



Judson Memorial Baptist Church

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Church Facilities Policy

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Judson Memorial Baptist Church
Minneapolis, MN

Vision of the Church

We are a spiritually grounded community united in providing sanctuary for all who enter. We seek to open ourselves to the healing and transforming power of God's love as we seek to follow the life of Jesus: honoring our deepest differences, seeking justice and mercy, discovering and implementing our gifts, and nurturing our children.

General Philosophy

The Judson community is committed to serve the members of our broader community in a manner consistent with our vision. To that end, we encourage and promote the use of our facilities by our congregation, related church groups, community groups and agencies that are compatible with the shared values of our congregation. This commitment may require that efforts be made to accommodate some groups that are not related to Judson Memorial Baptist Church.

The first priority of the church is to provide facilities for those ministries directly sponsored by the Judson community. Secondly, the facilities may be used for church-sponsored programs that provide educational, spiritual and human-welfare support to both members and non-members, or programs which provide advocacy and support for the work of social justice and transformation. Thirdly, the facilities may be used for non-church sponsored events, which are designed to better our community and its people. Limited parking facilities must always be taken into consideration when scheduling is done.

This draft of the policies, procedures, and rules, approved on January 14, 2008, supersede all others approved by the Executive Council of Judson Memorial Baptist Church. The Executive Council will make minor modifications to these policies as deemed necessary.

Questions may be directed to the Church Administrator during normal church office hours, Monday – Thursday 9:00AM – 4:00 PM and Friday 9:00AM – 12:00PM.

Judson Memorial Baptist Church
Minneapolis, MN

General Policies

Groups Which Will Be Given Consideration for Church Use - A group shall fall into one of these categories if its request for use of the building is to be considered:

1) **Church Related:**

- a) All groups listed as Judson Church Ministries or Adjunct Ministries in the official church directory
 - b) All groups related to Judson Church programs approved by the Executive Council or supervised by a member of the Judson Church staff.
 - c) Denominational or other affiliated groups
 - d) Weddings - Member or Non-Member
 - e) Receptions - Fellowship Hall or Ann Judson Room
 - f) Funerals
- } See wedding manual for specific details.

2) **Outside Groups:**

- a) Service and Support Groups - Examples include AA, NA, grief recovery groups, etc.
- b) Musicians, artists, and performing groups in need of rehearsal or meeting space, whose purpose and general practice are consistent with the vision and values of Judson Church.
- c) Cultural/Educational Groups- Individuals or groups of a cultural or educational nature whose income may be from dues but which are non-profit in nature and whose general practice and membership are consistent with the vision and values of Judson.
- d) Musicians, artists, and performing groups using the facilities of Judson Church for concerts, performances, or exhibitions
- e) Gatherings related to government - Examples include dialogue between public officials and their constituents regarding issues of significance to Judson Church and the broader community.
- f) Celebrations – Examples include wedding showers, baby showers, and anniversaries.

Groups Which Will Not Be Considered for Building Use – Any group whose purposes or values are inconsistent with the vision and values of Judson Church or any group whose purpose would put at risk the tax exempt status of Judson Church will be denied use of all church facilities and property. The Church Administrator in consultation with one of the pastors and/or appropriate lay leaders within the congregation will evaluate all requests. Specific groups who will not be considered for building use are:

- 1) Political Groups - Groups or individuals advocating election of specific public officials.
- 2) Groups with goals inconsistent with the vision and values of the Judson community.
- 3) Groups advocating revolution or overthrow of the government of the United States.
- 4) Fund-Raising Groups - The building will be available for fund raising events only for groups that are attempting to fund ministries and efforts consistent with the vision and values of Judson Church.

Availability of Building:

- 1) Church-related meetings shall be given first priority in building use.
- 2) The facilities will be available for use on Monday - Friday from 8:00 a.m. until 9:30 p.m. and on Saturday, 8:00 a.m. until 9:00 p.m. The facilities are not available for use on Sundays or Holidays. All exceptions to these times are to be approved by the Church Administrator.

Assignment of Facilities:

- 1) Groups will be assigned to specific areas and will limit their activities to these areas.
- 2) Use of kitchen facilities is subject to prior approval by the Church Administrator, and is subject to the guidelines established in the “Rules for Kitchen Use.” A copy of this document will be provided, as applicable, by the Church Administrator when the facilities reservation is confirmed.
- 3) Groups may reserve facilities on a regular and recurrent basis for a period of no more than six months. Any group wishing to extend their use of Judson Church facilities must submit a new “Facilities Request Form” to the Church Administrator. The request will be evaluated based upon policies in place at the time of the request and will be subject to current reservation rates and availability.

