



Brentwood Baptist

Facility Management Policy

Revised –3/20/2017

BrentwoodBaptist.com

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**FACILITY MANAGEMENT GUIDELINES
FOR BRENTWOOD BAPTIST CHURCH
- STATEMENT -**

Church Facility Use Policy

Brentwood Baptist's facilities at all campuses have been provided by God through people's tithes and offerings. The church desires that its facilities be used for bringing glory to God and connecting people to Jesus Christ through worship, discipleship and service. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the gospel of Jesus Christ to our community.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws and the Baptist Faith and Message. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Executive Pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a violation of the church's faith and religious practice (2 Cor. 6:14; 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community and that the church staff and members conscientiously maintain that message as part of their witness to the gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities at each campus, regardless of whether the facilities are connected to the church's corporate worship space.

Approved Users and Priority of Use

The executive pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the

church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The group or person seeking facility use must submit a signed "Outside Event Request" form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount requested, a certificate of insurance for at least \$1 million of coverage, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the executive pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name _____ Signature _____

Date _____

EVENT REQUEST GUIDELINES & PROCEDURES

All event requests by members or non-members must be sponsored by a ministry, align with the stated mission, vision, and values of Brentwood Baptist Church, and align with the goals of the sponsoring ministry. Unless stated within the approved application, the requesting organization does not have exclusive rights to the entire facilities and other events may be occurring at the same time in other areas of the facilities.

1. The staff member responsible for a particular ministry will be accountable for the activity complying with and conforming to the guidelines of this policy and all other policies of the church and for providing the necessary direction and supervision of the activity. It is the responsibility of the staff member to supervise, oversee and direct the activity of the individuals participating in the planning and conducting of the event. Thirty days before the event the sponsoring minister, ministry administrative assistant, outside organization representative will fill out the *Brentwood Baptist Outside Event Summary Agreement*. They will give the form to the Facility Administrative Assistant and Facility Manager for their approval. The Facility Department will keep the form in the event file. (Contact the Facility Department for a copy of the *Brentwood Baptist Outside Event Summary Agreement*.)
2. The sponsoring ministry staff member will designate a specific individual(s) to be the person(s) actively-in-charge of every event and notify the Facilities Management Office of their name. This designated actively-in-charge person(s) will be on site during the preparation, during the event, and during the after event takedown for the purpose of accountability.
3. The *Brentwood Baptist Outside Event Evaluation* will be completed for all events with an attendance of over 100 persons by the sponsoring minister/ministry no later than 10 days after the event. The outside organization will fill out the *Outside Organization Evaluation* no later than 10 days after the event. After both forms have been filled out the forms will be turned in to the Facilities Management Office and will be available to the church for evaluation of future events. (Contact the Facility Department for a copy of the *Brentwood Baptist Outside Event Evaluation Form*.)

The facility of Brentwood Baptist exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. If more than one request for facilities use is made for the same date, the order of priority is as follows:

1. Church programming, activities, events and ministries will always have first priority.
2. Church member requests, including weddings or funerals, will have second priority.

The philosophy of external or non-member groups requesting the use of the Brentwood Baptist facilities must be consistent with the stated mission, vision, and values of Brentwood Baptist Church and must be sponsored by a Brentwood Baptist ministry.

Non-church events will not be placed on the calendar more than six months in advance without the approval of the Senior Leadership Team. Weddings will not be placed on the calendar more than 12 months in advance without approval of the Senior Leadership Team.

If a conflict arises between ministries that cannot be resolved, then the parties involved can appeal to the Senior Leadership Team for a resolution.

All event requests must be entered in My ServiceU for consideration and approval before the event is publicized. It is the minister's responsibility to schedule and cancel event requests for their ministry group and for any groups their ministry sponsors. My ServiceU must be fully completed including the sections on childcare, communications, facilities (room set-up & doors opened), security, café support and technical needs or it will not be considered. Requests will be scheduled on a "first come, first serve" basis but are subject to change based on the broader needs/goals of the church. The Facilities Management Office will notify the user of any conflict or questions to negotiate changes of times or rooms.

- Requests for special events, use of the Worship Center, Baskin Chapel Hudson Hall and/or Wilson Hall will be approved by the Senior Leadership Team (or appropriate designee) contingent on completeness of information submitted and prior approval during the budget process. Notification of approval will occur within fourteen (14) days.
- Use of specific ministry areas (Hudson Hall, Childcare Rooms, Deaf Ministry Rooms, Student Ministry Rooms, Choir Room, Worship Center, Baskin Chapel etc.) will be approved by the ministry that oversees that area of the facility.
- Simultaneous events will not be scheduled in the Worship Center and Baskin Chapel without the approval of the Worship Planning Team.

The following are the procedures for reserving dates, times and rooms in the Brentwood Baptist facility.

