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WELCOME

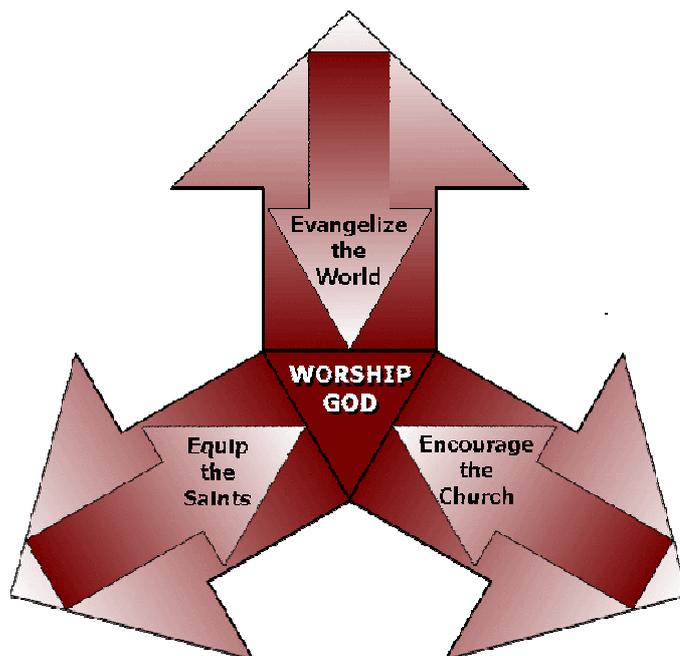
On behalf of the entire church body, welcome to the ministry of Mount Vernon Baptist Church! We consider it a privilege to work together for the Lord and our congregation, and we look forward to what the Lord is going to accomplish through our concentrated efforts.

Mount Vernon Baptist Church (hereafter referred to as MVBC) seeks for its facilities and properties to be vessels used for the furthering of the Kingdom of God and the gospel of Christ. With this primary endeavor in mind, MVBC wishes to serve church members and the community at large in events requiring facilities that the church has. Thus, so long as it is not in contradiction with the MVBC Constitution, Operation Manual, or with other activities already scheduled, the appropriate church facilities may be used by approved ministries, families, and community groups.

Please read all the information in this packet thoroughly and keep it for further reference. The contents of this facilities policy may change occasionally as the dynamics of the church's properties and ministries change. Therefore, the review and acceptance of these policies will be confirmed by all ministry leaders annually prior to the beginning of the church's ministry year.

MOUNT VERNON BAPTIST CHURCH MISSION STATEMENT

Mount Vernon Baptist Church seeks to worship God by equipping the saints, encouraging the church, and evangelizing the world.



MVBC FACILITY USAGE GUIDELINES

General Guidelines

1. Rooms and buildings will be allocated for use based on the priority, size, and nature of the program or event requested. MVBC staff has the authority to schedule MVBC functions and sponsored events, as well as activities of external groups in accordance with the *MVBC Constitution*.
2. Scheduling and reserving church facilities requires the completion and signed approval of a *Facility Usage Request Form*. An approved form must reference each event that will be scheduled and implemented.
3. Use of any portion of the church facilities shall be reserved on a first come-first serve basis and based upon the completion of the proper reservation forms. Within this rule of thumb, however, date and time preference is given in the following order of 4 categories:
 - a. *MVBC Programs and Events*. Regular weekly and monthly programs will take priority over special events. Scheduling must go through the church office.
 - b. *MVBC Sponsored Ministries and Programs*. Special programs and events that are in partnership with the church and are consistent with the purposes of the ministry of the church.
 - c. *MVBC Members' Events*. Not specifically sponsored by or for MVBC, members' events are typically private events like family gatherings, weddings, receptions, etc. Individuals that use the premises under this category must be church **members**. A community event/program that a member represents will still be considered a community event/program.
 - d. *Community Events and Programs*. Events Mt Vernon Baptist Church wishes to encourage without necessarily having any direct association. The following are examples of events in this category: school meetings, polling places, non-member family gatherings, music recitals, civic clubs, homeowners associations, or community meetings. Weddings approved for a non-member are considered a community event.
4. Events are scheduled to assure the proper safety, convenience, and success for each event. Therefore, a minimum of one (1) hour of separation will be scheduled between events using the same facilities on the same day. MVBC facilities may be subject to exclusion when a large event is reserved on the property. With the exception of vehicles and equipment for MVBC programs and events, no portion of the church facilities shall be made available during regular church worship hours.
5. The event leader is responsible for ensuring that all vehicles use only prescribed parking areas, unless clearly specifying a reason otherwise.
6. No individual or group organized to make a profit will be allowed to use the premises for a profit making event. Approved MVBC fund raising events are permitted.
7. No individual or group shall sublet the use of MVBC facilities.
8. Smoking, alcoholic beverages, firearms, illegal drugs, and any form of gambling are not permitted on any part of MVBC property.