Responsibilities of Groups:

- 1) Groups must provide their own supplies (coffee, tea, sugar, paper products, etc.).
- 2) No storage space will be provided for outside groups.
- 3) Groups can only use specific rooms assigned to them by the Church Administrator.
- 4) Groups are responsible for the behavior of participants (no smoking, no alcoholic beverages, etc.)

Space Set-up and Custodial Support

Each group using Judson Church facilities will be responsible for the set-up and clean-up of the space they are using.

Child Care

No children under the age of 18 are allowed to be present in the building without adequate adult supervision. All Outside Groups must make appropriate child care arrangements for any minor children. The group must make specific requests for additional room(s) to accommodate any child care needs.

Specific Guidelines

Please review this document and sign on page 10. Every person and/or group is expected to abide by the guidelines listed.

- 1) Security deposit is due at the time of reservation. All other fees are to be paid 7 days in advance with the Church Administrator. [See page 10, entitled Fee Schedule]
- 2) If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location or cancel the event or meeting.
- 3) Because of limited space, furniture, or equipment, we may not be able to fulfill all requests.
- 4) Rooms will be assigned on a first-come, first-served basis. Rooms may be reserved on a recurring basis for a period of six months or less.
- 5) No smoking is permitted in or on any Judson Church property.
- 6) No alcoholic beverages are permitted in or on any Judson Church property.
- 7) Anyone wishing to play the organ or grand piano must have prior approval of the Director of Music or Organist and will be required to pay a refundable security deposit.
- 8) The following items must be complete and on file with the Church Administrator:
 - a) Outside groups: "Facilities Request Form," "Room Set-up Request," and security deposit. Facilities reservations should be made at least 30 days before the event date and set-up request must be submitted to the Church Administrator at least 7 days in advance. The security deposit will not be refunded if room cancellation is made less than two weeks prior to the scheduled event.
 - b) Church Related groups: "Facilities Request Form," which serves as the room reservation form. These forms should be submitted to the Church Administrator at least 14 days before the meeting or event date.
- 9) The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is prohibited.
- 10) To avoid scheduling conflicts, only the Church Administrator will make entries on any portion of the Church scheduling calendar.
- 11) No food is allowed in the Sanctuary, including the balcony, and no food or drink is allowed on or around the piano and organ. An exception will be made for communion elements.
- 12) Attendance must not exceed the capacity agreed upon for any space in this agreement. The decision of the Church Administrator on all safety issues shall be final.
- 13) Church equipment in the Sanctuary must be operated by technicians approved by appropriate representatives of Judson Memorial Baptist Church.
- 14) Church equipment, i.e., TV/VCR and/or sound equipment is subject to availability and approval and should be included in the agreement.
- 15) Any property left on the premises by those using the facilities shall, after a period of thirty (30) days from the last usage, be deemed abandoned and shall become the property of the church.

- 16) No paints, tapes or glues may be used, nor carpentry, electrical or other construction work done on the premises without prior clearance with the Church Administrator.
- 17) No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Church Administrator.
- 18) All scenery or props must be free-standing. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to have been made fire-retardant.
- 19) No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form (with the exception of candles on the altar table) may be used on the church premises, without the approval of the Church Administrator.
- 20) General lighting for the Sanctuary, one stand microphone and house lights are included in the agreement - if required. A minimum of one technician will be required for all programs, activities and events that need these services.
- 21) The church reserves the right to schedule other activities and events in other parts of the building.
- 22) Those using church facilities are to confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- 23) Users are expected to leave the facilities in good clean conditions. Trash should be placed in the receptacles provided.
- 24) The church shall provide insurance covering property and groups under its control. All other groups should provide to the Church Administrator a hold harmless agreement or a certificate of insurance.
- 25) Church equipment is not to be removed from the church premises.
- 26) Animals should not be brought into any part of the church building. (Exceptions will be made for church sponsored ministries and for service animals used for assistance.)
- 27) Members scheduling facilities for private, non-ministry events (birthday parties, wedding anniversaries, etc.) will be charged a use fee.