1. The minister evaluates the event place and time. If event is for an external group the minister is sponsoring, then it is the minister's responsibility to verify that the group's mission and values align with the stated mission, vision, and values of Brentwood Baptist Church and align with the sponsoring ministry's goals.
2. The ministerial assistant checks My ServiceU for potential conflicts and sends back to minister if a conflict is detected. If this is a onetime meeting, video shoot or small event, under 50 people, at least 2 weeks' notice is needed. The assistant completes the My ServiceU screens and submits for approval.
3. The Facilities Assistant reviews the request in My ServiceU.
 - If no conflict exists or approvals are needed, the event is approved.
 - If a conflict is detected, communication is initiated with the requestor.
 - If further approval is required, the event remains as pending until approved by the following:
 - SENIOR LEADERSHIP TEAM for events in Worship Center, Baskin Chapel, Hudson Hall, Wilson Hall, or other major events.
 - OTHER MINISTRY AREAS if notifications are necessary or requested.Approval processes will be completed and sent back to the Facilities Assistant within 14 days of submission.
4. Facilities Assistant notifies requesting ministry of approvals, contingencies, or reasons for not approving event.
5. The Support Services boxes indicating Cafe support, childcare, communications, Hudson Hall tech, parking/security/ushers, and tech request must be marked if needed. It is the responsibility of the ministry requesting the event to communicate all of these needs at least 30 days prior to an event.
6. Member and non-member requests that come directly to the Facilities Management Office, rather than through a minister, will be instructed to complete an *Outside Event Request Form* to be submitted to the Senior Leadership Team for review. The Facility Administrative Assistant will provide the Senior Leadership Team with the specific event form that has been submitted. The Senior Leadership Team will verify that the group's mission and values align with the stated mission, vision and values of Brentwood Baptist Church and that there are no calendar conflicts. The Senior Leadership Team will then

submit the request for sponsorship consideration to the minister whose ministry goals align most closely with the external group.

7. Staff and ministry responsibilities for member and non-member event sponsorship include but are not limited to the following: Physical on-site presence during the event, welcoming and hospitality, questions and answers, guideline and policy adherence, pre- and post-event communication with event leadership as requested by the Facilities Management Office.
8. Any exception to these procedures must be approved by the Executive Pastor and/or the Senior Leadership Team.

REQUESTS FOR PHOTO/VIDEO SHOOTS

At times members or non-members may request the use of our facilities for a photo/video shoot. All such requests will be made to the Communications Minister at least two weeks prior to the shoot and shall include the following:

1. Purpose of the photo/video shoot, including how it will be used upon completion
2. Date and time needed, including projected length of the photo/video shoot
3. Space requested, indicating why Brentwood Baptist is the best venue
4. Special set-up needs to be furnished by Brentwood Baptist
5. Special sound tech or media related needs to be provided by Brentwood Baptist

Depending on the nature of the request (room usage, special equipment/lighting/set-up, hours to be used) a facility fee may be required prior to usage. The Communications Minister will notify the user, his Administrative Assistant, the Media Director's Administrative Assistant, and the Facilities Assistant of the approval and any required fee. The space will be scheduled in My ServiceU by the Media Director's Administrative Assistant. On the day of the event, the group will check in with the Facilities Management Office prior to proceeding to the approved space and will limit the photo/video shoot to the space that has been approved.

For usage fees, see pages 15-17

TIME OF USE

Normal Schedule: The facilities may be available for use on Monday-Friday from 8:00 a.m. until 9:00 p.m. and on Saturday from 8:00 a.m. to 8:00 p.m., except for Hudson Hall which is only available until 5:00 p.m. on Saturday. Any facility requests for approved church holidays (listed below) must be approved by the Senior Leadership Team and may result in surcharges for rooms and support services. If the facility is needed outside the normal schedule, arrangements must be made at time of booking, which will result in a surcharge for rooms and/or spaces used.

HOLIDAYS

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Week (December 25- December 31)

GENERAL USE POLICIES

The following list is to be read, understood and adhered to by all users.

1. All users are to use only the rooms assigned due to the set-up, preparation, and clean-up for other events within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of the church. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
3. The event organizers assume liability for damage to church property and agree to submit a certificate of insurance for the facility or property usage listing Brentwood Baptist Church as the additional insured. A copy of the *Certificate of Insurance* is required to be attached to this Agreement, and shall remain in force for the duration of the event.
4. An assigned custodian will be on duty during the time of building usage. This service is included in the room fee. This includes basic room set-up and clean up after the event. Additional services will be charged to the user on a cost recovery basis.
5. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. Brentwood Baptist Church assumes no responsibility for any equipment, merchandise or property left within the facility or on the property. This includes the shipments to and from the facilities and storage of equipment and merchandise.
6. If furniture or equipment is to be moved, it must be requested through the Specific Setup Instructions section of My ServiceU and approved by Facility Management. Furniture must be moved exclusively by church personnel to prevent damage to the building and church furniture and equipment. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
7. The furnishings and equipment (tables, chairs, etc.) owned by Brentwood Baptist are to be used exclusively for ministry functions of Brentwood Baptist. Musical equipment must be approved by the Music & Worship Instrumental Minister. Damages are the financial responsibility of the group using the furniture and equipment, and a security deposit may be required at the time of reservation. If damaged, arrangements should be made for replacement or repair by the user group.
8. No furniture or equipment may be removed or used away from the facility without the written permission and approval of the Facilities Management Office.
9. Media equipment, i.e., TV/DVD, projectors, screens, and/or AV equipment is subject to availability and approval and must be included in the agreement. Additional fees may be assessed for use of AV equipment.
10. Dining or the serving of food is limited to pre-approved designated areas. See *Kitchen Usage Policy* for further details.
11. Any publicity or promotion by the facility user must be approved by the Brentwood Baptist Communications Minister. In addition, signage required within the building should be coordinated with the Brentwood Baptist Communications Department.
12. No flyers, windshield advertising, or solicitation of any kind will be permitted on church property.
13. Nails, screws, tacks, glue, or cellophane tape may not be used on the walls, carpet, furniture, tile floor, or woodwork. Please use the grip-it strips in the rooms for hanging posters, etc. The ministry department or organization will provide their own grip-it strips. The Facility Department will provide cable channels and the appropriate tape for cable and electrical cords used on the ground for safety reasons.

