

POLICIES ON BUILDING & EQUIPMENT USE

APPROVED on July 16, 2008; AMENDED on January 7, 2015 and August 12, 2015:

The buildings and equipment of HtBF exist for the primary purpose of being used by its members through its organizations and ministries. The use of the facilities and equipment of HtBF shall be for the exclusive use and benefits of its Active Members (as defined in the By Laws). Active Members shall schedule events in advance (as far as possible) with the Trustees. Each event must be unanimously approved by all Trustees and must be supervised by at least one Active Member who must be present at the event. For weddings to be scheduled and held at HtBF, either the Bride or the Groom must be an Active Member of the church and the wedding ceremony must be a worship celebration uniting a man and a woman, who have put their faith in Jesus Christ and are committed to living in accordance with Scriptural principles. Scheduling of events is dependent upon first request basis and will be posted on the Church Calendar in the Fellowship Hall foyer. General overall maintenance and remodeling of the building and equipment of HtBF has precedence over all any events. Dates for major remodeling or repairs will be posted by the Trustees as soon as they are known.

The Building Use Policy is set by the Trustees and may be amended by them. The building shall be administered by the Trustees. There will be no charge for use of the Fellowship Hall and its contents for Active Members. There will be a \$100 fee for janitorial services by others using the Fellowship Hall. In addition, there will be a \$250 fee for janitorial services when the sanctuary and additional portions of the church are used (exception - there will be no charge for janitorial services when funerals are held for current or former members). In all cases, that portion of the building used will be cleaned and ready for services as soon as the event is over. The facility will be expected to be left in the same condition as it was before the event, which means restore tables, chairs and other items to their normal positions. Please limit access to only the portion of building related to the event. If something is broken, those using the facility are expected to reimburse HTBF for the repairs or item.

Priority for Building Use will be in the following order:

- 1) Ongoing and direct ministries of HtBF;
- 2) New and extension ministries of HtBF;
- 3) Weddings of Active Members;
- 4) Funerals for Active and Former Members;
- 5) Dinners, banquets, receptions, and celebrations involving Active Members;
- 6) Other Christian organizations, ministries, or receptions involving HtBF
Active Members.

SPECIFIC GUIDELINES:

HtBF has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. An Active Church Member must be present at all events. That person will be responsible for lock up, clean up, lights out, etc.
2. No selling of merchandise in the Sanctuary. Only the selling of general merchandise on church premises of music and ministry related material is permitted. These must be approved in advance.
3. No non-church fund raising to be held without approval. Voluntary offerings and collections must have prior approval.
4. The individual or group using the facility will be responsible for damage caused to facilities and equipment. Notify Trustees of any damage to facilities or equipment.

5. No beverages or food outside the Fellowship Hall. Dining or the serving of food is limited to the fellowship hall. No drinks are allowed in the Fellowship Hall that will stain the carpet (i.e. red punch specifically is prohibited).
6. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church. The following items are not allowed in or on church property: Weapons; Alcoholic beverages; Tobacco products; Controlled substances/drugs; or Anything that would distract from a Christian atmosphere.
7. Use of candles is not allowed in carpeted areas, unless approved in advance by Trustees.
8. Use only the assigned place and time. Please advise the church office if you cancel your meeting date. Access to other areas of the church not connected with the event is strictly prohibited by all participants.
9. No taping, stapling, thumbtacks, nails or any kind of adhesives on any papered, plaster-boarded walls or on the ceiling tiles. No thumbtacks or nails are to be used on any woodwork doors.
10. Do not remove tables from Sunday school rooms.
11. There is no storage space available.
12. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
13. If furniture or equipment is to be moved, it must be done to maintain the quality of the building's furniture and equipment, and prevent damage.
14. Rooms must be returned to their original arrangement. Tables and chairs are to be put back in place if they are moved. Table tops should be cleaned with wet cloth and dried. Chairs that have been used should be checked for greasy finger prints and food smears. Clean with a damp cloth and wipe with dry cloth.
15. The user will be held responsible for any damage done to church property and assumes liability for injuries to persons attending the event and for damages or loss of user's property.
16. Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty.
17. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
18. The furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) owned or located on the church premises will be used exclusively for ministry functions of HTBF and may not be removed from the premises.
19. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
20. On rare occasions, church groups may need to be moved to accommodate an event of greater importance – a wedding, a funeral, etc. When this happens, alternate arrangements with the preempted group will be made.
21. Weddings and rehearsals will be limited to Fridays and Saturdays so they will not interfere with Sunday morning services. Funerals will not be scheduled on Sundays.
22. Adequate time is to be given for clean up before regular or special services of the church.