

Facility Use Guidelines

Knightdale Baptist Church
15 Main Street
Knightdale, NC 27545
(919) 266-2471

Scheduling

Knightdale Baptist Church reserves the right to deny use of church facilities to any group or individual not associated with the church without explanation.

Times available for reservation shall be scheduled by the church office to avoid conflicts. Program activities and events scheduled by the Church shall have priority in the event of schedule conflicts. However, last minute church activities may not "bump" a scheduled non-church event.

All reservations by KBC program organizations, committees, ministries and approved affiliated groups shall be made through the church office at least two weeks in advance. Wedding receptions, family reunions and other functions should be made well in advance to avoid conflicts (no more than one year). The church office shall be notified immediately should an event be cancelled. The facility will not be available to groups (for decorating or set-up) on Sundays until the conclusion of morning worship service at approximately 12:30 pm unless prior approval is given.

When making reservations for a wedding if a rehearsal is desired the date and time must be scheduled as well as the ceremony date and time.

All groups requesting reservations shall provide adequate supervision and one adult church member must be named as the "Adult in Charge". The "Adult in Charge" shall be responsible for interpreting and enforcing the policies during the scheduled event. All groups making reservations shall be responsible for their program, activity, or event. For Non-Church events, prior arrangements must be made for use of the kitchen facilities and/or equipment and games on the reservation form provided by the church office at the time the reservation form is completed. For church sponsored events, prior arrangements must be made for use of the kitchen facilities and/or equipment and games at the time you place your event on the church calendar through the church office. Last minute arrangements may not be feasible.

All agreements will be re-evaluated every four months for re-approval. Extensions to agreements may be made at that time.

Insurance

Groups using church facilities will be required to provide a certificate of insurance, sign a waiver of liability or both. Failure to provide the requested certificate or to agree to such a waiver will result in loss of permission to use church facilities. Certificate of Insurance should have at least \$1 million limits of liability and list Knightdale Baptist Church as an "additional insured".

The use of the facility and equipment at Knightdale Baptist Church shall be at the risk of the participant. Knightdale Baptist Church does not assume any liability or responsibility for any injury to a user of the facility.

Rates

All reservations by outside parties will require a \$150 deposit refundable upon completion of rental period and upon satisfactory inspection by a member of Knightdale Baptist Church. Events cancelled with less than two weeks notice forfeit the \$150 deposit.

No fee will be charged for the use of the facility for any church sponsored event to include but not limited to: Sr. Adults, Mission Groups, Sunday School Classes, Choirs, Youth, or Children. Fees may be waived for approved ministry or community service events for non-church groups at the discretion of Knightdale Baptist Church.

No fee will be charged for approved church member events. In lieu of a fee a donation to Knightdale Baptist Church is encouraged to offset operating expenses for the facilities.

The following rate schedule shall be charged for the use of the Family Life Center for non-church activities:

1. FLC Gymnasium - \$65/hour
2. FLC Gymnasium w/scoreboard - \$90/hour
3. FLC Gymnasium & Kitchen - \$150/hour
4. FLC Gymnasium w/serving window & Ice - \$70/hour
5. Fellowship Hall & Kitchen - \$40/hour
6. Sanctuary, Bride's Room & Groom's Room, \$350 per rental
7. Small Classroom \$25/hour
8. Large Classroom \$50/hour
9. Conference Room \$25/hour
10. Table w/6 Chairs \$20 per rental
11. Chairs \$1.50 ea
12. Stage - \$25 per rental
13. Sound System Technician – Contact Korey Hatch

Each area of the building and equipment must be reserved. Each use of the building is considered as a separate booking and fees shall be charged accordingly.

Facility use fees are to be paid no later than two weeks prior to the scheduled event.

General Regulations

The following items will not be used/allowed anywhere on the KBC Campus:

- Tobacco, in any form
- Objects considered as weapons
- Alcoholic beverages
- Controlled substances
- Animals or pets (except service animals)
- Combustible materials (fireworks, sparklers, etc.)

All members, guests and visitors should exercise modesty in the type of apparel they choose to wear. Shirts and shoes must be worn at all times outside of shower rooms in The FLC.

Un-Christian attire, speech, music and unsportsmanlike conduct will not be permitted anywhere on the KBC campus.

Loitering around the facility is not permitted.

All facilities must be returned to their pre-rental condition at the close of each rental agreement. Furnishings must be returned to their original position.

When using Church provided tables, table coverings must be used - cloth or plastic.

Any trash must be placed in the trashcans outside and the liners replaced in the indoor trashcans.

All surfaces should be wiped down & floors should be clean at the close of each rental agreement.

All facilities must be vacated by 9:45 pm unless prior arrangements are made.

Any athletic equipment, furniture, dishes, etc. which are damaged, lost or destroyed shall be repaired or replaced at the expense of the individual or group responsible. The "Adult in Charge" shall report all damages or missing items to the church office on the Damage/Loss of Property Form available in the church office.