9. Open fire or flames are not permitted on MVBC property unless authorized by the facilities coordinator and are in complete compliance with fire safety regulations.
10. A one-year limit shall exist for a reservation by a specific group. If a request for renewal is submitted, such request shall be treated as a new application. Repeat programs must maintain current reservations at all times.
11. Keys to MVBC property are only to be in the possession of approved individuals. Everyone who possesses any keys to MVBC property must complete a *Key Assignment Form* and have their updated personal information and keys list on file in the church office. Any lending or duplication of keys to MVBC properties without specific permission from the facilities coordinator is prohibited and will result in the forfeiture of keys.
12. The use of specialized properties of MVBC (i.e., kitchen, vehicles, etc.) are subject to additional requirements that are clarified in their specific portion of this manual.
13. MVBC reserves the right to make necessary decisions or changes to the use of church facilities.
14. No MVBC property or furnishings may be altered either structurally or cosmetically for the user without the express permission from the facilities coordinator. Any part of the MVBC facilities that are altered must be returned to their original position by the end of the scheduled event.
15. The user agrees to return all MVBC supplies and equipment to their proper storage location as authorized by the end of the scheduled event, and remove their personal property from MVBC premises immediately after the event.
16. The user is responsible for completing every item on the Event Checklist by the end of the scheduled event. The MVBC facilities coordinator reserves the right to inspect the used facilities after an event to determine if the used facilities have been returned to their proper condition and position.
17. The user is responsible for all cleaning necessary from the event in excess of the normal custodial services.
18. Any misrepresentation of MVBC by an organization or individual, or mistreatment of a MVBC representative or property, may result in the forfeiture of current and future privileges to use any MVBC facilities, including being asked to immediately vacate the premises.

Guidelines for MVBC Events Not Held at MVBC

All MVBC directed or sponsored events must complete a *MVBC Event Form* and be placed on the MVBC church schedule. This is to assure that multiple events potentially involving the same participants are not scheduled simultaneously, so to help provide the greatest possible success for all MVBC events and prevent any potential conflicts between ministries and/or members.

