



**Bible
Fellowship
Church
Of Newark**

*"Where faith and fellowship
create a family"*

Facility Use

Policy & Procedures

APPROVED:

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Statement of Vision and Purpose



STATEMENT OF VISION AND PURPOSE OF BFCN BUILDING FACILITIES

The Bible Fellowship Church of Newark building and campus facilities are a means to make an eternal impact in the lives of people in our church and community by helping them come to know God personally through faith in Jesus Christ and to grow in their relationship with God and others. Many people in the BFCN family have sacrificially invested time and resources to bring these facilities to fruition. The BFCN facilities are designed to offer a friendly, God-honoring atmosphere for worship, evangelism, fellowship, and teaching, as well as for recreation and special events.

We recognize God's ownership and our stewardship of these facilities, and are committed to using the facilities and campus to glorify God. To ensure that all guests can fully enjoy the facilities in a manner that is orderly and honoring to God, these "Policies and Procedures" have been adopted. They encompass all functions within the normal ministry of BFCN and the activities of non-BFCN individuals and groups as well. The use of the church building and campus must be in accordance with the purpose and desires of BFCN.

We desire that the BFCN facility and campus are:

- **AVAILABLE** – careful scheduling will ensure the most comprehensive use of these facilities in carrying out ministry objectives and goals
- **SAFE** – responsible behavior by people using the building and appropriate building policies and guidelines will help reduce the risk for injury, loss, or damage
- **ATTRACTIVE** – respectful use and proper maintenance will ensure these facilities will be available for many years.

It is neither the intent nor the purpose of BFCN to realize a profit when allowing the use of the church building and campus. However, there are certain expenses and costs that are incurred (such as custodial services, security, heat, electric, water, gas, and general maintenance of the building) which may warrant a reasonable fee. Therefore, a fee schedule for the use of various areas of the building is included (SEE APPENDIX "A" FEE SCHEDULE).

The following "Policies and Procedures" will be implemented in a spirit of grace and Christian love. They will promote consistency in the approval process of requests for building usage. We view all who will ultimately use these facilities as our honored guests. We pray that God would be pleased to use the BFCN building facilities and campus as a means by which many would come to know Jesus Christ personally and the Body of Christ would be built up to maturity – for God's glory and our good!

Building Use Eligibility



1.0 GROUPS ELIGIBLE TO USE BFCN FACILITIES

CATEGORY A: BFCN MINISTRIES

Activities sponsored by BFCN ministries. Requests for these activities must be scheduled through the appropriate ministry leader. CATEGORY A events may be scheduled up to 12 months in advance. (FOR EXAMPLE: AWANA, Jr. High & Sr. High Youth Ministry, Women & Men's Breakfast, and Bible Studies).

CATEGORY B: BFCN AFFILIATED MINISTRIES

Ministries and family activities sponsored by individual BFCN members or the non-profit Christian organization in which they participate. CATEGORY B groups may schedule an event up to 6 months in advance, except for weddings which can be scheduled up to 12 months in advance. (FOR EXAMPLE: weddings, baby and wedding showers, anniversary celebrations, homeschooling events).

CATEGORY C: MINISTRIES NOT DIRECTLY CONNECTED WITH BFCN

CATEGORY C groups may schedule an event up to 4 months in advance. (FOR EXAMPLE: A Door of Hope, Youth for Christ, other evangelical churches, and Para-church ministries).

CATEGORY D: CIVIC/COMMUNITY ORGANIZATIONS, NON-PROFIT SERVICE ORGANIZATIONS

This usage does not need to be "Christian" in nature, but it must not conflict with the beliefs, or policies of BFCN and whose purpose is for community and/or personal improvement. CATEGORY D groups may schedule an event up to 4 months in advance. (FOR EXAMPLE: Basketball leagues, Alcoholics Anonymous, Red Cross, Boy/Girl Scouts).

CATEGORY E: INDIVIDUALS AND ORGANIZATIONS NOT INCLUDED ABOVE

(FOR EXAMPLE: corporate events, individual rentals)

1.1 GROUPS INELIGIBLE TO USE BFCN FACILITIES

The BFCN facility is not available to those engaging in partisan political campaigns, or those that are not aligned with BFCN's statement of purpose and ministry philosophy. BFCN's facilities shall not typically be used for functions whose main purpose is to raise funds for profit.

