

High Street Baptist Church Policy & Procedure for Facility Use

It is our desire to be good stewards of the resources God has provided us. We want to be good stewards of our time, talent and finances. With that in mind, we have established a set of policies and procedures to help with the decision making process, to minimize scheduling conflicts and better manage the many events that occur here at High Street.

Scheduling Policy

All activities and use of any part of the building and grounds must be requested a minimum of 30 days prior to the event date.

All scheduled church-wide activities will take priority.

For any non-church related events, we are unable to reserve the facilities more than 6 months in advance.

All non-church related events must obtain administrative approval.

The administrative approval process may take up to 10 business days in order to allow for the commitment of resources. (heat/air, unlock doors, security, lights, room set-up, IT needs, etc.).

Dates will be reserved on our monthly calendar pending administrative approval.

Event date(s) and times should include set-up and tear-down time also.

All facility use requests are subject to availability.

Resource Use Policy

Auditorium:

The use of the auditorium requires a contract and a fee for non-church events. HSBC Audio/Visual Engineers are required when using the auditorium and must be compensated by the requester. All furniture and equipment (including the piano) may **not** be moved or removed from the stage.

Chapel:

The chapel is available with no fee to church members for church-related events (i.e. Sunday School class activity). The chapel may be made available for non-church related events for a fee.

Gymnasium:

The gymnasium is available with no fee for church-related events (i.e. Sunday School class activity). The gymnasium may be made available for non-church related events.

IT Infrastructure:

If computer systems technical support is required or requested, the cost will be determined based on our fee structure. For more information regarding network access and usage, please refer to the HSBC IT Policy. A copy will be provided upon request.

Events Policy

Advertising on church grounds:

Any advertising must abide by the legal guidelines of the City of Springfield, Greene County, and the State of Missouri. Any advertising also must not conflict with our Articles of Faith, Church Covenant or Biblical standards.

Corporate Meetings:

The church building and grounds may be made available to businesses and corporations for meetings. The rooms must be returned to the original set-up after the event. If the room is not returned to the original set-up, there will be a fee. All trash must be taken to the dumpster in the back of the church building.

Funerals:

The church building is available for funerals for church members or family of church members. There will not be a fee. Please contact the church office as soon as possible if you are planning on the use of our church for a funeral.

Funeral Luncheons & Dinners:

The church building may be made available for funeral luncheons and dinners for church members or family of church members. There will not be a fee. Please contact the church office as soon as possible if you are planning on the use of our church for a funeral luncheon or dinner.

Overnight Stays:

Overnight stays are limited to two nights and cannot include a Sunday or Wednesday night. There is a fee for use of the gymnasium. The kitchen, locker rooms with showers, and small classrooms are connected to the gym and are also available.

Parking Lot Usage:

The parking lot may be made available for non-church events. The church parking lot is available for vehicle training (i.e. police, school bus, etc). There will not be a fee for use of the parking lot.

Picnic Grounds & Ball Fields:

For members: The picnic grounds and ball fields may be made available to church members for use at no charge.

For non-members: The picnic grounds and ball fields may be made available to non-members. There is a fee for use of ball fields.

Showers (Baby & Wedding):

For members: The church building and grounds may be made available for baby and wedding showers. You will be responsible for set-up and clean-up. The rooms must be

returned to the original set-up after the event. If the room is not returned to the original set-up, there will be a fee. All trash must be taken to the dumpster in the back of the church building.

For non-members The church building and grounds are not available to non-members for baby or wedding showers.

School (Public, Private & Home) Activities:

The church building and grounds may be made available to public, private and home schools. There may be a fee for the use of the auditorium, chapel and gymnasium. There will not be a fee for use of the smaller rooms or church grounds. The rooms must be returned to the original set-up after the event. If the room is not returned to the original set-up, there will be a fee. All trash must be taken to the dumpster in the back of the church building.

Social/Family Activities (i.e. birthday parties):

For members: The church building and grounds may be made available for social/family events. You will be responsible for set-up and clean-up. All trash must be taken to the dumpster in the back of the church building. The rooms must be returned to the original set-up after the event. If the room is not returned to the original set-up, there will be a fee.

For non-members: The church building and grounds are not available to non-members for social or family activities.

Sports Practices and Games - Indoor or Outdoor (Non-Church Sponsored):

For members: The church building and grounds may be made available to church members for use for non-church sponsored sports practices and games. There may be a fee.

For non-members: The church building and grounds may be made available to non-members. There is a fee for use of ball fields.

Weddings & Wedding Receptions:

For members: The church building and grounds may be made available for weddings when the bride and/or groom are church members. Please contact the Wedding Coordinator for fees and details on wedding ceremonies and receptions.

For non-members: Due to the high number of church member weddings, our facilities are not available to non-members.

Fee Policy

All fees must be paid at least 10 days prior to the event. The fees for facility use are as follows:

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| entire building including auditorium, chapel and gymnasium | \$1,500.00 |
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| Auditorium (all use except weddings) | \$1,000.00 |
| Chapel (all use except weddings) | \$350.00 |
| Auditorium (for weddings) | \$425.00 |
| Chapel (for weddings) | \$325.00 |
| Gymnasium (excludes athletic practices) | \$150.00 |
| per room (this fee is if the room is not cleaned & returned to original set-up) | \$50.00 |
| per hr. per person for IT support (1 hour minimum fee if called) | \$25.00 |
| per hr. per person for audio/visual engineers (1 hour minimum fee) | \$25.00 |
| Athletic practices per hour per resource | \$15.00 |

Procedure

All facility use requests are to be submitted on a Facility Use Request Form (paper or electronic) and must be submitted at least thirty (30) days prior to the event. Please allow for ten (10) business days to receive approval and final authorization.

Upon confirmation, a form with pertinent information will be returned for your records. A copy of any contracts will be sent as well.

For the use of any indoor space, a room setup checklist will be provided. You will be responsible to setup the space according to your plans. If this is a High Street sponsored event, you will be responsible to contact the Maintenance Supervisor for support. Once your event is over, you must return the space to its original setup.

For any event, a checklist of actions to take before and after will be sent as well.

The following resources will require administrative approval:

- Auditorium
- Gymnasium
- Chapel
- Ball Fields
- Audio/Video
- Parking Lot
- IT (i.e. Internet access, computer set-up, print capabilities, etc.)

All non-church related activities must obtain administrative approval regardless if sponsor is a church member or not.

The administrative approval process may take up to 10 business days.

Administrative Approval Process:

Lani Joyce: approve availability of facility and resources

Randy Miller: approve non-business hours and non-church service use

Steve Boschen: approve ball fields use

Tom Demers: auditorium use or audio/video requests; final approval approve