



# Church

**Building Policy  
And  
Event Procedures  
(UPDATED 03/12/14)**

The Summit Church  
3080 Highway 81  
Loganville, Georgia 30052  
(770) 466-6133  
[www.thesummitchurch.com](http://www.thesummitchurch.com)

## A BRIEF WORD OUR CHURCH USAGE

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. See **2 Corinthians 6:14; 1 Thessalonians 5:22.**

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. See **Colossians 3:17**.

## **GENERAL GUIDELINES FOR USE OF OUR FACILITIES**

### **1. Goals**

- a. To use our facilities in a God-honoring way
- b. To treat visitors as our honored guests

### **2. Criteria to determine building use:**

- a. Activity fits with who we are and what we believe
- b. Space availability
- c. How use impacts other programs
- d. Evaluation of safety/legal issues
- e. Group understands respect for our property

## **STATEMENT OF POLICY:**

Our church has been blessed with a wonderful facility to carry out the mission of the church. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation,
- Cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

## **BUILDING ELIGIBILITY GUIDELINES**

The facilities and equipment of The Summit Church exist for the primary purpose of being used by its members through its organizations and ministries.

1. A **Facility Request Form** should be completed for all groups requesting facility use. A use of Building Agreement is required for outside groups.
2. The church requires a 2-week minimum notice request for use.
3. Facilities are not available to outside groups for fund-raising or for profit-making activities.
4. Organizations engaged in partisan political campaigns are eligible to use church facilities at the discretion of the church administration. Our facility may be used as a polling place for elections.
5. It is up to the group hosting the event to be responsible for all insurance coverage that may be needed. The Summit Church assumes no liability whatsoever for injury on property.
6. All outside groups or persons requesting use of church facilities must also have and adhere to protection guidelines (see attached) regarding minors. A minimum of 1 adult must be present at all times.
7. These guidelines may be revised by the Worship Team in consensus with the pastoral staff.

## **THE PRIORITY OF FACILITY USE SHALL BE AS FOLLOWS:**

1. Recognized groups within the church: regularly scheduled church activities (i.e. church dinners, special worship events, worship services, Connect groups, etc.)
2. Church Members – individual parties and special events, weddings, funerals receptions, music recitals or other informal church member requests. Appropriate fees will be assessed.
3. Outside groups – church-recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by The Summit Church

## **RESERVATIONS**

A ***Facility Request Form*** must be completed by all groups and submitted to the Administration Assistant at least 2 (two) weeks in advance of the activity. The *Facility Request Form* provides for every area of the church. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

A staff member will meet with the user when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical services, and other financial commitments necessary for the event will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

## **APPROVAL GUIDELINES FOR THE FACILITY REQUEST USE SHALL BE AS FOLLOWS:**

1. All activities will be approved pending availability of space and the priority schedule, and must be consistent with The Summit Church's mission statement and the building use philosophy.
2. No date is placed on the calendar until the form has been submitted and approved by the appropriate person(s) and a deposit has been made to secure the time and date.
  - A. The pastors/worship leaders approve of all worship-related activities. The Music Minister must approve all music functions, including recitals.
  - B. The pastoral staff must approve all weddings and other usages prior to them being entered on the church calendar.
3. Requests from outside groups longer than three months ahead of the use date (with the exception of weddings) must have session approval.
4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

## **BUILDING USE PROCEDURES**

The ministry leader or organization representative is responsible for the following:

1. Submit the ***Facility Request Sheet*** diagramming set-up to facilities coordinator. Separate forms for requests for any special equipment should also be documented on this form. (You may use the back of the sheet if necessary.)
2. After building use, please clean up all the areas used. The area should be returned to the exact same condition as before use.
3. Turn out lights and, if applicable, close windows.
4. Report any maintenance problems and damages to the administration as soon as possible.

## **PUBLICITY AND PROMOTION**

Any Outside group using publicity material and/or making public service announcements in which The Summit Church name is used must have prior approval by the church administration.

## **FACILITY USE GUIDELINES**

The Summit Church 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.

If building usage is requested for after regular business hours, and custodial services are required, the user will be charged a fee for the custodial services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative, should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. No Saturday events will be scheduled to end after 5 p.m. unless it's a church-wide event.
3. Connect groups will be responsible for their own clean up.
4. Activities and programs are limited to the space that is assigned.
5. Dining or the serving of food is limited to pre-approved designated areas. Check with the facilities coordinator.
6. Use of candles is allowed only in designated areas and must be approved by the church administrator. (Dripless candles are recommended.)
7. 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.
8. If furniture or equipment is to be moved, it must be done with the permission of the church administration to maintain the quality of the building's furniture and equipment, and prevent damage.
9. All decorations in the facility and on the grounds of The Summit Church must be approved by the church administrator and/or buildings and grounds committee. No items may be affixed to any surfaces without the consent of the administrator or supervisor of buildings and grounds.
10. The user will be held responsible for any damage done to church property associated.
11. The user assumes liability for injuries to persons attending the function and for damages of loss of user's property.
12. Any program in the sanctuary that requires the use of the sound system must have one of the church's sound technicians on duty. This service will be included in the usage fee.
13. When children are in attendance they must be under the control of their parents or adults at all times 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.