General Policies



2.0 GENERAL POLICIES FOR FACILITY USAGE

The conduct of all persons attending any activity and/or event is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.

Activities and programs are limited to the space that is assigned.

The following items are **NOT ALLOWED IN OR ON BFCN'S PROPERTY**:

- *Alcoholic beverages
- *Gambling
- *Illegal substances/drugs
- *Tobacco products
- *Smoking
- *Dancing
- *No weapons (including butterfly knives or firearms of any kind—without a permit)

Profanity or unsportsmanlike behavior will not be tolerated.

Throughout the course of any activity on BFCN premises, shirts or tank tops, along with modest appropriate attire, is required at all times.

In order that BFCN maintains the quality of the building's furniture and equipment — and to prevent damage — any furniture or equipment that needs to be moved, must be done with the permission of the BFCN Church office or Deacon Board.

Ministry furniture and equipment (For example: tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by BFCN will be used exclusively for ministry function of BFCN, and may not be removed from the premises.

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. Any items left will be disposed of at BFCN's discretion.

The User will be held responsible for any damage done to BFCN's church property. Any damage must be reported to the church office as soon as possible within 24 hours.

All groups must have a responsible adult as supervisor of their event. The supervisor is responsible for making sure each guest is abiding by the building guidelines.

BFCN is a place of worship and a standard of proper conduct applies to everyone utilizing its facility. Any person engaging in inappropriate conduct or language, disrupting performance, or creating a disturbance at an event will be asked to cease or leave the premises and/or will be escorted from the building.

2.1 RESERVATIONS

All events or programs requiring use of the BFCN facility must be scheduled through the BFCN Church Office. Date, time, equipment, room(s), and special help must be specified. Activities and programs are limited to the space that is assigned; they cannot overflow into other rooms or areas without prior permission.

BFCN reserves the right to adjust times and places within the facility to accommodate CATEGORY A EVENTS.

Emergency situations such as funerals will have the authority to preempt other reservations.

When two or more requests are submitted for the same date and time — and a shared agreement is not possible, BFCN people/groups shall be given priority.

Completed BUILDING USE REQUEST FORMS should be submitted to the church office; a decision on your request will be communicated to you within two weeks of submittal, including the CATEGORY OF BUILDING USE to which you have been designated as defined in SECTION 1.0.

Upon approval for building usage, any deposits — where applicable — shall be given to the church office immediately upon approval for building use. (NOTE: checks should be made payable to **BIBLE FELLOWSHIP CHURCH OF NEWARK**). Any refundable deposits shall be returned to the Responsible Party within one week after the date of the event.

Time allotments for the room will include time for setup and take down of equipment and decorations. If an event is to be cancelled, please notify the BFCN office immediately. A full refund of deposit is available with 72-hour notification of cancellation. Exceptions can be made at the discretion of the office.

Requests for set-up of tables and chairs, the use of audio-visual equipment, etc. must be stated completely on the BUILDING USE REQUEST FORM. (NOTE: there may be additional “impact fees” for set up and tear down).

The facilities at BFCN are typically not available for use on Sundays due to a full BFCN ministry schedule.

2.2 GUESTS

The conduct of every person attending programs or events is expected to be respectful of the BFCN facilities.

Children (under the age of 18) in attendance must either be under the control of their parents or direct adult (25 years or older) supervision at all times and are not permitted to roam freely on the church property. An adult must supervise all children’s activities at all times.

BFCN cannot be held responsible for damages or loss of user’s property.

2.3 FOOD AND BEVERAGE

Food and beverages are allowed in any area of the facility, except the Sanctuary, where no food or drink is permitted. All users will ensure the facility is properly cleaned following activities in which food or beverage has been served. Following activities or events in which food and/or beverage has been served, all Facility Users will ensure the facility is properly cleaned by following the BFCN KITCHEN POLICIES AND GUIDELINES (SECTION 6.0).

NOTE: Because of their permanent staining, beverages with red dye are not permitted.

2.4 ANIMALS

Animals are not allowed within the building with the exception of service dogs.

2.5 LOST AND FOUND

Items left overnight within non-storage areas of the building will either be discarded or placed in "LOST AND FOUND" in the Church office. Items are reviewed periodically and are either discarded or given to charity. If items need to be temporarily in a non-storage area, contact the BFCN Church office for appropriate location.

