

GILLIAM SPRINGS BAPTIST CHURCH BUILDING USE POLICY

[Revised 2026]

RESPONSIBLE STAFF: Executive Pastor

PURPOSE OF THE POLICY: The purpose of this policy is to establish and outline the general rules and expectations to be followed whenever a request is made for the use of any Gilliam Springs Baptist Church (GSBC) facilities.

ADMINISTRATOR OF POLICY: Executive Pastor and Facilities Ministry Team

SCOPE: The policies contained herein will apply to all persons, groups, and organizations requesting use of GSBC buildings and facilities. These policies will cover all use of buildings unless a separate policy has been approved for activities. These requests will fall into six categories:

1. Use of facilities by GSBC organizations
2. Use of facilities by GSBC church members
3. Use of facilities by Southern Baptist Denominational organizations and other churches
4. Use of facilities by civic organizations
5. Use of facilities by non GSBC members
6. Use of facilities in times of civic emergencies

GENERAL STATEMENT OF POLICY: The use of the buildings and facilities for GSBC is to meet the *PURPOSE STATEMENT* adopted by the church. The Facilities Ministry Team will determine if the proposed use meets the criterion.

FIRST PRIORITY: The ministerial teams and organizations within GSBC have priority on the use of the buildings for functions of the church. *NO MEETINGS, EVENT OR OTHER ACTIVITIES CAN TAKE PRECEDENCE OVER GSBC FUNCTIONS.*

RIGHT OF REFUSAL: The church reserves the right to refuse the use of its buildings and facilities by any group, agency, or individual. A scheduled event may be cancelled or rescheduled should it come in conflict with a GSBC-related event or activity.

EXPENSES: Any time church facilities are used, expenses to the church result. These include, but are not limited to utilities, cleaning, wear and tear, and administration. The individuals or groups that are using the church facilities are responsible for covering

these expenses. In rare and unusual circumstances, the church staff may wave required expenses for individuals or groups. The following policies govern the amounts and exceptions of these expenses. If any damage of GSBC property or equipment is incurred, those individuals will be responsible for reimbursing GSBC of damaged property

1. CHURCH ORGANIZATIONS:

GSBC organizations may use the buildings of GSBC without cost. Church wide activities have priority over all other functions. Church organizations must have their request date(s) approved by the church staff prior to being placed on the church calendar. You will then be notified of the approval or denial of your request by the GSBC Ministry Assistant.

2. CHURCH MEMBERS:

GSBC members may use church buildings and facilities for activities such as showers, teas, receptions, recitals, or similar activities. For birthday parties of church members 18 years old and under, the Community on Main facility can be rented. Other church buildings can be requested for special occasion birthdays for adults. Church ministry-related activities will have priority over church member facility requests. GSBC member activities will be scheduled on a first-come-first-serve basis, based on approval of requests. No activities may be scheduled more than six (6) months in advance. A scheduled event may be canceled or rescheduled should it come in conflict with a GSBC ministry-related event or activity. You will then be notified of the approval or denial of your request by the GSBC Ministry Assistant. All dates must be approved by the church staff prior to being placed on the church calendar and deposits and fees are paid. A staff appointed individual will open, close and supervise the use of the buildings and equipment or you will be provided with a card key for timed entry.

3. SOUTHERN BAPTIST DENOMINATIONAL ORGANIZATIONS OR OTHER CHURCHES:

Southern Baptist denominational organizations may use GSBC facilities without cost.

Church-related activities will have priority over organizational requests. Scheduling will be on a first-come-first-serve basis. All dates must be approved by the church staff prior to being placed on the GSBC calendar.

4. CIVIC ORGANIZATIONS:

Civic organizations whose beliefs and/or teachings that **DO NOT** conflict with the WORD OF GOD or Baptist Faith & Message 2000 may use the buildings of GSBC. Churchwide activities shall have priority over all non-GSBC functions. All dates must be approved by the church staff prior to being placed on the GSBC

calendar. You will then be notified of the approval or denial of your request by the GSBC Ministry Assistant. A staff-appointed individual will open, close and supervise the use of the buildings and equipment.

5. NON-GSBC MEMBERS:

Non-GSBC members may request the use of GSBC buildings and facilities based on availability and church personnel availability. All other GSBC activities have priority over all non-GSBC functions. Activities of non-GSBC members shall be scheduled on a first-come-first-serve basis. No activities in this category may be scheduled more than three (3) months in advance. All dates must be approved by the church staff prior to being placed on the GSBC calendar. You will be notified by the GSBC Ministry Assistant for approval or denial of your request. The cost will be in accordance with the cost schedule attached. A \$100 **refundable** deposit is required when turning in paperwork. You will receive the deposit back within 2 weeks after your event if no damages to GSBC property have been found.