14. There will be no decorations affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Facilities Management Office. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Facilities Manager.
15. All scenery or props must be free-standing. No nails, screws, or stage hooks may be used anywhere on the church premises, without the approval of the Facilities Manager.
16. Brentwood fire codes prohibit the use of candles: except for the use in worship services. At no time should the user permit chairs, equipment, etc. to block or obstruct any aisles, entries, passages, halls, or openings required for the standard or emergency flow of people.
17. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed set-up time for an event. The main weekday entrances will be doors B and C near the administrative area and door G of the Connection Center. All other exterior doors will remain locked for the protection of the staff and children.
18. The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
19. The sponsoring minister and Facilities Manager shall, at any time during setups, rehearsals, performances, or take down, have immediate access to any area of the church facilities being used.
20. Church childcare facilities are not available to activities, events, programs, or classes that are not a "Ministry of the Church." Any exceptions (including weddings) must be approved by the Preschool Minister and Senior Leadership Team.
21. AV equipment in any performance venue must be operated by church technicians approved and trained by the Media Director. Charges for technicians are listed in the fee schedule.
22. The Facilities Manager shall have the right to determine and acquire the use of outside security and firemen in the event they are required. Charges for these services will be added to usage fees.
23. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. No events shall be held that: promote anti-Christian values or teachings, teach anti-Baptist doctrine, or endorse actions that oppose the church's statement of faith.
24. Report any maintenance problems and damages to the Facilities Management Office immediately.
25. Failure to honor the above regulations may result in additional custodial and/or restitution fees.
26. The sponsoring minister (or designee) shall inspect the facility to assess the condition of the building and equipment which was used to verify that rooms and furnishing were returned to proper order. If the condition of the building and/or equipment is not left in proper order, the sponsoring ministry will be assessed for the cost of additional cleaning or services required to restore to original condition.
27. Any exceptions to these policies must be approved by the Executive Pastor and/or the Senior Leadership Team.

Signature:

	Representative of Organization	Date
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Signature:

	Sponsoring Minister	Date
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Hold Harmless Agreement for Non-Members

In consideration of the permit to use the Brentwood Baptist Church facilities herein before described, the undersigned user hereby agrees to indemnify, defend, and hold Brentwood Baptist Church harmless from and against any claims, actions, or demands alleging that Brentwood Baptist Church has any liability to any third party arising from the subject use of the facilities. Brentwood Baptist Church is not liable for any direct, indirect, incidental, special, or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to Brentwood Baptist Church, its members, agents, employees, successors, and assigns.

(Group sponsor signature)

Use of the Parlor

The Parlor is available for meetings, Bible studies, baby showers, small wedding receptions, wedding showers, wedding photographs, bridal dressing area, and family gathering place prior to funerals held at Brentwood Baptist. The Parlor may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings.

- Furniture may not be moved in or out except by Brentwood Baptist facilities personnel.
- The Parlor should be left in the same condition as it was found.
- Bridal parties should bring no cosmetics, curling irons, or hair dryers into the Parlor. These items are limited to the Bride's Room.
- There will be no food or drink allowed in the Parlor unless the Parlor has been reserved in advance for that function.
- There will be no food preparation in the Parlor. (Please use the catering kitchen.)
- There will be no decorations affixed to the walls.

Use of the Worship Center

The Worship Center is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of the Worship Center should not exceed 2,550 people at any time. The Worship Center may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of the Worship Center will be approved through the Senior Leadership Team.

- There will be no decorations affixed to the walls, pews, or surfaces in the Worship Center without the consent and approval of the Worship Office and the Facilities Management Office.
- The Worship Office will be notified of every request to use the Worship Center for approval.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please follow the General Use Policies on page 7.
- Movement of equipment, instruments, chairs, and stands must be approved by Worship Staff. All furnishing and equipment must be moved by approved Brentwood Baptist personnel only and may result in an extra charge.
- There will be no food or drink allowed in the Worship Center except for the Lord's Supper.

Use of Baskin Chapel

Baskin Chapel is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of Baskin Chapel should not exceed 250 people at any time. Baskin Chapel may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Baskin Chapel will be approved through the Senior Leadership Team.

- There will be no decorations affixed to the walls, pews, or surfaces in Baskin Chapel without the consent and approval of the Worship Office and the Facilities Management Office.
- The Worship Office will be notified of every request to use Baskin Chapel for approval.
- All furnishings and equipment must be moved by approved Brentwood Baptist personnel only and may result in an extra charge.
- There will be no food or drink allowed in Baskin Chapel except for the Lord's Supper.

Use of the Classrooms

- There will be no decorations affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Facilities Management Office. Grip-it strips are provided in each room for hanging posters, announcements, etc.
- There will be no coffee pots, toaster ovens, or small appliances kept in or brought into the classrooms.
- Food and soft drinks may be served in classrooms. All leftovers are to be removed immediately following the event. All trash must be placed in the appropriate trash receptacles.
- All furnishings and equipment must be moved by approved Brentwood Baptist personnel. Furniture should not be moved from room to room. Contact the Facilities Management Office if your pre-arranged room set up is not appropriate.