2.6 CLEANING AND MAINTAINING FACILITIES

All BFCN ministries are expected to leave the building clean and remove or store in the appropriate areas all items associated with their event immediately following it.

Custodial personnel are responsible for cleaning all general use areas. Ministry leaders will be responsible for upkeep of their dedicated space, including storage areas.

If furniture or equipment is to be moved, it must be coordinated with the BFCN Church office and returned to its original place after the event. If any property is damaged or soiled during the use of the building, this must be reported as soon as possible to the Church office within 24 hours. BFCN reserves the right to repair or replace damaged property at the expense of the User.

2.7 STORAGE

Very limited storage is available at the church for BFCN ministries. Contact the BFCN Church office for the location of acceptable storage areas. All items must be removed within 48 hours after event or they will be removed and disposed of properly.

2.8 DECORATIONS

The BFCN facility is multi-use, which means that many different groups will use the facility for a variety of events. Therefore, we desire to keep our facilities clean and uncluttered. Decorations are defined as “any materials placed on walls, windows, floors, and ceilings that were not included in the original building design.” Decorations include, but are not limited to: flowers, pictures, window coverings, cardboard cutouts, hanging banners, or any signs relating to a particular BFCN ministry event or Facility User.

Only “Dry Erase” markers, washable markers, and crayons are to be used within the facility. No permanent markers or non-washable markers are allowed for general use.

BFCN ministries desiring to decorate rooms for a ministry event must place all decorations in storage at the end of the event. Facility Users desiring to decorate rooms for their event must remove all decorations immediately following their event.

Use only PAINTERS TAPE, MASKING TAPE, OR POSTER PUTTY to secure decorations. **DUCT TAPE AND SCOTCH TAPE ARE NOT ALLOWED** for use on walls, floors, or woodwork. The use of tacks, staples, nails, or screws in all walls is strictly prohibited. If absolutely necessary, prior approval **MUST** be obtained from the Church office.

Artificial and live plants are not to be moved.

Special ministry event posters or signs need approval from the Pastoral Staff or BFCN Church office before being displayed. The ministry posting these posters or signs will remove them immediately after the event. Non-ministry posters require approval from the BFCN Church office prior to hanging.

2.9 SPECIFIC ROOM USE

The stage lighting, A/V room and Sound Booth in the Sanctuary are for use by trained BFCN sound, lighting, and stage personnel only. The stage, A/V equipment and Sound Booth in the Frisbie Family Ministry Center are for use by trained BFCN sound and stage personnel only.

BFCN’s Church office, long distance phone use, photocopier and computer equipment may not be used by CATEGORY C, D OR E GROUPS.

BFCN’s Nursery and Children’s Wing are designated specifically for BFCN ministry usage only. These rooms are not available for general usage.

2.10 TEMPERATURE CONTROL

Rooms are heated and air-conditioned by computer control and are adjusted by the BFCN Management Team. If adjustments are needed or in case of an emergency, contact the BFCN Church office. During non-business hours, contact Carl Smith at 302.328.5131.

2.11 AUDIO/VISUAL

The BFCN Audio/Video Director will coordinate all audio/visual needs. Use of sound equipment is restricted to trained personnel approved by the BFCN Sound Team. When filling out the BUILDING USE REQUEST FORM, please note if audio/video equipment is needed during your use of the facility.

2.12 KEYCARD USE

Key Cards are available (for a \$25 deposit) to approved individuals through the BFCN Church office. Key cards must be returned within 48 hours after the event for your \$25 key card deposit to be returned.

2.13 BUILDING LOCK UP

Closing and locking all entrance doors is the responsibility of the ministry that is the last to leave the building. Please coordinate with other groups simultaneously using the facility to determine which will be the last group to leave the building. For outside events, unlocking and locking the facility is coordinated between the office and custodial staff. Under no circumstances should BFCN's facility be left unlocked outside of normal business hours without someone present in the building.

SAFETY, SECURITY, AND FIRE PREVENTION



3.0 SAFETY, SECURITY AND FIRE PREVENTION

For any medical or fire emergency situation that arises, dial 9-1-1 immediately on an available cell phone and also report it to the BFCN Church office.

