

Bethel Business Committee

Policy & Procedure #014

June 10, 2013 - Revised January 11, 2016, Revised February 10, 2020

Facilities and Equipment Use Policy for Bethel Bible Chapel

Please see the attached pages for the following documents:

- **Bethel Bible Chapel Facilities and Equipment Use Policy**
- **Use Agreement for Bethel Bible Chapel Facilities and Equipment**

Bethel Bible Chapel Facilities and Equipment Use Policy

The purpose of properties, buildings, equipment, and facilities of Bethel Bible Chapel, hereafter referred to as facilities, is to house, support and encourage ministry. Our property, building, and facilities, have been given to us by God. As His stewards we attempt to maximize and enhance the potential of these facilities for His service, honour and glory, while guarding against wear and tear, neglect and improper use.

The uses of Chapel facilities would be primarily for regularly scheduled church activities, including church sponsored groups or organizations. In addition, non-regular usage by community groups and charitable organizations at large would be welcomed, subject to the terms and conditions listed below and the completion of the Use Agreement for Bethel Bible Chapel Facilities and Equipment form.

It is the Chapel's desire to show hospitality to all, as per 11 Corinthians 9:8-11 and Galatians 6:10. However, the Chapel reserves the right to refuse any application for the use of church facilities. Such applicants shall agree to hold the Chapel harmless as a result of the refusal of any application.

This document represents the establishment of a policy, under the authority of the Elders, designed to define what uses may be made of the Chapel's facilities and which uses are specifically excluded.

Guidelines, Terms and Conditions for Use of Facilities and Equipment:

1. Scheduled ministry functions as defined by the Elders have first priority.
2. Unscheduled functions in support of ministry, such as funerals, may supersede scheduled ministry functions by decision of the Elders.
3. The facilities may be used for social functions associated with approved ministries. In such cases, the ministry leader is responsible for cleaning and leaving the facilities in an appropriate condition and ready for the next scheduled function.
- 4 (a) The facilities may be used by community groups or charitable organizations or other entities as long as this use does not conflict with regularly scheduled ministries and events or place the Chapel in a position that would compromise the Chapel's beliefs and biblical teachings. The leadership of Bethel Bible Chapel would evaluate requests for such use on a case-by-case basis.

(b) Any community group or charitable organization using the Chapel's facilities must have adequate liability insurance coverage and therefore the user will agree to provide the Chapel with a certificate of insurance confirming liability coverage is in place for an amount of not less than \$1,000,000 naming the Trustees of the Chapel as an additional insured but only with respect to the operations of the named insured.

(c) The user shall agree to release the Trustees of the Chapel from all claims, demands or causes of action arising from the user's use of the facilities and will hold the Trustees of the Chapel harmless from any damage or injury suffered by the organization or its members as a result of its use of the facilities.

(d) Any community group or charitable organization shall, if the event or activity requires it, demonstrate due diligence in staff selection, training and accountability.

(e) The user must execute the attached Use Agreement, for use of the Chapel's facilities and equipment.

5. The facilities may be used by individuals or private groups for functions not directly associated with ministry with the same requirements as outlined in Section 4 for community groups or charitable organizations except that the insurance requirements given in item 4(b) do not apply. Such requests would be evaluated on a case-by-case basis. The responsibilities of those approved to use the facilities are as per the attached Use Agreement. A person authorized by the Business Committee must attend such functions.

6. The facilities shall not be used in support of any commercial or for profit activity. Notwithstanding, visiting speakers may sell items in support of their ministries. In addition, charitable organizations that have permission to use the facilities would be allowed to sell items in support of their charities, and undertake activities accepted by the Canada Revenue Agency for charitable organizations. Exceptions to this policy may be granted when such use is deemed by the leadership of Bethel Bible Chapel to be of general benefit to the community.