Guidelines for Community Events and Programs

1. A MVBC representative may be designated to be present at all times during the scheduled event at the user's expense in accordance with the fee structure. The MVBC representative has the authority to enforce the policies set forth in this handbook. They shall be treated with respect at all times.
2. Mechanical equipment malfunction at MVBC will not automatically result in a refund.
3. Non-church groups who wish to reserve any part of MVBC facilities which traditionally involve greater-than-average risk of bodily injury to participants and/or spectators (e.g., sports practices and events, cooking, etc.) will be required to obtain minimum general liability insurance coverage of one million dollars (\$1,000,000) with a five thousand dollar (\$5,000) medical payments endorsement. Users who are approved to open and close the facility shall obtain a minimum of two hundred thousand dollars (\$200,000) in property insurance to cover any property damage arising from the applicant's use of the facility. In all instances, the requirement for insurance will be determined by the facilities coordinator. When insurance is required, the user will submit a certificate of insurance.
4. The user is responsible to pay for 100 percent of the cleaning costs incurred by the event in excess of the normal custodial services included in the fee structure, and for any damage to property or equipment that occurs in connection with the user's scheduled event.
5. A one-year limit shall exist for a contract by a specific group. If a request for renewal is submitted, such request shall be treated as a new application. Repeat programs must maintain current contracts.
6. Groups whose purposes are inconsistent with the value system of MVBC shall not be permitted to use any portion of the church campus. MVBC reserves the right to deny any reservation request that runs contrary to the Constitution or doctrinal beliefs of MVBC.

Special Guidelines

1. **Recreation and Sports Activities.** The Family Life Center may be configured for basketball or other athletic activities and games. Only sports equipment appropriate for indoors may be used. Equipment or shoes with sharp bottoms are not allowed on the FLC floor. Do not use tape on the floor without permission. Only gaffer-tape or no-stick removal tape is allowed.
The use of the following sports equipment in the FLC is prohibited: baseballs/baseball bats, golf, tennis, squash, racquetball, handballs/squash balls (or any other ball or projectile that can mark the floor, wall, or ceiling, or damage light fixtures or windows), bow and arrow, and guns of any kind. This list does not include all of the sports equipment that can damage the facility. Users are asked to use common sense in selecting indoor athletic activities.
2. **Programs and Production.** Programs and concerts that require staging, extensive seating, audio/visual production or outside production companies must follow the same guidelines as other events, but will also require a MVBC representative to be on site at all times, along with special consultation with church staff.
3. **Weddings.** Weddings must adhere to the *MVBC Wedding Policy* as well as all facility policies.

4. Kitchen Policies. All individuals or groups desiring use of any MVBC kitchen facilities must have a Certified Kitchen Worker at the event who will oversee all kitchen-related activities. A list of all Certified Kitchen Workers will be on file with the facilities coordinator. Additionally, all individuals or groups desiring use of any MVBC kitchen facilities must adhere to the applicable *Kitchen Use and Safety Policies* in conjunction with all facility use policies.
5. Incident Reporting. Users must report any serious safety or injury incident to the MVBC representative or the facilities coordinator as soon as possible.

RESERVATION PROCEDURE

All reservation requests for the use of rooms or buildings are made through the Church Office as soon as possible but no later than thirty (30) days prior to the event. Reservation requests will be processed on a first come-first serve basis based upon the completion of the proper reservation forms. Within this rule of thumb, however, date and time preference is given in the order of the four (4) categories as listed in the *MVBC Facility Usage General Guidelines*. The MVBC staff will resolve any usual circumstances of scheduling conflicts. This may result in changing the time and/or location of one or more events. Please take the following steps in completing and securing a reservation request:

- 1) A MVBC Facilities Reservation Request form must be completed and signed by the authorized representative from the requesting party. Applications must clearly and accurately specify the group/organization making the request; the purpose of the activity; the number and ages of the expected attendees and participants; and the name, address, email address, and phone number of the individual or groups authorized representative. The request form should reflect equipment needs, exact dates and times (include set-up, event, takedown, and clean-up), and spaces requested. Forms can be emailed to mvbc01@mtvernonbaptist.net or faxed to (919) 847-0606.
- 2) For a community event/ program, 20% of all applicable charges is required with each request form completed. Upon receipt of a reservation request form and deposit, the facilities coordinator will process the request for review and approval. Deposits will be immediately and fully refunded if the event is not approved.
 - a. If the request is approved, the facilities coordinator will contact the group's representative to finalize the scheduled event. The facilities coordinator shall provide the user a checklist for the use of the facility and/or the contact information for the MVBC representative that is assigned to the event. The user is responsible for following the instructions of the checklist and/or the MVBC representative in a timely manner. 20% of all applicable charges is required prior to the reservation being finalized. The remaining balance of all applicable charges must be paid in full within two (2) weeks prior to the scheduled event. A refund minus the 20% deposit is permitted up to one (1) week prior to the scheduled event. No refund is permitted within one (1) week of the event. To finalize a scheduled event, the following forms must be provided (as applicable): *Key Assignment Form, Kitchen and Safety Forms, Certificate of Insurance*.