6. DISASTER OR CIVIL EMERGENCIES:

The facilities of GSBC shall be available to civil defense, Red Cross and community leaders in time of disaster or civil emergencies. Requests can be made as far in advance as practically possible. Disaster or civil emergencies could take precedence over all other activities should GSBC staff deem it necessary.

FACILITY USAGE COST:

- | | |
|---------------------|--|
| • Classrooms | \$ 50/room |
| • Coffee Bar/NWC | \$ 75 |
| • Courtyard | \$ 75 |
| • Community on Main | \$ 75 |
| • ROC Gym (3 hours) | \$100 (\$50 for every hour after 3) |
| • Sanctuary | \$100 |
| • Student Building | \$100 |
| • Key card | \$ 25 deposit (refundable upon return) |

RENTERS CUSTODIAL RESPONSIBILITIES:

- Take out all trash to the dumpster located on the south side of the church building.
- Wipe down any surfaces you have used, including counters and tables. Return any equipment used to the state it was in prior to use or better.
- Sweep or vacuum any area of use.

Prior to the event, please make GSBC Ministry Assistant aware if you choose to pay an additional \$75 cleaning fee to have custodial services provided.

FACILITY RULES:

1. NO ALCOHOLIC BEVERAGES OR DRUGS are permitted in any buildings or on GSBC property. Anyone under the influence of alcohol or drugs will be removed from church property immediately. It is the responsibility of the person(s) requesting the facility to ensure this rule is strictly enforced.
 2. Smoking is prohibited in all areas of the church buildings, including restrooms and covered entranceways.
 3. Only the areas requested on the request form and approved for use may be entered. NO EXCEPTIONS.
 4. No furniture or furnishings will be moved or removed without the prior approval of the church staff.
 5. Sound and lighting systems may only be operated by GSBC trained and approved personnel.
 6. Food and drinks are permitted only in designated areas.
 7. Use of musical instruments and choice of music must be approved by Minister of Worship.
 8. No areas of the church may be used for childcare.
 9. If damages occur during the event, further charges will be determined by the Facilities Ministry Team and the responsible person will be charged for the damage.
 10. GSBC will not provide any paper goods or serving items for food that is served. Those are solely the responsibility of the person or party renting the space.
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- **It shall be the responsibility of the requesting individual, group or organization to contact the Ministry Assistant at GSBC and complete the Request for Church Facilities form at least one (1) month prior to the requested date.**
 - **Approval or denial of your request will typically be given within one (1) week. The church reserves the right to refuse the use of its buildings and facility to any group, organization, agency, or individual.**
 - **Payment and deposits should be turned in with this completed form. Events will *not* be calendared until fees are paid in full.**
 - **After review and approval of the requested date, and rental fees turned in to the church office, the event will be placed on the GSBC calendar.**

REQUEST FOR CHURCH FACILITIES

**PLEASE RETURN TO THE CHURCH OFFICE WITH ALL RENTAL FEES.
EVENTS WILL NOT BE PLACED ON THE CALENDAR UNTIL RENTAL FEES ARE PAID.**

NAME OF REQUESTER: _____

ADDRESS: _____

PHONE NUMBER: _____ EMAIL: _____

MEMBER OF GSBC? YES NO IS THIS A CHURCH RELATED EVENT? YES NO

TYPE OF EVENT AND DESCRIPTION OF PROPOSED ACTIVITIES:

DATE REQUESTED: _____ TIME REQUESTED: _____

FACILITY/FACILITIES REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Classroom - \$50/room | <input type="checkbox"/> ROC (Gym) - \$100 (\$50/hour after 3 hours) |
| <input type="checkbox"/> Coffee Bar/NWC - \$75 | <input type="checkbox"/> Sanctuary - \$100 |
| <input type="checkbox"/> Community on Main - \$75 | <input type="checkbox"/> Student Building - \$100 |
| <input type="checkbox"/> Courtyard - \$75 | |
| <input type="checkbox"/> Key Card Deposit - \$25 | <input type="checkbox"/> Optional Cleaning Fee - \$75 |

I have read and agree to comply with the rules of the Building Use Policy of GSBC

Signature of Requester

Date

 APPROVED

NOT APPROVED

Staff Signature

Date

COMMENTS: _____