Use of Break Rooms

- Break rooms are provided for the convenience of the church staff, employees, and church members.
- Break rooms should be kept clean and orderly by every user, including labeling of food with name and date, not using another's food, and placing all food to be discarded in the trash.
- There will be no decorations affixed to the walls or surfaces in the rooms without the consent and approval of the Facilities Management Office.

Use of Choir Room

The Choir Room is available for groups of 200 or less. The use of the Choir Room will be approved by the Worship Office.

- There will be no decorations, posters, etc. affixed to the walls, chairs, or surfaces in the Choir Room without the consent and approval of the Worship Office and the Facilities Management Office.
- All furnishings and equipment must be moved by approved Brentwood Baptist personnel.

Use of Wilson Hall

Wilson Hall is available for receptions, productions, dinners, and large gatherings. The capacity of Wilson Hall should not exceed 1,000 people at any time. Space within Wilson Hall may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Wilson Hall will be approved through the Senior Leadership Team.

- To set up for Sunday morning LIFE Groups, users must be out of Wilson Hall by 8:00 p.m. on Saturday evenings. If the facility is needed past 8:00 p.m., arrangements must be made at time of booking and will result in a surcharge for rooms and/or spaces used.
- All food service must be coordinated through the Church Food Service Director and follow the *Kitchen Use Policy*.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please follow the *General Use Policies* on page 7.
- There will be no decorations affixed to the walls, movable partitions, or surfaces in the rooms without the consent and approval of the Facilities Management Office.

Use of Hudson Hall

Hudson Hall is available for receptions, productions, dinners, and large gatherings. The capacity of Hudson Hall should not exceed 1,140 people at any time. Space within Hudson Hall may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Hudson Hall will be approved through the Connection Center Team.

- No activities may be planned in Hudson Hall on Tuesdays, Wednesday, and Thursdays without prior approval from the Facilities Management Office or Connection Center Team.
- To set up for Sunday morning Worship and LIFE Groups, users must be out of Hudson Hall by 5:00 p.m. on Saturday evenings. If the facility is needed past 5:00 p.m., arrangements must be made at time of booking and will result in a surcharge for rooms and/or spaces used.
- Events requiring the use of the center bleachers may not extend past 5:00 p.m. on Saturday.
- All food service must be coordinated with the Church Food Service Director.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed please follow the General Use Policies on page 7.
- Any use or movement of musical or stage equipment will require approval through the Media Ministry. Facilities staff will not move any musical equipment or tech booth. If staging or bleacher use necessitates the moving or rearranging of musical instruments and tech equipment it must be done under the direction and supervision of approved Brentwood Baptist personnel, and may result in an extra charge.
- There will be no decorations affixed to the walls, catwalks, or surfaces in the rooms without the consent and approval of the Facilities Management Office.

Use of Inman Deaf Chapel

Inman Deaf Chapel is available for seminars, teaching space, and worship. The capacity of Inman Deaf Chapel should not exceed 280 people at any time. Inman Deaf Chapel may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Inman Deaf Chapel will be approved through the Deaf Ministries Office.

- There will be no decorations affixed to the walls, seats, or surfaces in Inman Deaf Chapel without the consent and approval of the Deaf Ministry and the Facilities Management Office.
- All furnishing and equipment must be moved by approved Brentwood Baptist personnel only.
- There will be no food or drink allowed in Inman Deaf Chapel except for the Lord's Supper.

Wedding Policies

If you're interested in scheduling a wedding at Brentwood Baptist, either the BRIDE or GROOM must be members or regular attenders of this church. Verification of regular attendance requires a letter from a Brentwood Baptist minister.

For non-members whose parents or grandparents are members of Brentwood Baptist, special consideration will be made by the wedding committee.

For more information, to schedule a consultation, or to continue the process of scheduling a wedding, please contact the Facilities Assistant at 615.324.6219.

Additional information can also be found at www.brentwoodbaptist.com/pdf/Baskin_Chapel_Wedding_Policy.pdf

Funeral Policy

- Funeral services will be provided to the members of Brentwood Baptist Church and their immediate families. Exceptions to this rule will be made by the Pastor, Executive Pastor, and/or the Congregational Care Minister.
- Funeral scheduling is to be coordinated through the Congregational Care Coordinator at 615.324.6109.
- The Worship ministry team will work closely with the Congregational Care Coordinator to respond to the desires of the family. All musical elements will be approved by the Worship ministry team.
- Request for an order of service, printed program, musicians, technical needs, etc. will be communicated through the Congregational Care Coordinator.

Instrument Usage Policy

- The harp, organs, electronic keyboards, percussion equipment, and other musical instruments are not available on a regular basis to church members. However, in certain circumstances permission may be granted for use. The following guidelines apply to those certain circumstances in which permission is granted:
- It is the responsibility of the party interested in using an instrument to obtain permission from the Worship Instrumental Minister.
- The church does not provide a player for any instrument. It is the responsibility of the party using the equipment to contract separately for someone to play it. (Contact the Facilities Administrative Assistant for a list of musicians.)
- No flowers, ribbons, or decorations of any kind may be affixed in any way to ANY church-owned musical instruments.

Brentwood Baptist Church reserves the right to refuse use of any instrument in the event of a schedule conflict. In addition, no instrument can be moved from the church building. Musical Instruments inside the building are not to be moved for any reason. If a move is required, only persons approved by the Worship Instrumental Minister are to be used. Rooms with a piano may be reserved for any event following the standard policies. Regular piano tunings are done on all pianos in the building. If a special tuning is needed for a group, the fee will be \$95.00 and the tuning will be coordinated by the Worship Assistant with one of our approved piano tuners.