The reservation will not be considered final until all appropriate forms are completed and acknowledged by both parties.

3) In the event that a finalized reservation need to be changed or cancelled, please contact the facilities coordinator as soon as possible. To change a reservation request, please complete a new *MVBC Facilities Reservation Request* form, noting that the request is a change of a prior request, and marking the specific change(s) on the request form. Changes will be considered as a new request and subject to the same procedures as such.

To cancel a reservation request, please contact the facilities coordinator in writing (i.e., email or signed letter), stating the intent to cancel the specified reservation. Upon written notification of the cancellation, the event will be removed from the facilities calendar and made available to new requests. All confirmed cancellations are final.

4) At the conclusion of the event, the user is responsible to complete the *Event Completion Checklist* and return it along with any MVBC keys to the facilities coordinator or the MVBC representative that is present during the event. Upon receipt of the checklist and keys and inspection of the used facilities, the facilities coordinator will confirm the conclusion of the reserved event.

BASIC FEE SCHEDULE

MVBC makes no charge to church members, ministries, or church-sponsored events for the general use of facilities. Church members and ministries are responsible for cleaning the used facilities according to the *Event Completion Checklist*, but they can choose to request a MVBC representative for custodial service. For church members wishing to use MVBC facilities for special events such as weddings or family reunions, charges for a MVBC representative apply. For community events and programs, including special events for non church members, the following fee schedule applies. There is a minimum charge of two (2) hours per space per occurrence. Whenever a MVBC representative is acquired, there is a minimum charge of two (2) hours in addition to the time scheduled for the event, so to allow time to clean and reset the facilities after the event. All charges must be paid to MVBC at least two (2) weeks prior to the scheduled use of the facilities. Groups and organizations using facilities on an on-going basis may pay monthly by the first business day of each month. MVBC reserves the right to waive any fees for a scheduled event at its discretion.

FACILITIES	SPECIAL EVENTS (MVBC members)	NON-MEMBER SPECIAL EVENTS & NON-PROFIT COMMUNITY EVENTS	FOR-PROFIT COMMUNITY EVENTS
Sanctuary	None	\$25/hour	Not Available
Family Life Center (FLC)	None	\$25/hour	\$40/hour
FLC & Kitchen	None	\$35/hour	\$50/hour
Coffee House (CH)	None	\$10/hour	\$15/hour
CH & Kitchen	None	\$20/hour	\$30/hour
Class Rooms	None	\$5/hour	\$5/hour
EQUIPMENT			
Tables & Chairs	None	None	None
TV/DVD Combo	None	None	None
Sound System	None	None	\$10/hour
Projection System	None	None	\$10/hour
PERSONNEL			
MVBC Representative	\$25/hour as is necessary (minimum of 4 hours)		



Mt. Vernon Baptist Church

*7600 Falls of Nause Road
Raleigh, NC 27615
(919) 847-0160*

MVBC WEDDING POLICY

The *MVBC Facility Usage Guidelines* apply to the use of the MVBC facilities for all occasions. In addition to these guidelines, the following also describe the policy of MVBC for weddings. The pastor and staff of MVBC reserve the right to deny the usage of MVBC facilities for weddings if these guidelines are not satisfied, or if the activities anticipated at the wedding undermine the identity and/or convictions of MVBC.

