



BUILDING USAGE POLICIES AND APPLICATION

The Cowee Baptist Church has received its property and buildings from the benevolent hands of Almighty God and the visionary labors of our forefathers. Therefore, we receive them as a sacred trust and have developed these policies to reflect our desire to bring the highest glory to God in order to advance His Kingdom and the greatest good to man in order to bring man to a closer relationship to God and one another.

***DISCLAIMER:** The guidelines pertaining to fees and insurance do not apply to church organizations (Ex: Sunday School, WMU, Brotherhood, etc.) or showers of members or church member families. All other events will fall under these guidelines.

CHURCH EVENTS include associational sponsored events and events sponsored by the North Carolina Baptist State Convention and/or Southern Baptist Convention.

HOW DO WE DEFINE CHURCH MEMBER OR CHURCH MEMBER FAMILY?

An active member is to be defined as one who attends worship services and supports Cowee Baptist Church as much as individual circumstances permit or a student or individual on temporary assignment in another area (college, missions, job, etc.) who was active prior to leaving. If the person making a request for facility use is a non-member, but the person's parent(s) **are** members, then the membership of the parent(s) would cover the usage fees of the facility.

Contact Information:

<i>Church Address:</i>	<i>6301 Bryson City Road</i>
<i>Church Office Phone:</i>	<i>(828) 524-3469</i>
<i>Church Office Email:</i>	<i>office@coweebaptist.org</i>
<i>Church Fax Number:</i>	<i>(828) 524-5687</i>

WHAT ARE THE STEPS TO SECURE USE OF FACILITIES?

1. Any use of church facilities must be scheduled through the church office.
2. Applicant is to be given a copy of the Building Usage Policies and Facility Use Application and sign that they have read, understood, and agree to abide by the guidelines.
3. If the Pastor is to be used for weddings, etc., he must be contacted personally. If another minister is to be used, the Pastor/Deacons must approve the minister to be used.
4. If the Music Director, Pianist, Organist or Sound Tech (note: only Cowee Baptist trained/approved sound techs may be used) is to be used for weddings, etc., they must be contacted personally.
5. The Special Events Coordinator must be used and needs to be contacted personally to coordinate required services and set-up.
6. If Fellowship Hall(s) and/or Kitchen(s) are to be used, the applicant must contact the Special Events Coordinator or person designated by the church and work with them on usage.
7. Final approval of building use must be made by the Pastor in consultation with the Church Council.

WHAT IS THE REQUIREMENT TO SCHEDULE AN EVENT?

Reservation and Compliance Fee (All Users)

*\$500.00 must be paid in full before the date can be placed on the church calendar. Reservation and Compliance Fee will be returned if all conditions are met and no damage or destruction of church property occurred. Cancellation of any event within 30 days of the date will be reviewed by the Pastor/Chairman of Deacons to determine the status of the refund/forfeit of the Reservation and Compliance Fee. Violation of the "Do's and Don'ts" policies or damage or destruction of church property will result in forfeiture of the Reservation and Compliance Fee.

**Note: For members of Cowee Baptist Church, non-wedding events (i.e., birthday parties, retirement parties, etc.) will not require a reservation fee.*

Scheduling Deadline

The minimum amount of time between scheduling of a non-church member related event and the date of the non-church member related event will be 60 days.

WHAT ARE THE FEES FOR OUR CHURCH FACILITIES?

<u>Usage Fees for our church facilities:</u>	<u>Members</u>	<u>Non-Members</u>
Sanctuary:	Free	\$300.00
Fellowship Hall:	Free	\$800.00
Kitchen:	Free	\$100.00
Crossover Area:	Free	\$300.00
The Hub:	Free	\$100.00

Clean-up Fees:

The prices listed are PER CLEANING.	<u>Members</u>	<u>Non-Members</u>
Sanctuary:	\$50.00	\$250.00
Fellowship Hall/Kitchen:	\$50.00	\$250.00
Crossover Area:	\$50.00	\$250.00
The Hub:	\$0	\$50.00

Additional Fees:

Organist/Pianist:	\$50.00
Sound Tech*:	\$50.00

*(ONLY Cowee trained/approved techs may operate the sound system and AV equipment.)

Fee Deadline:

All fees, in addition to the Reservation and Compliance Fee, must be paid at least 30 days before the event.

WHAT ARE THE PROCEDURES FOR ASSESSING DAMAGES TO THE BUILDING AND DAMAGES/LOSSES IN THE KITCHEN?

Damages to the building and equipment will be assessed by the Custodian immediately after the event. He will report his findings to the Chairman of the Building and Grounds Committee, Chairman of Deacons and the Pastor. They will notify the user of the cost for repairs and/or replacement of items. Damages/losses in the kitchen will be assessed by the Kitchen Committee. They will report their findings to the Chairman of Deacons and the Pastor. They will notify the user of the cost for repairs and/or replacement of items.

WHEN ARE THE CHURCH FACILITIES NOT AVAILABLE?

The church facilities will not be available:

1. When church programs are previously scheduled.
2. Facilities will not be available on Homecoming weekend, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and Easter weekend.
3. On a weekend in which a wedding occurs.
4. On Sundays prior to 1 p.m. with building vacated by 6 p.m.

WHAT IS THE REQUIREMENT FOR INSURANCE?