Catwalk and Lift Policy

Only persons trained and approved by the Facilities Management Office are allowed to work in the catwalks or in a Brentwood Baptist provided lift.

FEE SCHEDULE FOR MEMBERS

Brentwood Baptist offers use of its facilities to members provided the activities are in keeping with the church's mission statement and sponsored by a Brentwood Baptist ministry. Occupancy fees cover room set-up and custodial services within normal limits. If additional custodial services are necessary, they will be charged on a cost recovery basis. These fees do not include childcare, sound, lighting, graphics, musicians, security, or other personnel.

Room	Half Day (Up to 6 Hrs.)	Whole Day (7-12 Hrs.)
Choir Room	\$50	\$100
Wilson Hall Rooms when divided (per room)	\$75	\$150
Wilson Hall G	\$100	\$200
Classrooms	\$35	\$70
Parlor/Catering Kitchen	\$75	\$150
Wilson Hall (when used as one room)	\$500	\$1,000
Wilson Hall Kitchen	See Kitchen Use Policy – APPENDIX B	
Worship Center	\$500	\$1,000
Hudson Hall	\$500	\$1,000
Baskin Chapel	\$300	\$600
Inman Deaf Chapel	\$150	\$300

- **Any exception to this fee schedule must be approved by the Executive Pastor and/or Business Administrator**
- Due to the worship schedule of Brentwood Baptist, Saturday and Sunday events may be subject to additional charges. Services will be charged on a cost recovery basis.
- Events requiring the clearing of the worship platform will be billed an additional fee over and above the half and whole day Worship Center fees and must be coordinated through the Worship Office.
- Reservations for any event require the user to go through a Brentwood Baptist ministry using the procedure outlined on page 4.
- The Facilities Management Office and/or Business Administrator reserves the right to ask for a security deposit for any event.
- For use of the specific rooms for extended periods of time, utilities and supplies may be charged on a cost recovery basis.
- Media and technical support fees will be billed at rates listed on page 17.

FEE SCHEDULE FOR NON-MEMBERS

Brentwood Baptist offers use of its facilities to non-members provided the activities are in keeping with the church’s mission statement and sponsored by a Brentwood Baptist ministry. Occupancy fees cover room set-up and custodial services within normal limits. (See page 13 for Wedding Fees.) If additional custodial services are necessary, they will be charged on a cost recovery basis. These fees do not include childcare, sound, lighting, graphics, musicians, security, or other personnel.

Room	Half Day (Up to 6 Hrs.)	Whole Day (7-12 Hrs.)
Choir Room	\$100	\$200
Wilson Hall Rooms when divided (per room)	\$150	\$300
Wilson Hall G	\$200	\$400
Classrooms	\$70	\$140
Parlor/Catering Kitchen	\$150	\$300
Wilson Hall (when used as one room)	\$2,000 Minimum	
Wilson Hall Kitchen	See Kitchen Use Policy – APPENDIX B	
Worship Center	\$2,000 Minimum	
Hudson Hall	\$1,000	\$2,000
Baskin Chapel	\$600	\$1,200
Inman Deaf Chapel	\$300	\$600

- **Any exception to this fee schedule must be approved by the Executive Pastor and/or Business Administrator.**
- Events requiring the clearing of the worship platform will be billed an additional fee over and above the half and whole day worship center fees and must get prior approval from the Worship Office.
- Due to the worship schedule of Brentwood Baptist, Saturday and Sunday events and events requiring custodial over time are subject to additional charges. Services will be charged on a cost recovery basis.
- An approved event requires sponsorship by a Brentwood Baptist ministry and appropriate minister as outlined on page 4.
- Fees from this schedule may be altered per ministerial request with approval of the Business Administrator. A 50% deposit may be required at the time of booking with the balance due no later than the day of the event.
- For use of the specific rooms for extended periods of time, utilities and supplies may be charged on a cost recovery basis.
- Media and technical support fees to be billed at rates listed on page 17.

FEE SCHEDULE FOR OUTSIDE GROUP EVENTS

Brentwood Baptist offers use of its facilities to non-members provided the activities are in keeping with the church's mission statement and sponsored by a Brentwood Baptist ministry. Occupancy fees cover room set-up and custodial services within normal limits. (See page 13 for Wedding Fees.) If additional custodial services are necessary, they will be charged on a cost recovery basis. These fees do not include childcare, sound, lighting, graphics, musicians, security, or other personnel.

Room	Half Day (Up to 6 Hrs.)	Whole Day (7-12 Hrs.)
Choir Room	\$100	\$200
Wilson Hall Rooms when divided (per room)	\$150	\$300
Wilson Hall G	\$200	\$400
Classrooms	\$70	\$140
Parlor/Catering Kitchen	\$150	\$300
Wilson Hall (when used as one room)	\$2,000 Minimum	
Wilson Hall Kitchen	See Kitchen Use Policy – APPENDIX B	
Worship Center	\$2,000 Minimum	
Hudson Hall	\$1,000	\$2,000
Baskin Chapel	\$600	\$1,200
Inman Deaf Chapel	\$300	\$600

- **Any exception to this fee schedule must be approved by the Executive Pastor and/or Business Administrator.**
- Events requiring the clearing of the worship platform will be billed an additional fee over and above the half and whole day worship center fees and must get prior approval from the Worship Office.
- Due to the worship schedule of Brentwood Baptist, Saturday and Sunday events and events requiring custodial over time are subject to additional charges. Services will be charged on a cost recovery basis.
- An approved event requires sponsorship by a Brentwood Baptist ministry and appropriate minister as outlined on page 4.
- Fees from this schedule may be altered per ministerial request with approval of the Business Administrator. A 50% deposit may be required at the time of booking with the balance due no later than the day of the event.
- For use of the specific rooms for extended periods of time, utilities and supplies may be charged on a cost recovery basis.
- Media and technical support fees to be billed at rates listed on page 17.