General Guidelines

1. Please use the same procedures for reserving MVBC facilities for a wedding as is described in the *Reservation Procedure* and *Fee Schedule* portions of the *MVBC Facility Usage Policy*.
2. The wedding must initiate the first and only marriage for either party.
3. Both parties must be Christians, have been scripturally baptized by immersion and active in their church.
4. The pastor of MVBC (or his designee) must counsel with both parties and approve the wedding before the use of MVBC facilities can be finalized and put on the MVBC calendar.
5. If someone other than a MVBC pastor will perform the ceremony, please provide his name and contact information, so that the MVBC pastor may confer with him prior to the ceremony.
6. All wedding music must be approved by the MVBC Minister of Music (or his designee).
7. Smoking and alcoholic beverages in any form are not permitted on any part of MVBC property. This includes the wedding party and their guests.
8. A MVBC representative is required to be present and compensated in accordance to the *MVBC Facility Usage Policy*. The representative is the only person authorized to run the audio and video equipment, including the sound board and projector. The MVBC Representative is the only person to authorize the move and the rearrange of stage accouterments, flowers and any other stage property. At the conclusion of the wedding, the MVBC representative must be consulted by the wedding party for proper placement of items that have been moved in the sanctuary.
9. The amount and appropriation of the compensation for the MVBC representative is reflected in the *Fee Schedule* of the policy. After receiving the representative's contact information, it is the responsibility of the wedding party to contact the MVBC representative regarding the details of the wedding.
10. The wedding party must acquire and pay the minister and accompanists directly. The church office can provide contact information for potential ministers and accompanists upon request.

11. For MVBC members, the church makes no charge for the use of its facilities. Weddings for individuals who are not members of MVBC are subject to the *Reservation Procedures and Fee Schedule* of the *MVBC Facility Usage Policy* as a “Non-member Special Event” classification.

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KITCHEN USE AND SAFETY POLICY

Along with each of the other facilities at MVBC, the kitchen facilities are a gift of God and supported by the membership of MVBC. The purpose of this policy is to provide general and specific instructions and guidelines governing safe operations and the long-term care and preservation of these facilities and equipment. By agreeing to the terms of use for this policy, you are acknowledging your personal stewardship and responsibility for its safe use, preservation, and maintenance. This kitchen was designed to the standards and requirements of a professional facility. Therefore, this policy is a supplement to the *MVBC Facility Usage Guidelines*.

General Guidelines

1. Only Certified Kitchen Workers are permitted to use any portion of the cooking equipment. Any group desiring to use the kitchen facilities must have a Certified Kitchen Worker present at all times the kitchen is in use. A list of Certified Kitchen Workers is on file with the facilities coordinator.
2. An individual can become certified to use the kitchen equipment when:
 - He/She has been trained by the chairperson of the social committee or his designee.
 - He/She has demonstrated satisfactory skill in the operation and cleaning of all kitchen equipment.
 - He/She has read, understood, and agrees to comply with all safety and cleaning requirements.
3. The Certified Kitchen Worker and the event coordinator must make a final inspection at the end of use and complete the required checklist, attesting that they have left the facility in a sanitary and safe state of readiness for the next user.
4. Please use only the food that you have provided. Items in cabinets, pantries, freezers, or coolers belong to several church ministries. They should not be disturbed or used without prior approval.
5. If your group is a regular user of the kitchen facilities, you are expected to have representatives helping during times of periodic major cleaning and restoration.
6. Do not tamper with the electrical boxes in the kitchens. In the case of a power outage, please ask your MVBC representative for assistance or contact the facilities coordinator.
7. All safety, sanitation, and food preparation requirements established by the city and county sanitation departments, as well as the USDA must be adhere to completely.

