



Green Hill Baptist Church

1734 Augusta Road
West Columbia SC 29169
(803) 794-5125

FACILITIES USE POLICY

Green Hill Baptist Church exists to glorify Jesus Christ and advance His gospel to the ends of the earth. Our facilities will be used by our members for that purpose. Therefore, all of the facilities of Green Hill (which includes all buildings and grounds) are available for Christian fellowship and activities that foster evangelism, discipleship, worship, ministry, and missions. For this reason, we offer the following guidelines that will apply to all **non-regularly** scheduled activities to be held on church property. Part I provides guidelines for non-regularly scheduled activities that are NOT wedding related (i.e. anniversary parties, birthday parties, meetings, etc.) Part II addresses specific wedding policies.

- I. **PROCEDURES (non-wedding related):** A reservation must be made for any activity outside of the usual weekly/monthly church schedule. Facilities and grounds may be made available for private functions by church members or community organizations under the following conditions:
 1. No church function is scheduled for the facility at the date and time requested.
 2. Use of alcoholic beverages and smoking (including electronic cigarettes) is prohibited on church property.
 3. Requests to use the facilities will be scheduled through the church office and placed on the church calendar. Requests are scheduled on a first-come, first-served basis determined by the date completed forms are received by the church Ministry Assistant and approved.
 4. Reservations must be made by the leader of the group using the facilities, who accepts responsibility for the condition in which the facilities are left.
 5. Keys must be signed out from the church office by the group leader, who is responsible for returning the keys on the first working weekday following the event.
 6. Any loss or damage to furniture or equipment must be paid for upon return of the key.
 7. Equipment and furnishings, including tables and chairs, may not be removed from church property.
 8. The facilities, including the grounds, must be left clean and the furniture arranged as it was before the rearrangement for your function. (Default layout attached.)
 9. The church does not provide aluminum foil, plastic wrap, cups, plates, paper products, etc. nor the use of kitchen cloths, towels, and rags. The kitchen, refrigerator, etc. must be left in clean condition and all kitchen items returned to their proper place. Leftover food must be removed at the conclusion of the function.
 10. All trash and garbage must be removed and placed in the dumpster located in the back lot.
 11. Facilities Use Rental Fee is due upon receipt of facilities keys.

GENERAL RULES: Persons reserving facilities will be held responsible for the conduct of guests. Consideration should be given to the fact that the primary purpose of the facilities is for worship. The holiness and sanctity of God's house must be maintained at all times. The facilities will not be used in any way that will detract from the church's essential purpose and mission for Christ.

_____ (initial)

1. Children must be supervised at all times by a sufficient number of adult leader(s).
2. Use of alcoholic beverages and smoking (including electronic cigarettes) is prohibited on church property.
3. No pets are allowed in the buildings with the exception of service animals.
4. The rearrangement or movement of any furniture must be approved by the church office prior to such changes. Furniture and equipment must be placed back in their original locations after use. (See default layout.)
5. Under no conditions shall decorations be attached to furniture or walls by pinning, gluing, tacking, taping or nailing.
6. All decorations, flowers, and equipment must be removed from the church facilities immediately following the event unless other provisions have been made through the church office.
7. Buildings shall be locked and secured when the event is concluded.
8. Green Hill Baptist Church will not be responsible for personal items (clothing, purses, serving dishes, cameras, etc.) brought to the church for use, nor be liable for such items if lost, damaged or stolen.
9. A signed copy of the Facilities Use Policy and fee must be submitted at least one week prior to the event.
10. Regularly scheduled church programs or activities will take precedence in the use of facilities.

FEES FOR USE OF FACILITIES: Fees are intended for the purpose of offsetting the various expenses and utilities associated with use of the property allowing Green Hill Baptist Church to function without losing funds and to continue its Christian mission.

- Worship Center - \$250.00
- Fellowship Hall - \$150.00
- Harter Building - \$150.00

DATE AND TIME OF EVENT:

Worship Center:

Date: _____ Time: ____:____ am or pm until ____:____ am or pm

Fellowship Hall:

Date: _____ Time: ____:____ am or pm until ____:____ am or pm

Harter Building:

Date: _____ Time: ____:____ am or pm until ____:____ am or pm

I, _____ have read and agree to abide by the policies and guidelines as outlined
(print name)
in Part I of this document.

User's Signature: _____ Date: _____

*See Addendum on page 5

II. **WEDDING POLICIES & PROCEDURES:** A wedding should be an inspiring and meaningful service of worship and celebration. Scripture gives us a clear picture of Christian marriage. Therefore, all couples desiring to use the facilities of Green Hill for their wedding should know and affirm the following policies.

