

# Using the Anastasia Baptist Church Facilities for Non-Church Sponsored Activities

## Guidelines and Application

Anastasia Baptist Church does allow it's community partners to use church property with the understanding that those events cannot be in conflict with our purpose of reaching St. Augustine and St. Johns County for Christ. Scheduling is limited and allotted on a first-come, first-served basis, with ABC ministry events having priority over non-church events. If an activity or event is not consistent with our primary purpose as a church, Anastasia Baptist Church may decline some applications. We have provided the following guidelines to help communicate the criteria by which events are approved.

### Definitions

“Church Sponsored”: Church functions which are financially supported by the church.

“Church Sanctioned”: Individual or group events which are not financially supported by the church but are allowed to use a portion of the church for an event that falls under the guidelines of the criteria defined below.

### Criteria and Rules

In order to be eligible to use the facilities of the Anastasia Baptist Church, the applicant(s), must meet all of the following criteria and agree to abide by all of the rules contained herein.

1. The applicant(s) must be an actively participating member(s) of the Anastasia Baptist Church. Non-church members may apply however, in respect to weddings and funerals.
2. The applicant(s), or any other person(s), may not gain financially from the use of the church facilities and the purpose of the use must be non-profit.
3. The use of the facility must in some way constitute an outreach, a witness, or a ministry of the church. These are defined as follows:

Ministry: To do anything useful, caring, or loving in the name of our Lord.

Witness: To tell others the "Good News" of Jesus Christ and to show that message in our everyday lives

Outreach: To share with the unchurched community our interest and concern for their spiritual and physical well-being.

4. The number of persons to be in attendance may not exceed the number of persons recommended for each room.
5. Children's activities must have adult supervisors as follows:

Age of Children	No. of Adults	No. of Children
Under 2 years of age	1	3
2 years to first grade	1	4
2 <sup>nd</sup> Grade to 5 <sup>th</sup> Grade	1	5
6 <sup>th</sup> Grade to 12 <sup>th</sup> Grade	1	6

6. No application for any event will be favorably considered if the purpose of the event is in conflict with Baptist beliefs as defined in the Anastasia Baptist Church Covenant.
7. The applicant must agree that they or their co-applicant will be physically present at all times in the facility being used.
8. The applicant(s) must agree to be responsible for any damage or loss resulting from the use of the facility. The applicant must agree to enforce security of the facility during its' use and to insure that at the close of the event the facilities used are locked and all utilities are turned off.
9. The applicant(s) must agree to restore the furnishings to the same configuration as they were upon taking occupancy and to remove any and all items which were brought in for the event.
10. The applicant(s) must use the services of church staff to coordinate and supervise their event and kitchen use, and also compensate for church staff employed to clean the facility immediately following the use.

11. The applicant(s) agrees to reimburse the church for costs incurred as a result of the use if that cost is significant as determined by the church properties committee. There would be no charge for Church sponsored (\*) events. For Church sanctioned(\*\*) events there would be a charge only if the use results in a significant increase of the use of utilities and/or cleaning materials. If the user elects to employ the church approved custodian for cleanup, the payment will be made by the user and not by the church.
12. No decorations or other items may be left in the church following the use.
13. Smoking and the use of alcoholic beverages or recreational drugs are prohibited on church property.
14. Any event may be cancelled without notice if the space is required by the church and no alternate space is available.
15. No church furnishings may be removed from the buildings.
16. No tape, nails or other disfiguring items or materials may be put in the walls, woodwork, etc. and no spray painting will be allowed indoors. The carpet and floors must be protected by drop cloths if painting or other activity is done which may stain the carpet or floors.
17. Unless waived by the approving authority, the applicant must provide liability and property damage insurance as defined in the application form.
18. Outside vendors must be approved by Anastasia Baptist Church and can be denied at the church's discretion.
19. An event exceeding 240 people (30 tables) will require applicant to provide their own tableware. This includes linens, dishes, flatware, glassware, serving utensils, and disposables.
20. Non-Church events will not receive childcare from the church, nor be permitted use of Anastasia Baptist Early Education childcare facility.

### **Exceptions**

1. **Law Enforcement.** The church staff is allowed to use their discretion to approve the use of the facilities by the St. Johns County Community Traffic Team and/or St. Augustine Beach Police Department. Also the staff is given permission to waive fees for such use, at the discretion of the church staff. (Approved at Business Meeting, June 16, 1999)
2. **Piano Recitals.** Active church members who teach piano or other musical instruments for pay and whose student body in part at least is composed of church members or church members' children from Anastasia Baptist be allowed to use the church facility for such recitals on Sunday afternoons. (Approved at Church Council Meeting, May 16, 2000)
3. **Funerals.** A free ministry of Anastasia Baptist Church for those funerals in which a pastor at Anastasia Baptist Church is presiding.
4. **Elections.** Anastasia Baptist Church offers the use of the facilities as space permits to the St. Johns County Supervisor of elections to provide a polling place. This is a free service to the community. (Approved Properties Committee, August 2, 2006)
5. **San Jose Forest Neighborhood Association.** As a gesture of cooperation and in the spirit of being a good neighbor to those who have supported our programs and efforts. The association may use the parking lot for free once per year and class 2 space up to twice a year for free. (Approved Properties Committee, August 2, 2006)



### Calculation of Fees (Office Use Only)

<b>Building Fee:</b>	\$	\$
<b>Custodial Fee:</b>	\$	\$
<b>Kitchen Fee:</b>	<b>\$75.00</b>	\$
<b>Event Supervisor:</b> Mandatory for every Non-Church Event	<b>\$100.00</b>	\$
<b>Kitchen Assistant Fee:</b> Church discretion	\$	\$
<b>Technical Operator Fee</b> Minimum 2 hours, if used.	<b>\$25/hour</b> <b>x</b> (no. of hours estimated)	\$
<b>Other</b>		\$
<b>Total</b>		\$
Fees to be paid at time of booking the event.		

Will the applicant require beverage service (coffee and tea at additional cost)?  Yes  No

By my signature I acknowledge that the information on this application is correct to my knowledge and that I agree to comply with all the above rules for use of the facility. I understand that failure to comply may terminate the agreement to use the facilities without prior notice. I understand that in the unlikely event that a church sponsored event must meet and if no other church facilities are available, that this agreement may be terminated without prior notice. I agree to absolve the Anastasia Baptist Church, its officers and members, of any responsibility for accidents or injuries that may occur as a result of my use of the church facilities.

I understand that a refundable deposit of \$ \_\_\_\_\_ is due upon event approval and will applied to the total application fee

I understand that the balance of the fees to use the facility as requested above will be: \$ \_\_\_\_\_ and is due 7 days prior to the event date. A final bill covering any additional costs incurred will be issued and due upon receipt.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

<i>Event Approval</i>	<i>Approved by</i>	<i>Date:</i>
Calendar Approval Maximum Occupancy Approval Appropriate Supervision of Minors Approval:		
Use Approval : constitutes an outreach, witness, or ministry		
Not in conflict with church core values and beliefs		
Church Ministry Staff Approval		