14. The following items are forbidden in or on the church property: alcoholic beverages, controlled substances/drugs, or anything that would distract from a Christian atmosphere.
15. Ministry furniture and equipment (i.e. tables, chairs, tablecloths, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of The Summit Church, and **may not be removed from the premises**. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
16. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
17. The capacity for our center should not exceed fire code capacity at any one time.
18. The Summit Church does not assume liability or responsibility for any participant.
19. The musical instruments (including pianos, keyboards, organs, and drums) should not be moved.

## **KITCHEN**

The primary use of the kitchen facility will be for church-wide functions such as banquets, meals and other prearranged functions. Organizations using the kitchen will be required to comply with the following procedures:

- Read posted instructions carefully before using dishwasher/coffee makers, or request training prior to event.
- Clean, dry, and put away all dishes and utensils according to approved methods (i.e. dishwasher at 180°F)
- Wash all counter tops and work areas with cleaner.
- Do not leave leftovers in the refrigerator.
- **Check stove, oven, and other appliances to make sure they are turned off and nothing left inside of oven.**
- Remove garbage to dumpsters.
- Launder dish towels, tablecloths, etc., and return within 48 hours.

## **YOUTH BUILDING (BUILDING 300)**

Our youth building is also available for events, and contains its own kitchen. Please speak with the administrator if you feel this location is what you'd prefer. Keep in mind that fire codes allow only a certain amount of people to occupy this building at any one time.

# Building Use Fee Schedule

As of November 2013

## FEE GUIDELINES

The Building Policy is the guideline establishing all building use fees. All usage fees are to be paid through the Church Administrator's Office. A Security Deposit equal to 100% of the usage fee is required for all events. The Usage Fee **plus** the Custodial Fee is due at the same time as the deposit and is required for all non-member and member events. The deposit, usage fee and custodial fee must be paid no less than two weeks before the date of the usage. There is a cancellation fee of 15% that is not refundable. The Building use fees do not apply to Summit Church Connect Groups, church-sponsored events or officially recognized Summit Church groups. If no damage is incurred, deposit fees will be refunded.

Example: If a non-member wanted to use the Sanctuary, they would pay a deposit of \$800 plus the usage fee of \$800 plus the custodial fee of \$150

ROOM/AREA	MEMBER	NON-MEMBER	CUSTODIAL FEE
Sanctuary	\$200	\$800	\$150
Kitchen	\$50	\$100	\$50
Classrooms	\$25	\$50	\$25
Building 300	\$200	\$400	\$150

## WEDDING CUSTODIAL FEES

The fee for Custodial Services for weddings is \$300.00 both members and non-members.

## AUDIO/VISUAL FEES

A/V engineer for non-member events: \$75.00 per engineer per hour (\$150.00 minimum)

**Note: All A/V engineer services are contingent upon engineer availability.**

**The above usage fees are subject to change without notice.**

## **THE SUMMIT CHURCH BUSES**

Use of the buses is limited to The Summit Church groups only. Buses will be driven by authorized and approved Summit Church drivers listed on the insurance policy.

Summit Church groups must make a reservation to use the buses. The **Vehicle Use Requisition** must be completed and submitted to the church office before confirmation of bus use is given.

Drivers must complete the **Driver Checklist** each time the bus is driven. Failure to complete the form will result in removal of the driver from the authorized list.

All groups using the buses are responsible for returning the buses clean inside and with FULL FUEL TANKS.



# Facilities Request Form

3080 Hwy. 81 South  
Loganville, GA 30052  
770-466-6133

Please complete this form and bring, or fax (770-466-3859), to the church office.

Which buildings are being requested?

Bldg. 100     Bldg. 200 Downstairs     Bldg. 200 Upstairs     Bldg. 300  
 Bldg. 400     Bldg. 500     Bldg. 600     Bldg. 700     Other

Date of Event: \_\_\_\_\_ Times (with setup & cleanup): \_\_\_\_\_

Summit Calendar Clear?    Y    N

Name: \_\_\_\_\_ Member of Summit?    Y    N

Organization: \_\_\_\_\_

Event: \_\_\_\_\_ Approx. Party Size: \_\_\_\_\_

Person in charge of event: \_\_\_\_\_ Phone #: \_\_\_\_\_

<b>For Office Use Only</b>	<b>Date Submitted:</b> _____ <b>Date Accepted/Rejected</b> _____ <b>Reason for Rejection (if applicable):</b> _____
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**A Security Deposit equal to 100% of the usage fee is required for all events. The Usage Fee plus the Custodial Fee is due at the same time as the deposit and is required for all non-member and member events. I (We) agree to pay the necessary fees of \$\_\_\_\_\_ no later than two weeks in advance to secure my reservation. There is a cancellation fee of 15% that is not refundable. If the activity is a Non-Summit activity, the same fees apply to a Summit Member as a Non-Member.**

