



Gayton Baptist Church

Facility Use Manual

effective November 1, 2016

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Introduction

Welcome

The facilities and equipment of Gayton Baptist Church are available to the members of Gayton Baptist Church, other Christian ministries, community organizations that are compatible with the mission of the church, and individual members of the community. In keeping with Gayton's mission to see every life changed by Jesus, the following guidelines for the use of these facilities are established as an extension of our stewardship of the resources which God has placed in our care, and for uses that are consistent with the mission and ministry of Gayton Baptist Church.

Vision, Strategy & Values

Our *vision* is Every Life Changed by Jesus.

Our *strategy* is to invite people into the fellowship of God's family, help each person grow to maturity in Christ and equip them to be the presence of Christ in our community* and world.

Our *values* are principles we live by and hold deeply to enable us to fulfill our purpose.

To this vision and strategy we commit by the grace of God.

We value being...

God-Centered

We were created to please God. We want to bring honor and praise to God and bear witness to His Son, Jesus Christ. This means that God is first in everything from our public worship to our commitments as individuals to honor God in all that we do and say.

Bible-Based

The teaching of God's word permeates the life of Gayton. The Bible is God's Word and must be applied in what we believe and how we behave toward God and others.

Spiritual Growth Enthusiasts

We are a church that captures your heart, challenges your thinking and celebrates your gifts—just like Jesus did with his disciples. We commit to engaging each person and helping them take “next steps” on their spiritual journey.

Outreach-Oriented

We share the love of Christ with our community and our world. In faith we believe that God wants to bless us so that we can be a blessing to others. We commit to serving others sacrificially. We are intentional and joyful about empowering and equipping Christ-followers for ministry in our community* and world.

**Community refers to both our community of faith and the area in which God has placed us.*

About this Manual

The purpose of this manual is to provide information to all individuals using or making decisions about Gayton's facilities.

As a facility user, it is important that you read, understand, and become familiar with the contents of this manual and comply with the standards that have been established. If you have any questions or need additional information, please speak with the facility coordinator.

The information contained in this manual supersedes all previously established policies. As it is not possible to anticipate every situation that may arise, Gayton reserves the right to modify, rescind, supplement, or revise anything in this manual, should it be deemed necessary or appropriate.

Exceptions to the policies stated in the manual will be approved by the SLC and the Senior Pastor.

Scheduling Guidelines

While Gayton would like to extend use of its facilities to all groups, approval will be granted in accordance with the following priorities:

1. Church worship services, weddings and funerals
2. AGAPE, the SPACE and QUEST
3. Events and programs organized by ministries of the church (ie. youth, senior adults, men, women, kids, music, fellowship)
4. Parachurch organizations with whom Gayton has an ongoing relationship (ie. Community Bible Study, YMCA)
5. Community service and educational organizations (ie. girl scouts)
6. All other requests by groups or individuals

Groups or individuals advocating values or actions contrary to the mission, vision and values of Gayton and the example of Christ will not be granted use of the facilities.

No group will be granted permission to use the facility whose presence endangers Gayton's tax-exempt status.

Requesting Space

Availability

Availability will be subject to previously scheduled events on the church calendar. In order to ensure availability for church events, requests from outside users for single day events will not be received more than six months before the requested date. Weddings are an exception to this policy. Recurring events more than six months out are subject to change if a church event requires use of the space.

Process

1. Contact the church Facility Admin to answer questions related to appendix a.
2. When a request is received, the Facility Admin will consult the church calendar to determine availability and respond to the requesting party within two business days (Monday - Friday).
3. All approved events will be added to the church calendar.
4. For non-church events, a facility use fee may be required (appendix b). If a fee is required, the requester will be sent a facility use contract, including fee payment dates, and deposit requirements.
5. Non-church organizations will be required to provide a certificate of liability from their insurance company no later than one week prior to the event.

6. Gayton reserves the right to work with the facility user to relocate an event in the event that a conflict arises.

Emergency Closings

A calendar of all events scheduled in the facility will be maintained by the Facility Manager. If weather necessitates that the facility be closed, users may visit the webpage (www.GaytonChurch.org) or call the church voicemail (804-360-2801) for updates. For all other emergency closings or adjustments, the Facility Manager will contact the scheduled user.