Tech Fee Schedule

Tech fees apply to events not initiated and planned by Brentwood Baptist Church or its ministries.

<u>Worship Center</u>	<u>Member</u>	<u>Non-Member</u>
Audio/Lights	\$100	\$200
Projectors	\$150	\$300
Personnel	\$30/hr. per person	Quote
Cameras	\$30/hr. per person	Quote
<u>Hudson Hall</u>		
Audio/Lights	\$50	\$100
Projectors	\$100	\$200
Personnel	\$30/hr. per person	Quote
<u>Wilson Hall</u>		
Audio/Lights	N/C	\$75
Projector	\$50	\$150
Personnel	\$30/hr. per person	Quote
<u>Baskin Chapel</u>		
Audio/Lights	N/C	\$50
Projector	\$50	\$100
Personnel	\$30/hr. per person	Quote
<u>Choir Room</u>		
Audio	N/C	\$25
Projector	N/C	\$50
<u>Marketplace</u>		
Audio/Lights	N/C	\$50
Projector	\$25	\$75
<u>Deaf Chapel</u>		
Audio/Lights	N/C	\$50
Projector	\$50	\$100
Personnel	\$30/hr. per person	Quote
<u>Additional Items</u>		
Portable Projector	N/C	\$25
Small Portable Sound System	N/C	\$50
Medium Sound System	N/C	\$100
LCD TV w/DVD and VGA	N/C	\$25
Portable Lighting	N/C	\$50
Hard-Disc audio recorder	N/C	\$25
Video recording	Quote	Quote
Holiday Pay (for personnel when offices are closed)	\$45/hr.	Quote
Weddings – Audio/Lighting	N/C	N/C
Weddings – Projector(s)	\$50	\$50
Weddings – Personnel	\$140 (flat rate – rehearsal/wedding)	\$140 (flat rate – rehearsal/wedding)
Wedding receptions – Personnel	\$30/hr. per person	\$30/hr. per person
Funerals	\$50 (flat rate – personnel & equip)	\$50 (flat rate – personnel & equip)

Stage Reset: *Equipment and instruments on stage are not to be moved without approval.* However, if equipment needs to be moved for the Worship Center there will be a \$650 fee. For Hudson Hall, there will be a \$200 fee. This covers personnel for resetting it for the following services.

APPENDIX A- SUPPORT SERVICES

CHILDCARE POLICY

- Childcare must be requested by a ministry office with the supervising minister's approval. Individuals or teams within the church should go through a sponsoring ministry office to request childcare.
- Childcare must be requested through the Facilities Management Office by the use of My ServiceU. The request will then be considered by the Preschool Ministry Office and notification of approval and childcare room assignments will be given to the Facilities Management Office. The ministry requesting childcare will also be notified of approval and provided with the necessary forms for reservations if needed. If childcare is not approved, these offices will be notified as well with the reason for the disapproval. If childcare reservations are necessary, the sponsoring ministry will be responsible for communicating with the Preschool Ministry office to keep an accurate accounting of the reservations.
- Childcare rooms and childcare personnel are to be scheduled by the Preschool Ministry office only.
- Regular childcare hours will be held on Tuesday, Wednesday, Thursday, and Sunday evenings and may be used by anyone involved in an activity approved by the Facilities Management Office for these hours.
- Childcare will be provided by approved childcare personnel with a minimum of 2 workers. The quantity of childcare workers will be set by the Preschool Ministry office based upon previous experience or the number of reservations, whichever applies.
- Childcare will not be provided for outside organizations using the facility.
- Childcare costs outside of the regular hours provided on Tuesday, Wednesday, Thursday and Sunday evenings will be charged to individual ministries requesting the care. These costs will be charged at 100% of actual cost to the requesting ministry. Church-wide events not requested by individual ministries will be charged to the standard childcare budget.
- Childcare will be provided at the Brentwood Baptist Church facility only. At least one parent or an adult responsible for a child should remain at the church unless prior approval is given by the Preschool Ministry Office.
- Children may be taken to childcare 15 minutes prior to an event and should be picked up immediately following the conclusion of the event.

Internet/IT Requests

- Do you need Internet for your event? If you do please, let us know the location of where you need the Internet within the facility, or if you need it in multiple locations. (Contact Brentwood Baptist Director of Information and Technology for further instructions.)
- How many IP addresses do you need?
- Are you bringing your own networking gear?

Please note:

- Due to interference with our wireless network, additional access points are not permitted.
- The guest wireless Internet is not for primary production needs at events.

- We cannot guarantee bandwidth for the guest Wi-Fi.

Ushers/Parking Lot/Security

For events at Brentwood Baptist with an expected attendance of 1,000 or more, arrangements for ushers, ticket takers, greeters, parking lot/traffic flow, and police/security should be directed through the Service Team Ministry. A meeting with the Service Team to assess the needs should be scheduled no later than 90 days before the event.