The user (for **non-church member** related activities) must present a copy of insurance coverage that will cover any injury/injuries that may occur while on church property and agree to waive any litigation against the church for any injury/injuries that might occur while on church property. There are one day policies that would cover these events.

WHAT ARE THE DO'S AND DON'TS?

1. No alcohol.
2. No illegal drugs.
3. No smoking in buildings.
4. No inappropriate language.
5. No pets.
6. For wedding receptions only the following dancing is permitted: Bride and Groom; Bride and Bride's Father; Groom and Groom's Mother. (See Item #7 regarding the music.) These are to consist of one dance for each pair. Dancing is not permitted at any other function held on church grounds.
7. Wedding music should be selected with Christian values and worship in mind and must be approved by the church Pastoral Staff or Music Director.
8. No tape, nails, or tacks on walls or pews.
9. No rice may be thrown inside or outside the building. Birdseed may be used, but only on the parking and sidewalk areas.
10. Dripless candles must be used and all areas underneath protected from candle wax in case of unexpected drips.
11. Must use appropriate dress that reflects Christian values.
12. Church facilities will be available for set-up only on the day before the event.
13. Must vacate facilities no later than 10:00pm.
14. No children under age 12 allowed in kitchen(s).
15. All drinks/food must be confined to the fellowship halls. NO food or drinks allowed in sanctuary at any time.
16. The Special Events Coordinator must be present for opening and closing of fellowship halls.
17. The kitchen equipment (stoves, refrigerators, dishwasher, warmer, etc.) for non-church events can only be used under the supervision of the Special Events Coordinator or a member of the Kitchen Committee.
18. No church equipment/furnishings are to be removed from their original location except for church related events. Only the old tables can be used for outdoor church related events.
19. Paper products are for church sponsored events only. All others must furnish their own paper products.
20. All food items and decorations are to be removed immediately following the event.
21. All wedding related items are to be removed from the church immediately.
22. Non-church members must furnish their own tablecloths. Church members will be charged a cleaning fee of \$7.00 each for church owned cloths.

CHECKLIST FOR COWEE BAPTIST FACILITIES USAGE:

Must be completed by the applicant and signed off on by the Special Events Coordinator/church office.

TASK	Applicant (check)	Special Events Coordinator/ Church Office (check and initial)
Scheduled event through church office & reserved all facilities needed.	<input type="checkbox"/>	<input type="checkbox"/>
Received, read, understood and agreed to abide by all information found in the <i>Cowee Baptist Building Usage Policies and Application</i> documents.	<input type="checkbox"/>	<input type="checkbox"/>
Completed, signed and submitted appropriate facility use application form to church office.	<input type="checkbox"/>	<input type="checkbox"/>
Paid \$500.00 Reservation & Compliance Fee to church office, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Received final approval for use of building from the Pastor/Church Council.	<input type="checkbox"/>	<input type="checkbox"/>
Submitted copy of insurance coverage, as described in Building Usage Policy, to church office. (non-members only)	<input type="checkbox"/>	<input type="checkbox"/>
Contacted the Cowee Baptist Special Events Coordinator and scheduled date/time to meet at the facility.	<input type="checkbox"/>	<input type="checkbox"/>
Met with the Special Events Coordinator.	<input type="checkbox"/>	<input type="checkbox"/>
Contacted the Pastor of Cowee Baptist, if he is to be used for wedding, etc.	<input type="checkbox"/>	<input type="checkbox"/>
If another minister is to be used for wedding, etc., secured approval from Cowee Baptist Pastor/Deacons.	<input type="checkbox"/>	<input type="checkbox"/>
Contacted a member of the Cowee Audiovisual Team regarding sound and AV needs. (Only Cowee trained/approved sound techs may be used.)	<input type="checkbox"/>	<input type="checkbox"/>
Contacted church Organist/Pianist, if they are to be used.	<input type="checkbox"/>	<input type="checkbox"/>
Paid all Facility Usage fees. (30 days prior to event)	<input type="checkbox"/>	<input type="checkbox"/>
Paid all Cleanup Fees. (30 days prior to event)	<input type="checkbox"/>	<input type="checkbox"/>
Paid Sound Tech fees, if used. (30 days prior to event, only Cowee Baptist trained/approved sound techs may be used.)	<input type="checkbox"/>	<input type="checkbox"/>
Paid Organist/Pianist fees, if used.	<input type="checkbox"/>	<input type="checkbox"/>
Had wedding music approved by church Pastoral Staff or Music Director.	<input type="checkbox"/>	<input type="checkbox"/>
Removed all food items and decorations applicant & party supplied for the event.	<input type="checkbox"/>	<input type="checkbox"/>
Removed all wedding related items.	<input type="checkbox"/>	<input type="checkbox"/>
The Special Events Coordinator/Kitchen Committee inspected the facility and assessed any damages/losses.	<input type="checkbox"/>	<input type="checkbox"/>
Applicant paid costs for any assessed damages/losses/repairs.	<input type="checkbox"/>	<input type="checkbox"/>
Refunded Reservation & Compliance Fee to applicant, if all conditions were met and all policies were adhered to.	<input type="checkbox"/>	<input type="checkbox"/>

Signature of Applicant

Signature of Special Events Coordinator

Date