After hours, non-emergency building concerns should be addressed by contacting Carl Smith (302.328.5131) or the supervisor of your event.

Report all missing or stolen equipment, burned out lights, or safety hazards to the BFCN Church office as soon as possible. Unusual activity or suspicious persons are to be reported to the BFCN Church office immediately.

No flammable substances are to be stored in BFCN's facility.

In the event of an injury, First Aid kits are available in each of the Restrooms located throughout BFCN's facility.

An AED (AUTOMATED EXTERNAL DEFIBRILLATOR) machine is located in the foyer directly outside of the Frisbie Family Ministry Center. In the event the AED needs to be used, open the cover of the AED and the unit will prompt you (in addition, you will see a very clear set of directions) automatically on how to use it. If the AED machine is used, make sure that you (or another person) dials 911 for Emergency Assistance.

Any entrance not in use at the time must remain locked. BFCN's Church office operating hours are 9:00 a.m.—3:00 p.m; Monday—Friday.

Closing and locking all entrance doors is the responsibility of the party that is the last to leave the facility. (SEE SECTION 2.13)

BFCN's entrance doors have a special hex key to use on the push bars to allow the door to open freely from the outside. Please check doors before you leave the building to make sure the push bars have been released back to the locking position. NOTE: Push bars must remain in the "IN" position on doors that use a keycard.

BFCN's Building Security System engages automatically after 11:15 pm. Your keycard will only give you access into the building up until 10:30 p.m. Please do not enter the building after this time as the alarm will sound and the Security Company will send the police to the building. A fee will be assessed in the event that the police are dispatched to BFCN's premises due to User entering the premises after 11:15 p.m.

Bonfires are not typically permitted on church property.

For weddings and other events, only dripless candles and candles in glass containers may be used within the facility. (SEE SECTION 4.0)

Exits must remain clear and unobstructed at all times.

In the event that bodily fluids need to be cleaned up, to ensure full sanitization, contact the BFCN Church office immediately.

BFCN is not responsible for loss, damage, or theft of personal property. It is recommended that you do not bring valuables in the BFCN facilities or leave valuables in your car.

WEDDINGS



4.0 WEDDINGS AT BFCN AND THE SANCTITY OF MARRIAGE

According to God's Word, marriage is the joining together of one man and one woman in a covenant union instituted and ordained by God. The purpose of this marriage union is to glorify God, demonstrate the relationship between Christ and the Church, provide companionship, and provide the most healthy context in which to bring children into the world and raise them to maturity. Marriage is to be entered carefully and prayerfully before God. Because of the sanctity of marriage—God takes it seriously—therefore, the pastor(s) of BFCN will work with you to ensure that your wedding experience—and your life time together—will both honor God and be a source of great joy to the two of you.

4.1 ELIGIBILITY

MEMBERS / REGULAR ATTENDERS OF BFCN

It is a blessing for a pastor to marry a couple whom he has known for some time. The pastors are delighted to meet with couples from the BFCN family to discuss plans for a wedding. The couple is urged to initiate a meeting with the pastor(s) as soon after the engagement as possible. In some cases, it may be advisable to initiate a meeting even when contemplating marriage, as the pastor may be able to provide helpful guidelines / insight on the advisability of marriage and the timing of a wedding.

PEOPLE NOT ASSOCIATED WITH BFCN

The pastor(s) of BFCN will be glad to meet with a couple not associated with BFCN to discuss their plans and why they desire to have their wedding at BFCN. After a discussion—and getting to know the couple better—the pastor(s) will determine whether a wedding at BFCN and the required process is in the best interests of the couple.

DIVORCE

The Word of God provides clear instruction on the grounds for divorce and remarriage. We understand that there are different reasons and circumstances that lead to divorce. Whatever the circumstances, divorce is always painful and leaves emotional wounds. It is advisable that a remarriage should not be considered until reconciliation is no longer a possibility and a time of healing and healthy personal renewal and restoration has taken place. It is strongly recommended that a person wait at least two years before entering into another marriage following a divorce. The pastor(s) will meet with the couple to evaluate the factors that contributed to the divorce and how these factors relate to the biblical guidelines, and whether he is comfortable recommending a remarriage at the present time.

