

Policies for the Use of MRBC Facilities

The facilities of Mountain Rest Baptist Church provide a place for worship, Christian education, training, fellowship, and service. All organizations, groups, and individuals are urged to make full use of the building and facilities leading to these ends. These facilities have been made possible through generous and sacrificial giving by the congregation; and to ensure proper use and care of these facilities, the following policies have been established:

I. GENERAL POLICIES

A. Requests for use shall be made at least 2 weeks in advance through the church secretary. Organizations of MRBC will have priority in reserving the facilities. All others will be on a first-come, first-served basis.

B. A responsible church member, or Property and Space Committee member/designate will be given a key to unlock and relock the building upon receipt of deposit or fees. Instructions for the use of heating, air-conditioning and lighting will be provided by the Property and Space Committee.

C. No alcoholic beverages or smoking shall be permitted in any part of any building or grounds.

D. Sunday school classrooms are not included in the reservation – no one should be in the classrooms of the church during private activities. Exceptions: during a wedding, the classrooms may be accessed by members of the wedding party if necessary, and the nursery can be used if children ages 3 and under attend the wedding. No food in classrooms.

E. Those reserving the facilities are expected to use their own paper products, not those in the kitchen. You are welcome to use the ice in the icemaker. There is a telephone in the kitchen for your use if necessary.

F. Please use the MRBC FACILITIES USE CHECK-OFF SHEET as guidelines as you use our facilities.

G. Please make the church staff aware of any problems or damage that may have occurred during your use of the facilities. You may be asked to pay for repair of any damage that may have been caused by your group/event.

H. DEPOSITS AND FEES

1. Church members may use the sanctuary and/or activity building at no charge other than a refundable \$75.00 deposit fee. This deposit will be refunded to the member if the use guidelines are followed and the facilities are left in good condition.
2. The charge for non-members' use of the sanctuary/activity building is \$150.00, which covers minimal custodial service and utilities. This fee can be waived with majority vote by church members in a business meeting.
3. When service of the custodial staff are required in the sanctuary and/or fellowship hall, a fee in the amount of \$50.00 will be charged to members only for these services. These duties are in addition to the regular duties of the staff. This fee will be paid to the church, which will make payment to the custodial staff.

II. THE SANCTUARY

The sanctuary is primarily designed for services of worship and related sacred services. It may be used for denominational and inter-denominational meetings, organizational meetings of the church, the association and the convention, and for the presentation of both choral and instrumental music programs where the primary emphasis is sacred music. The sanctuary may also be used for weddings and funerals, or any other uses which are in harmony with the spirit and purpose of the church. Use of the sanctuary by non-religious groups, while generally discouraged, may be considered on an individual basis by the Property and Space Committee on receipt of written request.

A. WEDDINGS

Because the Christian marriage is a sacred relationship between one man and one woman entered into for life, and because such a relationship is created by God's blessing and help, the church believes it is properly solemnized only in deepest reverence. Every requirement of the Mountain Rest Baptist Church relative to weddings stems from this view of marriage. It is, therefore, expected that you will gladly abide by these regulations and requirements:

1. General Information

- a. All arrangements, including rehearsal plans, dates, and hours will be scheduled with the approval of the pastor. Reservations will be made on a first-come, first-served basis.
- b. Members of the wedding party shall not under any circumstances come to the rehearsal or wedding under the influence of alcohol. The pastor has complete authority to cancel at any time for any deviation from this rule. No alcoholic beverages may be served at any rehearsal or reception at the church.
- c. Smoking is not permitted in any part of the church building.
- d. General Policies apply to weddings and receptions, including deposits and fees.
- e. Because the church believes weddings are sacred, all persons in attendance at rehearsals, weddings, or receptions shall be appropriately attired.
- f. No service to unite same sex partners in any type of domestic or marital union shall be permitted. An original birth certificate will suffice as proof of gender if this is in question.

2. The Pastor

- a. It is the policy of this church that the pastor shall counsel with the bride and groom prior to performing a wedding ceremony in this church. Such counseling shall be done well in advance of, and prior to, announcing the wedding date.
- b. Couples who desire to use the church for the wedding ceremony and who desire the services of a pastor from another church shall first consult with the pastor of

Mountain Rest Baptist Church for his recommendations and will be governed thereby.