The following information is required:

- Name of sponsoring Brentwood Baptist ministry area
- The expected attendance
- Times that the event will begin and end
- Expected work schedule of staff working the event
- Any special parking needs
- Any particular entrances needed for the majority of those attending
- The amount of reserved seating and method of designating seating

Once the event has been approved/calendared and the above information is received, the Service Ministry Team will secure the proper ushers, parking lot personnel, greeters, and security/police. For serving in this capacity, each volunteer will receive one (1) complimentary ticket to the event, seating in a reserved area for the event, and a light meal before the event.

Police coverage for traffic flow and security is required for events with over 1,000 in attendance. The current rate for Brentwood Police coverage is \$50 with a four (4) hour minimum required by the Brentwood City Police Department.

APPENDIX B - Use of Wilson Hall Kitchen

SCOPE: All ministers, non-ministerial staff members, and church members.

PURPOSE: These policies are designed to provide guidance for the use of the Food Service Area, to promote cleanliness and good health practices, to ensure the proper use of the equipment as well as the safety of individuals or groups using the area and the equipment.

POLICY: The Food Service Area is managed by Southern Foodservice Management (SFM) and is viewed as three separate areas. They are: the Beverage Area, Serving Area, and Kitchen Area. Each area may be reserved independently of other areas. Only one booking will be allowed in the Food Service Area at a time. For example, two groups may not use the beverage area at the same time. Reserving the Kitchen Area gives access to all three areas. Wilson Hall must be reserved separately.

PROCEDURE

The Beverage Area

The Beverage Area, where the coffee machines and ice bin are located, will be used for preparing beverages for Wednesday Night Suppers or other church-wide events. The Beverage Area may also be reserved for events not involving food. There will be no charge for the use of the Beverage Area when the area is manned by one of the volunteer Beverage Hosts or Hostesses.

1. Beverage Hosts and Hostesses are volunteers approved and trained by the Food Service Staff in the proper use of the beverage making equipment.
2. The Beverage Hosts or Hostesses on duty will arrive early enough to open the Beverage Area, make the beverages, set-up the paper products and condiments, supervise the area during the event and clean-up after the event. The drinks and condiments must be purchased through SFM.
3. The Beverage Hosts or Hostesses will give the Food Service Director a list of products used. The cost will be charged to the respective ministry.
4. The Beverage Area must be reserved seven days in advance through the Food Service Director.
5. A list of approved Beverage Hosts and Hostesses will be given to the reserving party. It will be the responsibility of the reserving party to enlist a Beverage Host or Hostess for the event.
6. The Beverage Host or Hostess will be responsible for cleaning up the Beverage Area. A fee of \$20.00 per hour will be charged to the user if the area is left unclean.
7. An employee of the Food Service Staff may be hired at \$20.00 per hour for a minimum of three hours to man the Beverage Area for an event.

The Serving Area

The Serving Area of the kitchen will be used for Wednesday Night Suppers and other church-wide events requiring full use of the kitchen. It may be reserved by ministries and groups to use for covered dish meals, small receptions, and other events not requiring the kitchen.

1. Ministries using the Serving Area must have a trained* person from their group at the event to set up, clean up, and close down. The reserving party must dispose of all leftover foods and clean the area after the event.
2. The Serving Area will be reserved at least 30 days in advance through the Food Service Director.
3. Ministry areas will be billed for all supplies and paper products used.
4. The user will be responsible for cleaning up the Serving Area. A fee of \$20.00 per hour will be charged to the user if the area is left unclean.

*Training will be provided by the Food Service Director

The Kitchen

The Kitchen, where all of the large commercial equipment is located, will be used for Wednesday Night Suppers and other church-wide events requiring food prep. It may be reserved by ministries for use in preparing and serving meals.

1. A Food Service Employee must be present whenever the kitchen is in use. The Food Service Employee will monitor and oversee the operation of the equipment. An employee of the Food Service Staff will be hired at a rate of \$20.00 for a minimum of five hour.
2. Arrangements for the catering of food by our Food Service Staff may be made through the Food Service Director at 615.324.6155. (See policy below for the use of outside caterers.)
3. The Kitchen must be reserved through the Food Service Director and the Facilities Manager's Office no less than 30 days in advance.
4. Respective ministry areas will also be charged for the food costs for food prepared by the Food Service Staff and all supplies and paper products they use.
5. The user will be responsible for cleaning up the Kitchen Area. A fee of \$20.00 per hour with a three-hour minimum will be charged to the user if the area is left unclean.
6. Any food preparation involving the meat slicer, the electric mixer, or the deep fryer must be conducted by a food service employee.

Wilson Hall

Wilson Hall must be reserved separately through the Facilities Manager's Office.

1. Users may reserve Wilson Hall without reserving the kitchen areas. Use is subject to the policies for Wilson Hall.
2. Pre-prepared or boxed meals may be served without reserving the kitchen areas at no additional cost if the area is left clean. A fee of \$20.00 per hour will be charged to the user if the area is left unclean.

Non-Church Ministries

A separate policy applies to non-church ministries who use these areas. These policies are available upon request through the Facilities Manager's Office.

APPENDIX C – SEVERE WEATHER POLICY

In case of inclement weather, we have two primary concerns: your safety and good communication. Please check the Brentwood Baptist website for updates or call 615.324.6173 to check our Event Cancellation Line.