DECISION

The pastor(s) take seriously their responsibility before God when it comes to marriage. For any couple that desires to get married, after a preliminary meeting, the pastor(s) will make a decision whether or not he will be comfortable supporting the marriage and officiating at the ceremony. If he decides he cannot, he will always seek to clearly explain the reason(s) for his decision in a gracious, not judgmental, manner, always seeking God's best for every couple.

4.2 RESERVATIONS

It is required that the initial request form be submitted and the initial pastoral interview be scheduled at least six months prior to the proposed wedding date. Of course, reserving a wedding date should be done as early as possible to ensure the availability of your preferred date. Reservations of the church building for your wedding and/or reception will be made through the Church office.

4.3 PREMARITAL COUNSELING

Upon approval for the wedding, the pastor will work out a schedule of meetings (approximately six 75 minute sessions) with you in order to complete a premarital preparation course. All couples are required to complete this preparation. It is non-threatening and informal, but is designed to lay a firm biblical foundation for your marriage and set you up for “success” in God’s eyes as you begin your life together. There is a requested \$40.00 (per couple) fee to cover the costs of the materials you will be receiving.

If during the course of this premarital preparation, issues of serious concern are uncovered or develop, the pastor reserves the right to postpone the ceremony or decline to officiate. This is extremely rare and in such cases the pastor will seek to work with the couple to work out a satisfactory resolution.

4.4 CEREMONY

Typically, one of the pastors of BFCN will meet with you all the way through your preparation and then officiate the ceremony. As part of the premarital preparation, the pastor will assist you in planning your ceremony, providing suggestions, and working with you to make your ceremony “personally yours.” If there is a request for another clergy to participate in the ceremony, this must be approved by the officiating pastor. On some occasions, a couple requests a non-BFCN pastor to officiate their ceremony. In these cases, this request must be made at the time of the reservation, and approved by BFCN. Typically, a rehearsal is held the evening before the wedding. The couple is required to secure a “Marriage License” in accordance with the laws of the state in which the ceremony is being held.

A church liaison will be identified who will work with you on the logistics of the ceremony and / or reception (if in the Frisbie Center).

4.5 AUDIO & LIGHTING

BFCN will provide you with a trained sound & lighting technician who will coordinate all the audio/visual needs for your wedding ceremony. This person will also arrange the use of microphones and other sound equipment to assist your musicians.

4.6 VIDEO/PHOTOGRAPHY

Please inform your photographer that they should not distract from the ceremony. Video recording is permitted during the ceremony.

4.7 MUSIC

The pastor is able to provide you with suggestions for music in the ceremony should you so desire. All music selections must be approved as part of the ceremony planning.

BFCN has a list of qualified musicians who can assist you with music for your wedding ceremony. We have experienced and qualified vocalists, instrumentalists, pianists, and organists. Many weddings today incorporate “taped music” with excellence. If desired, this is to be provided by the wedding party. If you arrange to use BFCN musicians, an honorarium is to be provided directly to them, and is not included in the wedding fee package of BFCN.

4.8 DECORATIONS

Decorations are defined as “any materials placed on walls, windows, floors and ceilings that were not included in the original building design.” Decorations include, but are not limited to: flowers, runner, candles, ribbons, pictures, and window coverings, cardboard cutouts, hanging banners or any signs.

Use only masking tape, or poster putty to secure decorations on painted surfaces; Scotch tape may be used on wood and glass. **DUCT TAPE IS NOT PERMITTED ON ANY SURFACE.** The use of tacks, nails or screws is strictly prohibited.

For safety reasons, only drip-less candles and candles in glass containers may be used within the church building.

Wedding parties desiring to decorate the Sanctuary for the wedding ceremony must remove all decorations immediately following their event.

4.9 RECEPTION

BFCN is happy to make its facilities and equipment available to the wedding party for the wedding reception. BFCN wants your wedding reception to be your special celebration. If you have ideas or wishes that are unique to your situation, please discuss them with the Church Liaison when you meet with her during the planning sessions so that everything will go as smoothly as possible on the day of the wedding.

There is no dancing permitted (with the exception of a wedding dance involving the bride and groom and their parents).