JUDSON MEMORIAL BAPTIST CHURCH
Facilities Request Form (Outside Groups)

Name of Organization: _____

Contact Person's Name: _____ Phone #: _____

Address: _____

Email: _____ Position with Organization: _____

Person in Charge: _____

Address: _____ Phone #: _____

Date/Day Desired: _____ Time From: _____ to _____

Recurring Reservation? _____ Frequency: _____ Day: _____

Type of program: _____ Number Expected: _____

Room(s) or Area(s) Requested:

Ann Judson Room _____	Sanctuary _____	Fellowship Hall _____
Library _____	Tower Room _____	Providence Room _____
Rainbow Room _____	Youth Room _____	

Refreshments served? _____ Light refreshments _____ Full meal _____

Number Tables Needed: _____ Number Chairs Needed: _____

Piano _____ Audio/Visual _____ Nursery: _____

Will your group need to provide child care? _____

Other Requirements: _____

The Church Administrator will process the request for use of church facilities and will compute the application fees. Permission to hold the activity or event will be subject to the approval of the Board of Trustees and the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.

Signing of this agreement shall constitute willingness to comply with all rules and regulations regarding the use of Judson Memorial Baptist Church or Minneapolis, MN, facilities as set forth by the Executive Council. Those using church facilities must use utmost care in the use of facilities and agree to protect, indemnify and hold harmless the Judson Memorial Baptist Church of Minneapolis, MN, and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly growing out of the use of the premises covered by this agreement. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by the Executive Council and shall pay for such repair and replacement costs.

Signed: _____ Date: _____

For office use only:	Date security deposit received: _____
Date approved: _____	By: _____
Keys Issued: ____ Yes ____ No	Key Number: _____
Access Code Issued: ____ Yes ____ No	Access Code Provided: _____
Condition after use: _____	

JUDSON MEMORIAL BAPTIST CHURCH
Room Reservation and Set-up Request

Event Name: _____

Contact Person: _____ Phone #: _____

Date/Day of Event: _____ Time of Event: _____

Room Requested/Assigned: _____

Size of Group: _____ Number of Tables: _____

Number of Chairs: _____ Speakers Podium: _____ (Yes/no)

Audio-Visual Needs:

TV/VCR _____ Sound Amplifier _____ Mics (how many) _____ Tape/CD Player _____

Please be specific about your requests.

Signed: _____ Date: _____

JUDSON MEMORIAL BAPTIST CHURCH
Schedule of Fees and Charges

<u>Location</u>	Church Related	Outside Groups	Outside Groups	Outside Groups
	Groups <u>1a,b,c,f*</u>		Member Fee <u>2c,d,e*</u>	Non-member Fee <u>2c,d,e*</u>
Sanctuary	N/A	\$ 37.50	\$ 75.00	\$150.00
Fellowship Hall	N/A	\$ 18.75	\$ 37.50	\$ 75.00
Ann Judson Room	N/A	\$ 12.50	\$ 25.00	\$ 50.00
Library	N/A	\$ 7.50	\$ 15.00	\$ 30.00
Providence Room	N/A	\$ 5.00	\$ 10.00	\$ 20.00
Rainbow Room	N/A	\$ 5.00	\$ 10.00	\$ 20.00
Tower Room	N/A	\$ 5.00	\$ 10.00	\$ 20.00
Youth Room	N/A	\$ 5.00	\$ 10.00	\$ 20.00
Security Deposit	N/A	\$100.00**	N/A	\$100.00
Sec. Deposit for Piano and Organ	N/A	\$100.00**	N/A	\$100.00

* See page 4 for group description

** Fee may be waived if a Judson member is a sponsor or coordinator of the event

Room Use Fees Total		\$ _____	\$ _____	\$ _____
Security Deposit	(-)	\$ _____	\$ _____	\$ _____
Balance Due Two Weeks Prior		\$ _____	\$ _____	\$ _____

- ◆ The room fees listed above are for a maximum of two hours use. Extended reservations will be assessed an additional hourly prorated fee.
- ◆ Sound system requires operator to be provided by Judson Church – fee \$25.00 per hour
- ◆ Security deposit is due at the time of reservation; final payment is due at least 7 days prior to the event. Please make checks payable to Judson Memorial Baptist Church.
- ◆ Security payment will not be refunded if room cancellation is not made at least 7 days prior to scheduled event.