Our ongoing Inclement Weather Policy is as follows:

Closing of the church office

In those instances where severe weather hinders normal operation of the church office, the following guidelines will be used:

1. Unless the office is closed on decision of the Executive Pastor or his delegated representative, each employee is expected to get to work in a timely but safe manner. If the decision is made to close the office, employees will not need to use vacation time or unpaid time off.
2. Any decision on closing the office or delay of the office's opening will be made as soon as is practical by the Executive Pastor or their delegated representative, and that information will be placed on the Event Cancellation Line at 615.324.6173. To confirm the opening or closing of church offices, employees are expected to check the Event Cancellation Line.
3. No employee is to subject themselves to unnecessary danger in order to get to work. The underlying policy of the church, however, is no work, no pay. An employee who chooses not to try to come to work on a day when the office is open may take a vacation day or unpaid time off.
4. In the event the office is closed, the Executive Pastor or his delegated representative will notify the Communications Minister so this information can be posted to the Event Cancellation Line and on our website.

Cancellation of BYCS

Brentwood Young Children's School follows the decision of Williamson County School system. If WCS cancels classes, BYCS will not meet. If WCS begins late, BYCS will open at 10:00 a.m. If WCS closes early, BYCS will close 30 minutes after high school and middle school which would be 30 minutes before elementary school. In the event of closing early, the car pickup line will not run. Please come inside to pick up your child. This information will be posted on the Event Cancellation Line at 615.324.6173 and on our website.

Cancellation of scheduled activities

In case of inclement weather, we have two primary concerns: the safety of our members and good communication.

1. When inclement weather begins on Saturdays or weekdays other than Wednesday evening, a decision will be made by the minister responsible for the activity in collaboration with the Facilities Manager and the event leaders. We will try to make decision on whether activities will be cancelled by 7:00 a.m. for daytime activities and no later than 4:00 p.m. for evening activities.
2. The minister responsible for the activity must call the Communications Minister who will post the information on the Event Cancellation Line at 615.324.6173 and on the website. It is the responsibility of the ministers and their lay leaders to check the phone line and website and communicate this information with the participants of their activities.

3. In the event inclement weather begins while activities are in process, a decision will be made by the minister responsible for the activity in collaboration with the Facilities Manager. For large activities, a decision will be announced to the members over the Emergency Fire System Intercom, which is located in the Facilities Management office. For small activities the minister responsible for the activity must contact the Facilities Manager in order to secure the building.

Cancellation of Sunday and Wednesday Night activities

In case of inclement weather, we have two primary concerns: the safety of our members and good communication.

1. When inclement weather begins on a Sunday or Wednesday, the Executive Pastor, or his delegated representative, will seek input from the Facilities Manager concerning the accessibility of the church premises as well as the overall condition of Williamson County. A decision will be made by 1:00 p.m. on Sundays and 1:00 p.m. on Wednesdays whether to cancel activities. If activities are cancelled, all ministries must adhere to this policy for the safety of participants and security of the building.
2. The Executive Pastor will call the Communications Minister who will post the information on the Event Cancellation Line at 615.324.6173 and on the website. It is the responsibility of the ministers and their lay leaders to check the phone line and website and communicate this information with the participants of their activities.
3. In the event inclement weather begins while activities are in process, a decision will be made by Executive Pastor in collaboration with the Facilities Manager. The decision will be announced to the members over the Emergency Fire System Intercom, which is located in the Facilities Management Office.

Cancellations of Sunday morning activities

In case of inclement weather, we have two primary concerns: the safety of our members and good communication.

1. When inclement weather begins on Sunday morning, the Executive Pastor, or his delegated representative, will seek input from the Facilities Manager concerning the accessibility of the church premises as well as the overall condition of Williamson County. A decision will be made by 6:00 a.m. Sunday morning whether to cancel services. If activities are cancelled, all ministries must adhere to this policy for the safety of participants and security of the building.
2. The Executive Pastor will call the Communications Minister who will post the information on the Event Cancellation Line at 615.324.6173 and on the website. It is the responsibility of the ministers and their lay leaders to check the phone line and website and communicate this information with the participants of their activities.
3. In the event inclement weather begins while activities are in process, a decision will be made by Executive Pastor in collaboration with the Facilities Manager. The decision will be announced to the members over the Emergency Fire System Intercom, which is located in the Facilities Management Office.

APPENDIX D – OTHER FACILITY GUIDELINES

Building Key Policy

- Church staff will be assigned a key(s) by the Facilities Management Office.
- Copying keys or propping open doors is prohibited in order to protect our employees, church members, children, and the facility. Doing so could place other individuals in danger.
- The building will be accessible through all entrances for church-wide events unless otherwise noted.
- Daily building access will be scheduled by the Facilities Management Office.
- Temporary keys may be checked out from the Facilities Management Office for specific events with approval from the Facilities Manager.

Office and Work Room Guidelines

- Offices and work rooms should be kept orderly and as neat as possible. Facilities Management will empty trash and vacuum on a regular basis. It is the responsibility of each employee to dust their own work area. Supplies can be checked out from the Facilities Management Office.
- Offices, desks, and work surfaces should be cleaned and cleared off on Wednesday and Friday afternoons in preparation of Wednesday night events and weekend worship services.
- There will be no decorations affixed to the walls or surfaces in the offices without the consent and approval of the Facilities Management Office.

Additional Facility/Fire Code Requirements

All hallways and corridors are to be kept free of materials that could pose a potential hazard in an emergency situation.
(NFPA101)