipment is required, the group shall be responsible for operation of the equipment. If help is needed, the group is responsible for contacting a member of the Technology Team prior to the event to be advised of the proper use of the equipment.
- k. Following the event, the responsible person shall turn off all lights and make sure the building is secured if the custodian is not present.
- l. All funerals shall be considered church-related functions, and all church members, teams/organizations and staff, are requested to help when possible.