Guidelines for Cleaning

1. All pots, pans, utensils and other such items must be thoroughly washed, rinsed, and sanitized. In the Family Life Center kitchen, this should be done using the 3-compartment sink only (the other two work sinks must not be used for washing kitchen equipment). The left sink for washing, the middle sink is for rinsing, and the right sink is for sanitizing in a solution using ¼ teaspoon chlorine bleach

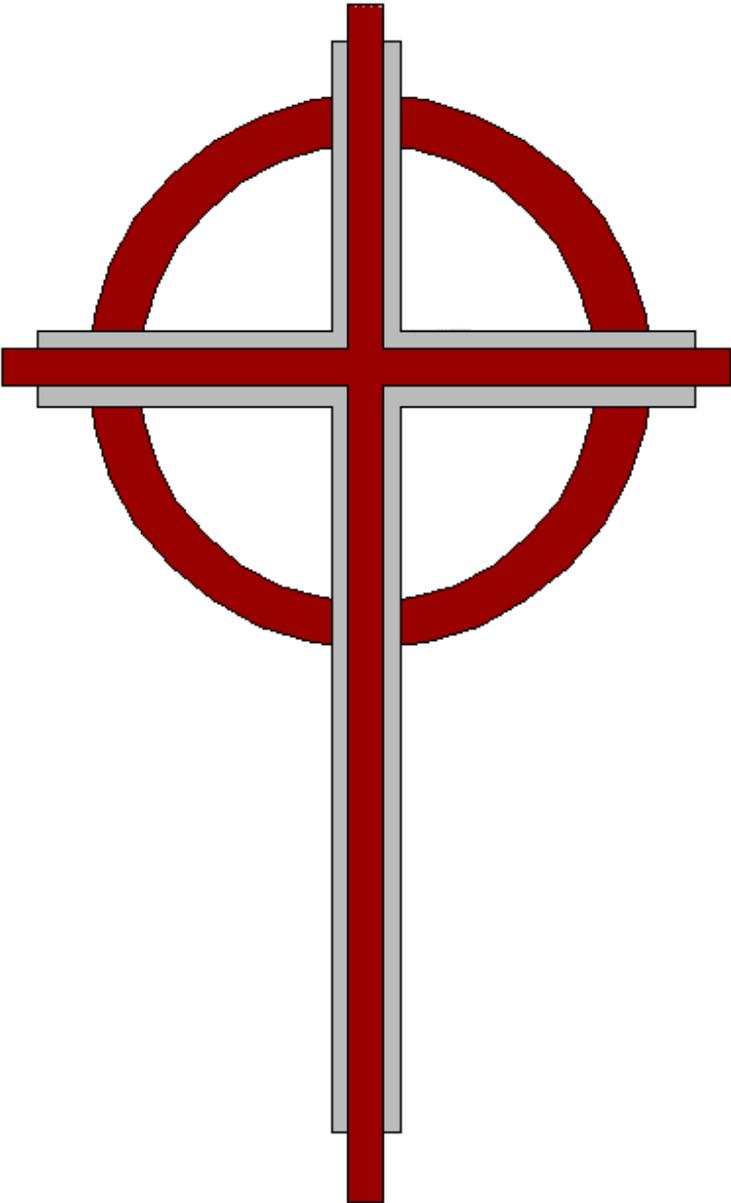
per gallon of water. The provided test strips should be used to test the solution until it reaches 50 parts per million. After rinsing, they must be air dried and stored in their proper place.

2. All work tables, cutting boards, equipment, and sinks must be thoroughly cleaned and sanitized at the end of the period of use.
3. All soiled dish towels, aprons, etc., should be cleaned and promptly returned to their proper place. The user is responsible for taking these items home, cleaning them, and returning them in a timely manner.
4. No leftover food can be stored in any of the coolers, freezers, or refrigerators.
5. All trash must be taken to the dumpster for proper disposal. All emptied cans should be relined with clean plastic bags. If cans need to be washed after emptying, they must be washed and drained. In the Family Life Center kitchen, this can be done in the tiled can wash by the electrical panels. In the Fellowship Hall kitchen, this must be done outside.
6. Floors should be cleaned before leaving.
7. Special care should be made to place all used items back in their proper storage area.