7. a) Equipment including instruments, audio-video equipment, computers and the like, shall not be removed from the premises except for repair and maintenance purposes. Notwithstanding, such equipment may be taken off site in direct support of a Bethel ministry and under the care and supervision of the appropriate ministry leader and AV technician if required.

b) Kitchen facilities and equipment and audio-video equipment cannot be used without prior authorization from Bethel leaders in charge of these areas and then only by persons deemed qualified to do so by the appropriate Bethel leader. The Bethel leader may require Bethel staff to supervise and/or operate the equipment during the user's event, including practices, auditions, rehearsals and the like. When Bethel staff is required for an event users will incur the hourly rate charges that are applicable. This does not apply to funerals and funeral receptions – See Policy and Procedure 032 - Funerals and Funeral Receptions Held at Bethel Bible Chapel.

When the Fellowship Hall is booked, the piano in the room may be used by an experienced player without separate authorization but the piano may not be moved from this room. When the main auditorium is booked, the piano and organ in the room

may be used in their present positions by experienced players without separate authorization. However, if either has to be moved, prior authorization is required. Other instruments may not be used without prior authorization.

After an event or activity, the user will appropriately clean and leave in order the facilities used in time to accommodate any other scheduled Chapel function. The user will return the furniture, chairs, tables, and the like to the same configuration and location as they were found before usage, unless otherwise directed by Bethel personnel. If after a user event or activity, cleaning or reconfiguring is not completed by the user and Bethel staff is required to make the Chapel ready for the next scheduled event, users will incur the hourly rate charges that are applicable. The decision concerning the need for cleaning will be at the discretion of Bethel personnel.

c) The user agrees to report and pay for the repair of any and all damages to the Chapel's facilities and/or equipment incurred by any of the users' actions or activities. Damage costs will be determined by Bethel personnel.

d) The user agrees not to deviate from the activities stated at the time of the completion of the Use Agreement form without first confirming with Chapel personnel that the change does not conflict with the Chapel's ministries, values and teachings.

e) The user agrees not to use or attempt to use any of the Chapel's facilities or equipment not listed on the Use Agreement form.

f) The user agrees not to remove any of Bethel Chapel's equipment or property from the premises.

g) The user agrees to refrain from and not permit any illegal activities on the premises.

h) Chapel furniture shall not be removed from the premises except for repair or disposal.

8. Smoking is not permitted within the Chapel's buildings and alcohol is not permitted on the premises, except for wine during communion.

9. Events and activities involving food and or beverages should not be held in the main auditorium. However, exceptions to this policy, normally restricted for Bethel Bible Chapel events and ministries, could be made in cases where alternatives such as the fellowship hall cannot accommodate the anticipated number at the event.

10. The Chapel does not charge a fee for the use of its facilities. Donations offered in appreciation of the use of the facilities may be accepted. In addition, financial compensation would be expected when Bethel personnel such as AV technicians, custodial or kitchen staff are required for the event, as per guideline #7b of this policy.

11. The user agrees that the Chapel's Business Committee under exceptional circumstances may cancel permission without notice and without the user having recourse to loss or damage.

Use Agreement for Bethel Bible Chapel Facilities and Equipment
686 Black Road Sault Ste. Marie, Ontario P6A 6J8

Bethel Bible Chapel hereafter referred to as the Chapel, permits the individual, charity or community organization named below, hereafter referred to as the user, to use the Chapel's facilities and or equipment as indicated on this form, with such permission being granted in accordance to and compliance with the terms of the Bethel Bible Chapel Facilities and Equipment Use Policy and the completion of the Use Agreement form.

Name of user: _____

Address: _____

Telephone: _____

E-Mail: _____

Date(s) and Times: _____

Facilities to be used: _____

Equipment to be used: _____

Equipment use authorized by: _____

Personnel Assigned by Bethel, if applicable

Name	Responsibility	Date(s)	Fee(s), if applicable
_____	_____	_____	_____
_____	_____	_____	_____

User Declaration:

The User acknowledges, by signing below, having received and read the Bethel Bible Facilities and Equipment Use Policy attached to this form, and agrees to comply with the terms of this policy.

Signature of User: _____



Approval granted (Person granting approval must be the Pastor, an Elder or the Chairman of the Business Committee): _____

DATE: _____