Room/Area Usage Fee	MEMBER	NON-MEMBER	CUSTODIAL FEE
Sanctuary**	\$200.00	\$800.00	\$150.00
Kitchen	\$50.00	\$100.00	\$50.00
Classrooms	\$25.00	\$50.00	\$25.00
Building 300	\$200.00	\$400.00	\$150.00
Audio/Visual Fees	\$75 per hour (\$150 Min.)	\$75 per hour (\$150 Min.)	

**\*\* WEDDING CUSTODIAL FEES**

The fee for Custodial Services for weddings is \$300.00 both members and non-members.

I (We) understand that only the use of the facility requested is allowed and that the playground may not be used. I (We) shall indemnify and save Summit Baptist Church harmless from and against any and all liabilities, damages, reasonable expenses, causes of action, suits, claims or judgments (including, without limitation, reasonable attorney's fees and court costs) arising from personal injury, death or property damage and occurring on or from the property to guests, members, my (our) invitees or licensees. I/we agree to pay for any damages.

Name (Signature): \_\_\_\_\_

**SEE BACK FOR ROOM SET-UP**

ROOM REQUESTED (building and room #'s)\_\_\_\_\_

MATERIALS NEEDED: # of tables needed \_\_\_\_round \_\_\_\_rectangular

# of chairs at each table \_\_\_\_\_

serving tables needed \_\_\_\_round \_\_\_\_rectangular

kitchen needed \_\_\_\_yes \_\_\_\_no

sound system needed \_\_\_\_yes \_\_\_\_no if yes, list specifics  
(# of mics, CD player, etc.)\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Please draw a diagram of the room as you would like the tables and chairs set up, serving tables placed, and sound system provided, if applicable.





## Facilities Use Checklist

3080 Hwy. 81 South  
Loganville, GA 30052  
770-466-6133

**Rule of Thumb:** Leave it as you found it. These buildings belong to God and serve as a place of Worship and Ministry. Thank You!

Be sure to pick up key and alarm code from church office prior to facility use.

All tables and chairs in Building 200 are located either in the closet beside the kitchen, or in the upstairs closets.

Please take note of the arrangement of all furniture and walls prior to event setup.

Please do not use Summit's stock of food, coffee, tea, paper products, etc.

Alcohol products are prohibited from use on Church campus.

Playground may not be used.

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### **Before After**

1.         Are all tables & chairs clean before storing?
2.         Are all tables, chairs, & walls arranged as they were prior to the event?
3.         Are the bathrooms clean & toilets flushed?
4.         Have the floors been vacuumed?
5.         Are all thermostats reset to their programmed temperatures?
6.         All food removed & trash taken to dumpster?
7.         Is everyone out of the building, doors locked, lights out, and alarm set?

### **Contact**

Monday - Thursday 8:30-5pm: 770-466-6133 (Church Office)



# Kitchen Clean-Up Checklist

3080 Hwy. 81 South  
Loganville, GA 30052  
770-466-6133

BEFORE	AFTER	
1. <input type="checkbox"/>	<input type="checkbox"/>	<b>Appliances:</b> are clean (refrigerators, ranges, ovens)
2. <input type="checkbox"/>	<input type="checkbox"/>	<b>Sinks:</b> are clean
3. <input type="checkbox"/>	<input type="checkbox"/>	<b>Floor:</b> swept, mopped if necessary
4. <input type="checkbox"/>	<input type="checkbox"/>	<b>Tables:</b> are clean (no crumbs, food, not sticky, etc.)
5. <input type="checkbox"/>	<input type="checkbox"/>	<b>Steam table:</b> has been cleaned, wiped down, drained, and turned OFF. Steam pans should be put up.
6. <input type="checkbox"/>	<input type="checkbox"/>	<b>Food:</b> no prepared food should be left in the kitchen
7. <input type="checkbox"/>	<input type="checkbox"/>	<b>Garbage:</b> please throw all garbage away in dumpster and place clean bags in all garbage cans.
8. <input type="checkbox"/>	<input type="checkbox"/>	<b>Turn Off:</b> all appliances and lights: ovens, hood vents, steam table, coffee makers, dishwasher, etc.
9. <input type="checkbox"/>	<input type="checkbox"/>	<b>PLEASE</b> make sure coffee/tea makers are CLEAN and ready to be used

## Contact

Monday - Thursday 8:30-5pm: 770-466-6133 (Church Office)