Cancellation Policy

Cancellations may be made up to 30 days prior to the event. At that point, the facility user will be eligible for a full refund, less any non-refundable amount indicated in the contract. Groups that do not pay for the use of the facility will be subject to a \$25 per occurrence cancellation fee.

Payment Policy

Payments are due in full by the date of the event with a 5 day grace period. After that a 10% late fee will be added to the total amount due. Payments from guests with reoccurring events are due by the 1st of each month.

Guidelines for Use of Space

Access to Building

All facility users will be given an event set-up start time when their event is added to the calendar. The user will also be told which entrance(s) to the facility will be unlocked at that time. A Facility Host be available whenever the building is occupied. Please do not unlock or prop additional doors without the approval of the Facility Host.

Because multiple groups often occupy the facility simultaneously, it is important that users occupy only the areas that they have reserved.

Set-up & Tear-down

Please specify during your initial consult with the Facility Admin how you would like the space to be set up. Indicate the number of tables, chairs, etc. needed for your event.

With prior approval from the Facility Manager, facility users may post a temporary sign (not to exceed 3' x 3') at the entrance to the parking lot up to one hour prior to the event. The sign must be removed at the conclusion of the event.

Signs may be affixed to interior walls using painter's tape only. Users must remove all signs at the conclusion of the event.

Audio/Visual Equipment

Many of the rooms in the facility have screens available to connect your laptop or projector. If you need a room with A/V capability, please indicate that to the Facility Admin person during your consultation. Use of the A/V equipment in Room 122 and in the Worship Center requires a trained Gayton operator. These trained operators may be hired for your event for an additional fee.

Housekeeping

At the conclusion of your event, users should remove anything that belongs to them and leave the facility set up as they found it. Any damage that occurs to the facility, furniture or equipment should be reported to the Facility Admin or Facility Host at the conclusion of the event.

Food is only permitted in designated areas. No food containing or processed with peanuts or tree-nuts is permitted in any children's area.

Safety

Rooms being used for childcare must be indicated as such on the facility request form. Childcare must comply with church policies for adult to child ratios.

No children under twelve years of age are permitted to be in the facility or on the church grounds without adult supervision.

The entire facility is designated as a smoke-free environment.

Alcohol is not permitted in the facility or on the church grounds.

Security/Lock Up

Users should let the Facility Host know when they are leaving the facility. Lock up and security will be taken care of by the Facility Host.

Appendix A -

Facility Request Form

Group Name:	Contact Name:	Expected Attendance:	Beginning Time: (including set up)
	Contact Phone:		
Date Facility is Needed:	Contact E-mail:	Time of Actual Event:	Ending Time: (including clean up)

Date Pattern		Kitchen Facilities
Day	Week	Do you wish to use the kitchen? Circle one: Yes No
<input type="checkbox"/> Sunday	<input type="checkbox"/> One Time	If yes, for what purposes? (Food prep, storage, cooking, etc)
<input type="checkbox"/> Monday	<input type="checkbox"/> Ongoing	
<input type="checkbox"/> Tuesday	<input type="checkbox"/> Every other	
<input type="checkbox"/> Wednesday	<input type="checkbox"/> 1st	
<input type="checkbox"/> Thursday	<input type="checkbox"/> 2nd	
<input type="checkbox"/> Friday	<input type="checkbox"/> 3rd	
<input type="checkbox"/> Saturday	<input type="checkbox"/> 4th <input type="checkbox"/> 5th	
		Time frame you will need the kitchen facilities if different from above
		Reminder: Groups may use the church's pots, pans & utensils but MUST supply their own food and disposable products.