1. **GENERAL RULES:** No church function is scheduled for the facility at the date and time requested. Use of alcoholic beverages and smoking (including electronic cigarettes) is prohibited on church property. Keys to church facilities will be signed out to person accepting responsibility for the return of the keys on the first working weekday following the event. Any loss or damage to the church facility, it's furniture and equipment must be paid for upon return of keys. _____(initial)
2. **SCHEDULING:** The church calendar will carry the dates and exact times for the use of the facilities for various wedding functions including rehearsal, rehearsal dinner, wedding and reception. Due to the heavy demand for church facilities and special decorations during the month of December, December wedding dates must be scheduled with the church office at least ninety (90) days prior to the wedding date. (All other months require a minimum of thirty (30) days' notice.) _____(initial)
3. **MINISTER:** Our ministers may be available to conduct wedding services provided the couple avail themselves for premarital counseling prior to the wedding date. If a minister not on staff at Green Hill is used, it must be a minister of like faith approved by the staff. It is important that at the time a couple is reserving the church, they also make arrangements for the minister. A suggested honorarium for a pastor is \$200.00. _____(initial)
4. **COUNSELING:** Marriage requires many adjustments, especially during the first months. It is the policy agreed upon by the ministers and endorsed by the deacons that all who are married here should have the advantage of the premarital counseling program. A minimum of three (3) counseling sessions is required of the bride and groom before the wedding takes place. Appointments for these sessions should be scheduled with the minister sixty (60) days prior to the wedding date during office hours, 8:30 am - 4:30 pm, Monday through Thursday. _____(initial)
5. **MUSIC:** Music is an important part of any service. The Worship Pastor is available to give advice or guidance regarding wedding music. He can suggest soloists, instrumentalists and offer suggestions with music selection. When you contract with a soloist or instrumentalist, consider time involved learning music, rehearsals, and previewing music with the bride for selection, in addition to the actual wedding rehearsal and wedding. A suggested minimum honorarium for a soloist or instrumentalist is \$100.00 with additional consideration for any extra request. The cost of purchasing music is also the responsibility of the wedding party. The ministerial staff must give approval to all wedding music at least thirty (30) days prior to the wedding. _____(initial)
6. **SOUND/LIGHTING:** Use of the church sound & lighting will require the approval of the Worship Pastor. This equipment includes speakers, microphones, mixers, recorders, etc. If someone other than the Worship Pastor or their appointed sound technician operates the equipment, a prior training session must be attended. A suggested honorarium for sound & lighting operator is \$100.00. _____(initial)
7. **FURNITURE:** Church furniture should not be moved or rearranged without authorization from the ministerial staff. Furniture moved must be placed back in proper order under the direction of church staff. _____(initial)

8. DECORATIONS/FLOWERS: The wedding party is responsible for all work done in the church by florists, wedding director, family, or any other guests. No decorations should be taped, tacked, glued, or nailed to anything in the worship center or reception halls. Flowers and decorations left in the church without specific and approved direction will be appropriately disposed of by the church. _____(initial)
9. KITCHEN/CATERING: Should a caterer or member of the wedding party/family desire to use any of the kitchen properties or equipment, these arrangements will need to be made with the church office. The church does not provide aluminum foil, plastic wrap, cups, plates, paper products, etc. nor the use of kitchen cloths, towels, and rags. The kitchen, refrigerator, etc. must be left in clean condition and all kitchen items returned to their proper place. Leftover food must be removed at the conclusion of the function. _____(initial)
10. LIABILITY: The church will not be responsible for personal items which are lost, damaged, or stolen such as wedding dresses, wraps, purses, silver and glassware, and cameras or video cameras brought to the church for use in a wedding, reception, or rehearsal. _____(initial)
11. RESERVATION HOURS: The reservation request information must be submitted at least thirty (30) days prior to the event. Regularly scheduled church programs or activities must take precedence in the use of facilities. Please indicate in the space provided the anticipated date and hours the party will require the use of church facilities.

Worship Center Setup/Decoration:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Fellowship Hall Setup/Decoration:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Harter Building Setup/Decoration:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Worship Center Rehearsal:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Fellowship Hall Rehearsal Dinner:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Harter Building Rehearsal Dinner:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Worship Center Wedding:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Fellowship Hall Reception:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

Harter Building Reception:

Date: _____ Time: _____:_____ am or pm until _____:_____ am or pm

12. CUSTODIAL SERVICE: The church contracts with a janitorial service to provide clean-up following the wedding service and reception inside the facilities. It is your responsibility to ensure the grounds are left clean and trash and garbage removed and placed in the dumpster at the end of your event. The fee schedule below includes the rental cost and custodial fee. Indicate in the line provided the facilities you are requesting to reserve.

- a. Worship Center – Rehearsal & wedding: \$250.00 _____
- b. Fellowship Hall – Rehearsal Dinner \$150.00 _____
- c. Fellowship Hall – Reception \$150.00 _____
- d. Harter Building – Rehearsal Dinner \$150.00 _____
- e. Harter Building – Reception \$150.00 _____

_____ (initial)

I, _____ have read and agree to abide by the policies and guidelines
(print name)
outlined in Part II of this document.

User's Signature: _____ Date: _____

ADDENDUM:

The following non-church related groups have an existing relationship with Green Hill Baptist Church wherein they have used the facilities free of charge. These relationships were established prior to the adoption of this policy. Therefore, these groups will abide by the policies but not be subject to fees:

- SC Girl's w/ Long Arms
- Quilting Guild
- The Herb Club
- BC Grammar #1

EFFECTIVE DATE: This policy was formally adopted by Green Hill Baptist Church during the Quarterly Review held Sunday, January 15, 2017, at 6:00pm.