3. Music

- a. The wedding ceremony is a service of worship. Music used in connection with the wedding ceremony shall be in keeping with the sacredness and dignity of the occasion.
- b. To maintain the quality of music appropriate to Christian worship and in keeping with the standard of this church, the pastor shall approve all music selected for the wedding ceremony.
- c. The Director of Music will be happy to assist in the planning of the music for the wedding and shall be consulted when the services of musicians other than those from this church are desired. Costs for the selected music program will be negotiated directly with the people involved, but shall be paid to the church prior to the marriage ceremony. The church will then make payment to the performing musicians.

4. Decorations

- a. Decorations for the sanctuary and fellowship hall should be kept within the bounds of simplicity and good taste, with caution being exercised to prevent damage to building or furnishings.
- b. The pulpit furniture and communion table may be moved under the supervision of the custodian.
- c. Exits must be left free of decorations because of safety regulations.
- d. Provision must be made to protect furnishings and floors from damage from candle drippings and dampness of potted plants. Protective coverings must be provided and must be used under all candelabrum and potted plants.
- e. All decorations shall be removed immediately following the ceremony except in those cases where arrangements have been made to leave floral decorations for church services.

5. Receptions

- a. The fellowship hall is available for receptions when desired. Receptions may not be held in the fellowship hall when such use would delay or be in conflict with activities normally scheduled for this area. Caterers or other persons bringing in food will be responsible for cleaning all utensils and removing all their own equipment and supplies from the premises after the reception.
- b. Policies regarding use of fellowship hall shall apply to wedding receptions.

6. Miscellaneous

- a. A wedding is a sacred occasion, and for this reason the taking of photographs is discouraged. . Video cameras may be used if mounted on a tripod, or any other stationary base. The camera must be turned on prior to the beginning of the proceedings. Photographs may be taken during the recessional. The wedding party may return for pictures if they wish, after the guests have left the sanctuary.

- b. Throwing rice at the bride and groom, while a happy custom, can also be a safety hazard. Under no circumstances may rice be thrown in the church building, and it is discouraged on the walkways. Bird seed is recommended as an appropriate substitute for rice.

B. FUNERALS

1. It is fitting and proper that funeral services for those who have loved Christ's church be held in the sanctuary. The church sanctuary is available and may be scheduled with the approval of the pastor. Here in the sacred and hallowed atmosphere we may strengthen our faith in the life that is victorious and unending.
2. It is fitting and proper also that the fellowship hall be made available for the bereaved family and their guests for a meal either before or after the burial service. Use of that facility shall be coordinated with the Property and Space Committee.
3. It is our belief that the deacon body can be very helpful to the bereaved family, and should be made aware of the needs of the family for the use of church facilities. The deacons can then determine how best to minister to the family of the deceased.

III. THE KITCHEN AND FELLOWSHIP HALL

The kitchen and fellowship hall have been provided for the use and convenience of the church family for the promotion of Christian fellowship. The following regulations are intended to ensure the proper use and maintenance of these facilities:

- A. Other than functions sponsored by the church or church organizations, any social event, including weddings, showers, etc., intended to accommodate more than sixty people shall be reviewed with Property and Space Committee to determine suitability prior to reservations.
- B. A responsible adult shall schedule and supervise the use of the kitchen and fellowship hall. Children must be supervised in the gym/activity building/church at all times to prevent injury and facility damage. This pertains to the church playground as well (for children ages 6 and under).
- C. Cleaning supplies and trash bags are provided by the church. After use, the kitchen, fellowship hall, and all equipment and appliances shall be left in the same condition of cleanliness as they were found.
- D. With the exception of the nursery, food and beverages may only be consumed in the kitchen or fellowship hall unless special permission is granted by the Property and Space Committee. Under no circumstances shall food or beverages be taken into the sanctuary.
- E. Dishes, cups, glasses, silverware, and other kitchen supplies are provided for organizational and church-wide use. All utensils used are to be washed clean and returned to their proper place.

IV. THE GYMNASIUM

The gymnasium had been provided for the recreational use of the church family. It is primarily designed for appropriate recreational activities and large church functions requiring space beyond the sanctuary or fellowship hall.

- A. Food and beverages may not be consumed in the gymnasium unless special permission is granted by the Property and Space Committee. Exceptions to this would be if a sit-down meal/food at a reception or other event is being served in the gym.
- B. Safety is of critical importance. Supervision of children is required at all times.
- C. Gymnasium equipment can be made available, check with the Recreation Committee.
- D. In order to show proper respect for worship services, the gymnasium shall not be used for recreational purposes on Sunday mornings without making special arrangements for proper supervision. Furthermore, any use of balls, Frisbees or similar games should be limited to the area in front of the church, away from parking lots to ensure safety for children.