Space Requested		Equipment
1st Floor (lower level)	2nd Floor (main level)	Quantity
<input type="checkbox"/> Room 112	<input type="checkbox"/> Worship Center *	<input type="checkbox"/> Chairs
<input type="checkbox"/> Room 113	<input type="checkbox"/> Commons	<input type="checkbox"/> Rect. Tables
<input type="checkbox"/> Room 114	<input type="checkbox"/> Warming Kitchen	<input type="checkbox"/> Round Tables <input type="checkbox"/> 6 max
<input type="checkbox"/> Room 115/117	<input type="checkbox"/> Room 210 / 212 Nursery	<input type="checkbox"/> Podium
<input type="checkbox"/> Room 116	<input type="checkbox"/> Room 211	<input type="checkbox"/> Proj. & Screen
<input type="checkbox"/> Room 120	<input type="checkbox"/> Room 213 / 215 Conf. Room	<input type="checkbox"/> TV / VCR
<input type="checkbox"/> Room 121 / 123	<input type="checkbox"/> Room 214 / 216	<input type="checkbox"/> Other
<input type="checkbox"/> Big Room	<input type="checkbox"/> Room 221	
<input type="checkbox"/> Room 127	<input type="checkbox"/> Room 222	
<input type="checkbox"/> Gym	<input type="checkbox"/> Community Room	
<input type="checkbox"/> Youth Room	<input type="checkbox"/> Gym Stage/Green Room	
	<input type="checkbox"/> Room 223	
	<input type="checkbox"/> Room 224	
	<input type="checkbox"/> Room 225 / 227	
	<input type="checkbox"/> Room 226	
	<input type="checkbox"/> Room 228	
	<input type="checkbox"/> Room 230	
	<input type="checkbox"/> Room 232	
	<input type="checkbox"/> Preschool Playground	
	<input type="checkbox"/> Elementary Playground	
	<input type="checkbox"/> Treehouse	
	<input type="checkbox"/> Commercial Kitchen	
*Operation of sound equipment in WC requires sound tech. Please inquire about the rate. I acknowledge receipt of facility use guidelines: _____ (initial)		

Special Instructions / Requests (Sketch diagram of set up requested on reverse side or on a separate sheet)

For Office Use Only

Fee \$	Date Fee Received:
Date Insurance Cert. Rec'd:	

Appendix B - Schedule of Fees for Cost Recovery

Facility Overview - Lower Level

Use Rate A: non-church members, outside of office hrs

Room Name/#	Capacity	White Board(s)	A/V equipment	Type of Space	Other	Hourly Facility Use Rate A	Hourly Facility Use Rate B
110	14	yes	none	children's	bathroom inside	\$15	\$10
111/112 114/116 121/123 127	14	yes	none	children's		\$15	\$10
115	20	yes	none	children's		\$15	\$10
122 (Big Room)	50	yes	projector sound board	flexible	movable tables and chairs	\$30	\$20
128	25	yes	none	children's		\$15	\$10
kitchen	N/A	no	none	kitchen	requires staff		
gym	500	no		gym		\$75	\$50
youth room	60	no	screens sound board	youth		\$40	\$26

Use Rate B: church members *or* during office hours *or* recurring event (3+ times/quarter)

Birthday Party: \$180 package includes a 2 hour party in the Tree House for up to 25 children, up to 1 hour for set-up and clean-up and use of café space for cake (use rate B is \$120)

Additional Staff Rates

Sound: \$30 first hour, \$20 subsequent hours

Kitchen: \$20/hour

Play Place: \$11/hour

Café: \$9/hour

Reservations may be made in half hour increments. A minimum of one hour is required for all reservations outside of office hours.

Deposit: A 50% non-refundable deposit is required for all reservations before they are added to the calendar. For recurring events, the non-refundable deposit amount will be 50% of one month's rate and will be applied to the final payment of the contract. Reservations will not be considered final until the deposit is paid in full.

Facility Overview - Upper Level

Room Name/#	Capacity	White Board(s)	A/V equipment	Type of Space	Other	Hourly Facility Use Rate A	Hourly Facility Use Rate B
210		no	none	nursery	bathroom inside	\$15	\$10
212		no	none	nursery		\$15	\$10
213/221/ 223/224/ 226/228/ 230/232		yes	none	classroom		\$15	\$10
214		yes	none	large classroom		\$20	\$14
215		yes	tv screen	conference		\$20	\$14
222		yes	none	classroom		\$20	\$14
227		yes	tv screens	classroom		\$20	\$14
play place	40	no	tv screen	recreation	requires staff	\$75	\$50
community room	50	yes	tv screen	conference		\$30	\$20
café & great room*	40	no	tv screens	café	requires staff for open café	\$50	\$34
worship center	400	no	full media & sound		requires staff for sound	\$75	\$50
commons		no				\$40	\$26
kitchen		no				\$25	\$17
Tree House	25	no		play place		\$60	\$40

* **Cafe & great room** may only be reserved for birthday parties (as part of the package) or for large events requiring reception space (weddings, funerals, etc.)

