

3.0 Building Usage Guidelines

3.1 General

- a. Buildings will be used by MABC Members and others who have completed the Building Use Agreement, Program/Event/Facilities Request Form, and have been approved.
- b. Generally speaking, members are NOT charged for the use of church facilities. However, in larger, (more than 25 people) more complex situations or those requiring the time/expertise of a non-staff member, a suggested donation or fee MAY be requested.
 - * *On campus ministry partners (i.e. MABC Preschool, GATE, Jesucristo Es El Camino, etc.) will be treated as members of our church family, as it relates to Building Usage.*
- c. Small outside groups hosted by a member of MABC are sometimes permitted to use the facilities but will be charged a small building usage fee and require a liability waiver.
- d. The beginning of reserving church facilities begins by contacting the church office by phone (865) 982-8785 or e-mail office@madisonavenuebc.org. Church activities take precedence over others. Otherwise reservations are on first come first serve basis. Normally, use of buildings will not be scheduled after hours or when church offices are closed for holidays. A responsible person of twenty-one years or older must sponsor any event in church facilities. Keys may be signed out at the church office.
- e. MABC buildings are to be used in a manner that would be pleasing to GOD and not reflect negatively on the church. All users of the facilities should respect our neighbors by keeping noise down while outside, especially at night.
- f. Those who use MABC facilities should return the facilities to the condition they were found in and cleaned (unless the above documents say otherwise).
- g. The Building Usage guidelines do not apply to weddings or funerals. Those are considered on a case by case basis by the church staff.

3.2 Categories of Individuals or Groups Using MABC Facilities

- a. Members (and on-campus ministry partners) at Madison Avenue Baptist Church
- b. Member-Hosted Outside Groups (<25 people) – sports practices, small-group banquets, etc.
- c. Ministry Partners (Off-campus & financially supported) of MABC
- d. Outside Individuals or Groups

3.3 Process of Reserving Facilities

- a. Begin by contacting the church office and requesting both a Building Use Agreement and Program/Event/Facilities Request Form. These must be completed 2 weeks prior to requested usage.

* Outside individuals or groups will be required to sign a liability waiver for the use of our facilities.

- b. Once both documents have been completed, submit them to the church office for evaluation and approval/denial by the Church Staff. In most cases, these will be evaluated and either approved or denied within one week.
- c. Individual or Group requesting facilities usage will be contacted with approval or denial of the request.
 - a. If denied, there will be an explanation given (schedule conflict, mission conflict, etc.)
 - b. If approved, an assigned staff member will review details of the event, help coordinate key check-out, and any other needs pertaining to the request.

3.4 Fee Schedule

- a. The Fee schedule will be re-evaluated every two years.
- b. The Fee Schedule is a suggested way to calculate the cost of using our facilities that includes, but is not limited to, cost of utilities, need for staff/volunteer help, wear and tear, etc.
- c. The fee schedule is ONLY applicable to non-church events or activities.
- d. Exceptions can be made with the approval of the Pastor or other assigned staff member. A modified fee schedule can also be used with the approval of the Pastor or other assigned staff member.
- e. Fee Schedule

	Member Event > 25 people	Member-Hosted Outside Groups <25 people	Ministry Partners	Outside
Worship Center Up to 4 hours	\$100	NA	\$200	\$300
Activities Building Gym Up to 4 hours	25	\$50	\$100	\$200
The Rock (Old Sanctuary) Up to 4 hours	\$25	\$50	\$100	\$200
Large Kitchen Up to 4 hours	-	\$25	\$50	\$100
Large Classroom / Small Kitchen Up to 4 hours	-	-	-	\$40
Small Classroom Up to 4 hours	-	-	-	\$25
Media Team Member (if needed)	\$20/hour	\$20/hour	\$20/hour	\$20/hour
Additional Custodial Services (if needed)	\$20/hour	\$20/hour	\$20/hour	\$20/hour

* Approval of a media team member or unscheduled custodial cleaning is contingent on their availability.

* In cases where a media team member or additional custodial services is utilized, MABC will pay them from pre-designated budget funds and that account will be reimbursed by the User of the facilities.