

Guidelines for use of Emmanuel Baptist Church

Emmanuel Baptist Church (EBC), Gambrills Maryland offers the use of its building and property to church members and members of the local community. EBC may disapprove a request if the activity does not fall within the realm of what it considers to be appropriate. All who receive approval to use EBC building and/or property are required to abide by the following guidelines to obtain approval for its usage:

Submission Procedures:

1. Requests for *one-time* use of the EBC building and/or property must be submitted to the Properties Committee chairman for approval by the Properties Committee. One-time use may include access to the facilities as in the set-up leading to an event for a wedding or similar event (e.g. decorating, rehearsal, ceremony, clean-up...).
2. Requests for *multiple-use* events must be submitted to the Properties Committee chairman for approval by the Properties Committee. Multiple-use events require the additional approval from EBC in Business session (meetings are held on a monthly basis). Events spanning more than one calendar year will require a yearly review and approval for continued usage.
3. A Use Agreement must be signed by the sponsor of the event to identify the party responsible and liable for the group or individuals who will use the EBC building and /or property. Failure by the sponsor to compensate EBC for any damages caused during the use of the property may result in EBC taking the sponsor to small claims court or using the appropriate legal mechanism to recoup repair costs.

Charges:

1. No charges will be assessed to EBC members or their families for usage of the building or property.
2. Normally, no usage charges will be assessed for a *one-time* use of the building or property.
3. For *multiple-use* events, a fee for utilities and wear and tear may be assessed in an amount determined by the Properties Committee. The fee must be received *14* days prior to the first day of the multiple-use events.
4. A damage deposit, in an amount determined by the Properties Committee, may be required for *one-time or multiple-use* events. The damage deposit must be received *14* days prior to the event (If it is not received and prior arrangements have not been made, the date(s) requested will not be reserved). EBC will deposit the damage deposit, upon receipt, into its bank account. EBC will return the full amount or less of the deposit (less if damages occurred), by check, after clean-up of the building and property is complete. Failure to clean the building or pay for repairs will result in a forfeiture of the deposit. If the cost to repair damages are in excess of the damage deposit, and the sponsor refuses to pay for

reparations, EBC may bring the sponsor to court or use the appropriate legal mechanism to recoup reparation costs.

Clean Up:

1. Anyone using the building is responsible for cleaning the facilities after the event. EBC's cleaning equipment is available for this purpose. In addition, it is the responsibility of the users to remove all trash from the premises.
2. All furniture must be returned to its original location after the event or upon clean-up. A layout will be provided for reference.

General:

1. An EBC member authorized by the Properties Committee must be present while the building or its property is in use. The EBC member will be responsible for unlocking and locking the facility.
2. Alcoholic beverages or illegal drugs will not be permitted on EBC property at any time.
3. Smoking will not be permitted in the building or within 10 feet of any exterior door at any time. In addition, any cigarette or cigar butts should be removed from the EBC property.
4. Food and beverages are not to be consumed over the carpeted areas of the EBC building.

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