Appendix C - Birthday Party Guidelines

The Outreach Center at Gayton Baptist Church is a great place to have your child's party! Birthday parties may be booked as early as 3 months in advance by contacting the Kids' Ministry Admin or the Facility Manager.

Available party times:

Fridays 6-8 PM

Saturdays 10:30 AM-12:30 PM & 2:00-4:00 PM

other times may be available upon request



A Tree House birthday party package is \$180 (reduced rates are available for church members) and includes the following:

- 30 minutes prior to party start time for set up (Friday: 5:30-6:00 PM or Saturday: 10:00-10:30 AM or 1:30-2:00 PM)
- Use of the Tree House room and space next door for party. Space includes 7 tables with 28 chairs & 1 table for food.
- Use of refrigerator for storage during party.
- 30 minutes after end time for clean up (Friday: 8:00-8:30 PM or Saturday: 12:30-1:00 PM or 4:00-4:30 PM) Parties must end at scheduled time or result in additional fees.
- a Facility Host on site during your event.

Once the party reservation is approved, a party contract will be sent by mail or email. A deposit of \$100 is due with the signed contract. The remaining balance is due the Monday prior to the party date.

Rules and Guidelines:

- Reservation is for up to 25 kids.
- 2 adults must be present at all times in the Tree House room. NO shoes are permitted in the Tree House. The Tree House is for 11 years and younger. The maximum number of persons permitted in the Tree House at one time is 25.
- Reservation is limited to use of Tree House room and Cafe space. Use of the facilities outside of these areas will result in additional charges.
- Reserved space may not be accessed prior to set up time.
- Clean-up must be completed and all persons must exit by end of time stated on birthday party agreement.
- Please clean-up all trash by depositing in trash receptacles. All other items brought into the facility, including food, decorations, and any other items, must be removed immediately following the event.
- No shoes permitted in the Tree House. Socks required.

- You may bring outside food and drink. Please note: No drinks containing red dye are permitted.
- No food, drink, or gum is permitted inside the Tree House room.
- We can refrigerate food only during contracted party times.
- In the event that damage to any property of the Outreach Center at Gayton occurs as a result of any guest or attendee, related to the event, you assume all liability and expense related to the damage.
- In the case of inclement weather, the Outreach Center of Gayton has the right to make the decision to close the building for the safety of both parties. Should this be the case, or if the reserver decides to cancel for the same reason, Gayton will issue a full refund on payments made, or reschedule to an available date and time.
- You may reschedule your party up to two weeks prior to the original party date. At that point, you may re-apply your deposit of \$100. Any cancellations (outside of inclement weather) within two weeks of party will forfeit the deposit.

The following are prohibited at The Outreach Center at Gayton Baptist Church:

- Alcoholic beverages
- The use of tape, staples, nails or tacks to any area or surface.

Gayton Baptist Church is a smoke-free facility.

Appendix D - Sample Facility Use Agreement

Name of individual or organization:

The above named user has been approved by Gayton Baptist Church to use the following room(s) on _____, beginning at _____ and concluding at _____:

List room(s) here

The user agrees to abide by the terms of the Gayton Facility Use Manual, unless otherwise specified in this agreement. The user also acknowledges that any damage to the facility, beyond normal wear and tear, may result in an additional fee.

The facility usage fee for the date(s) specified in this agreement is \$ _____, payable by _____
Non-refundable Deposit \$_____ Final Payment Amount \$_____.

In case of any questions or concerns, please contact:

Michael Gunter 804-938-1023

or Christa Fox 804-360-2801

Signature of authorized agent: _____

Date: _____

Please sign and return one copy to Christa Fox.

email: christafox@gaytonchurch.org fax 804-612-7837,

or mail: 13501 N Gayton Rd, Henrico, VA 23233