Persistent and willful violation of the regulations may lead to the loss of personal use of the facility and immediate removal from the premises.

The "Adult in Charge" shall be responsible for interpretation and enforcement of these regulations under the direction of the Church.

The FLC (Family Life Center)

Purpose

The FLC exists to further enhance the Kingdom of God. Our goal is to reach and develop people to the glory of God, and to offer recreation, fellowship, and leisure activities that complement church ministries. The purpose of the FLC is:

- To support, supplement, strengthen, and complement the organization and on-going ministries of the church
- To seek to lead the lost to Christ
- To reach and develop individuals for the glory of God
- To project, plan, and execute leisure time activities that are consistent with high Christian standards
- To strengthen fellowship among church members of all ages through various activities

Values of the FLC

1. Develop People: The ministry activities undertaken throughout the building will help develop people physically, spiritually, socially, mentally and emotionally.
2. Outreach: The building will provide functional space needed to facilitate ministries that will reach out to the community
3. Christian Atmosphere: While using the building, the people will be expected to exemplify Christian values and Christ-like attitudes, with actions that include:
 - A. Honoring Christ
 - B. Building up one another
 - C. Practicing safety
 - D. Showing Christ-like attitudes
 - E. Practicing good sportsmanship

The FLC is a ministry of Knightdale Baptist Church. In the interest of influencing others for Christ, the speech, dress, and conduct of all members, guests, and visitors will be in accordance with the highest Christian standards.

The FLC shall be closed during scheduled church activities and will be closed 15 minutes prior to all worship services unless a simultaneous church sponsored event is being held in the building. Youth/children are not to play in the gymnasium during regularly scheduled activities for youth/children (Youth meetings, Ra's, GA's, Children's Choir, etc.

Guest and Visitors

Guests and visitors are always welcomed at the FLC within the following guidelines:

1. A church member must accompany guests. If the member leaves, then the guest must also leave. The member is responsible for the conduct of his/her guest.
2. Visitors are individuals who are with unaffiliated groups such as teams from other churches, spectators with other teams, or participants of special functions. Visitors are the responsibility of the church or group with which they come.

All guests and visitors will be expected to abide by the regulations set forth in this policy.

Gymnasium

The "Adult in Charge" shall be responsible for ensuring that the FLC is left clean; any garbage should be placed in the outdoor trashcans. All equipment (chairs, tables, balls, etc.) shall be properly returned to storage.

Tables and chairs, which were purchased for this building, shall not be removed from the building except under the authorization of the church office for special, church-wide functions.

Knightdale Baptist Church is not responsible for lost or stolen property. Lost and found items should be turned in to the church office. Lost and found items not claimed within one month shall be discarded at the discretion of the Church.

Personally owned sporting equipment (basketballs, volleyballs, etc.) must be clearly marked with owners name. No equipment is to be removed from the building.

Basketball goals are not to be raised or lowered by children. The "Adult in Charge" will make adjustments when asked.

Dunking and/or hanging on the basketball rims, nets or backboards will not be permitted.

Throwing any items from upper level to lower level or vice versa will not be permitted.

All team practices, as well as other group activities, must be scheduled through the church office.

FLC Kitchen

When kitchen appliances and equipment are used (excluding the ice machine, refrigerator, and freezer), at least one trained member of the Church must be present.

Any group using the kitchen is responsible for cleaning the area, including the floors and counter tops, after use. All pots, pans, cooking utensils, etc. should be cleaned and returned to their proper place.

All trash should be placed in the outdoor trashcans and a new liner should be placed in the kitchen trashcans.

Groups using the kitchen must remove all food items that were brought to the kitchen by that group. Knightdale Baptist Church will provide paper items for church sponsored activities only. Non-church events must provide their own paper products and/or supplies.

Dishes and glassware are not to be used except by Church sponsored events. These are not to be rented out.

Directions for use of kitchen equipment can be found in the kitchen.

Restrooms

The restrooms shall be kept clean and orderly at all times. Personal items shall not be left unattended in the restrooms.

An adult must accompany children to the restrooms.

Sanctuary – Wedding Policies

The Sanctuary will seat approximately 300 guests. The aisle is approximately 51 feet long. There are 14 stained glass windows with room for globe candles.

No nails, tacks, glue or scotch tape may be used on the walls, carpets, furniture, or other woodwork. Any decorations attached to furnishings must be affixed with non-marring materials.

Candles used must be dripless. Unity candles must have a protective covering placed underneath them.

All decorations must be removed following the ceremony.

The Adult in Charge will move any church furnishings needed to accommodate the ceremony. Make prior arrangements with the Adult in Charge should furnishings need to be moved.

KBC will provide a Sound System Technician – please contact Korey Hatch.

A list of other services provided is available upon request. Arrangements for other services should be made directly with the individual providing the service.