Guidelines for Cooking

1. See cooking equipment operation and maintenance manuals for complete operating and cleaning procedures. Additionally, see the separate quick reference startup and shutdown manual.
2. Hood exhaust fans must be turned on prior to any equipment being turned on and must be turned off only after all cooking equipment has been turned off.
3. Before operating convection ovens and/or steamer unit, you must have received proper training. Improper operation may cause extensive damage and/or serious personal injury.
4. Food and other debris must be thoroughly cleaned from the cooking surfaces. *NOTE: Red cutting boards are for working with meats **only**, and green cutting boards are for other foods.*
5. If using the serving line in the Family Life Center kitchen, it must be drained, thoroughly cleaned, sanitized, and left ready for the next user.
6. The beverage center must be shut off, cleaned, and left ready for the next user.
7. Personal items should not be left in the kitchen.
8. In the Family Life Center kitchen, the Berkel Slicer is a very dangerous piece of equipment. Please do not attempt to use the slicer unless you have been properly trained, inspected, and cleared for operating it. After use, it must be properly cleaned and sanitized upon completion of use.
9. Warmer/Proofers must be thoroughly cleaned and sanitized following each use. Crumbs and other debris should not be left inside cabinets.

Facilities Usage Handbook



ATTACHMENTS

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Mt. Vernon Baptist Church
 7600 Falls of Neuse Road
 Raleigh, NC 27615
 (919) 847-0160

FACILITY RESERVATION REQUEST

Individual or Group Name: _____

Contact Information (Two Contacts Required)

1. Name: _____ Phone: _____
 Address: _____ Email: _____
 City, State, Zip: _____ MVBC Member: Yes No
2. Name: _____ Phone: _____
 Address: _____ Email: _____
 City, State, Zip: _____ MVBC Member: Yes No

Event/Program Information:

Event Description: _____

User/Organization is: *MVBC event* *MVBC sponsored event* *MVBC member*
 (PLEASE CIRCLE ONE) *MVBC Non-member* *Non-Profit Community Event* *For Profit Community Event*

Exact dates & times are needed. List each event date individually. Attach a schedule, if necessary.

	Date	Day of Week	Event Start/End Time	Reservation Start/End Time	Total Hours Reserved
<i>Example:</i>	<i>6/6/09</i>	<i>Saturday</i>	<i>12:00-4:00 pm</i>	<i>10:00am - 5:00 pm</i>	<i>7</i>
TOTALS:					

Rooms & Spaces requested (*see facilities map*): _____

Equipment requested: _____

of persons expected (including audience): *Adults* ___ *Children* ___ Private or Public Event? _____

Will any outside companies be hired/contracted for the event? _____ Will you charge a fee? \$ _____

AGREEMENT:

- I understand and agree to abide by all the requirements contained in the Mount Vernon Baptist Church Facility Usage Policy.
- I understand that no liability shall attach to the MVBC congregation, individually or collectively, for personal injury suffered by reason of the use of the MVBC property.
- I will pay all applicable rental and cleaning fees.

Signature: _____ Name (please print): _____ Date: _____

- I am a member of MVBC and I elect to be responsible for all cleaning duties.
- I am a member of MVBC and I request and will pay a MVBC representative to be responsible for all cleaning duties.

Office use only: Approved Not Approved

MVBC Representative Required _____ # of hours @ \$15/hour = \$ _____ (add 2 hours for reset/clean up; min. 2 hrs.)

Responsibilities (check all that apply):

- Event Set-up Custodian Facilities Supervisor Sound/Light Technician Other (specify)

FEES DUE: Facilities \$ _____ Equipment \$ _____ Personnel \$ _____ TOTAL DUE: _____

Deposit Received – Amount: \$ _____ Date: _____ Received By: _____

Balance Received – Amount: \$ _____ Date: _____ Received By: _____

COMMENTS/Special Instructions:

FACILITIES MAP