It is expected that members of the wedding party will refrain from consuming alcoholic beverages immediately preceding or during the rehearsal and the wedding. Should you use BFCN for your reception, **NO** alcoholic beverages are to be used during the reception, nor are any alcoholic beverages allowed elsewhere on the premises. There shall be no smoking in any part of Bible Fellowship Church of Newark’s facilities — including on the grounds of the church. **It is the bride and groom’s responsibility to familiarize all members of the wedding party with these policies.**

4.10 WEDDING FEE / RECEPTION FEE STRUCTURE

We count it a privilege and honor to be a part of one of the most celebratory times in a family's life — a wedding. Our pastors view each wedding as an opportunity to exalt Jesus Christ in the context of a deeply meaningful and personal ceremony. There are building and human resource costs incurred and the following policy simply seeks to maintain responsible stewardship of these people and facility resources. There are times when adjustments can be made. If you have a question or concern about these policies, please discuss them with the officiating pastor. For Non-Members and Non-Regular Attenders, a \$100 deposit should be submitted to the church office to secure your reservation of the building. This deposit becomes non-refundable after one month before the wedding date. The final payment should be submitted to the church office at least one month prior to the wedding date.

WEDDING SERVICE MEMBER/ ER	BFCN MEMBER/		NON-
	REGULAR ATTENDER	NON-REGULAR ATTEND-	
	(6 MONTHS OR LONGER)		
SANCTUARY	NO FEE	\$300.00	
CUSTODIAL SERVICES 75.00		\$ 75.00	\$
AUDIO/LIGHTING TECHNICIAN <i>(typically 3-4 hours for ceremony only)</i>	\$ 75.00	\$ 75.00	
CHURCH LIAISON <i>(to assist wedding party in planning church logistics)</i>	\$ 75.00	\$ 125.00	
TOTAL:	\$225.00	\$575.00	

POSSIBLE ADDITIONAL FEES	BFCN MEMBER	NON-MEMBER
COMPLY HALL FOR REHEARSAL DINNER	(INCLUDED IN WEDDING FEE)	\$100.00
FRISBIE CENTER (<i>RECEPTION HALL</i>) <i>(custodial cleaning included)</i>	\$300.00	\$500.00
BFCN MUSICAL ACCOMPANISTS	\$100.00 PER PERSON	\$100.00 PER PERSON

OFFICIATING PASTOR — our pastors do not set a fee for their services. An honorarium in appreciation for their personal participation in pre-marital preparation and officiating ministry is at the discretion of the bride and groom and families.

Any fees related to individuals participating in your ceremony (as noted above) should be paid directly to them.

A \$75 fee will be charged (for up to 3-hours) if you need use of BFCN's audio or projection technicians for your wedding reception in the Frisbie Center. After 3 hours, you will be charged an additional \$25 per hour.

FRISBIE FAMILY MINISTRY CENTER



5.0 ARTHUR J. FRISBIE FAMILY MINISTRY CENTER (GYMNASIUM)

All of our buildings and facilities were constructed by sacrifices of God's people and are dedicated to be used for God's glory to meet the needs of our congregation and to share the Gospel of Christ with our community. Therefore, every facility is to be treated respectfully at all times. At no time are the buildings or facilities of Bible Fellowship Church of Newark (BFCN) to be used by persons or groups for any questionable activity or for any purpose that could possibly bring reproach upon the name and cause of Jesus Christ. At no time should their use conflict with the ministries and purpose of this church. It is our desire that all things done on our grounds be done decently and in order and in a Biblical, Christ-honoring way.

5.1 POLICY & GUIDELINES

All ministry leaders, coaches, teachers, activity leaders or persons in charge are responsible to see that these policies are observed by all when using the Frisbie Family Ministry Center or you may forfeit your use of these facilities.

- * All scheduling of the Frisbie Family Ministry Center (gymnasium) is done through the BFCN Church office. Office hours are 9:00 a.m. – 3:00 p.m., Monday through Friday. The Office phone is (302) 366-8539.
- * The Frisbie Family Ministry Center is not available for use during Sunday Morning Worship Services, nor during Special Services (FOR EXAMPLE: funeral, wedding, Good Friday, Thanksgiving Service, etc.)
- * On Sunday afternoons, the use of the Frisbie Family Ministry Center is typically limited to those connected with the services of BFCN.
- * Gymnasium usage is subject to availability according to BFCN's Church office calendar and approval from the Deacon Board. Requests for gymnasium usage must indicate any/all equipment needed and/or equipment being brought into the gym (FOR EXAMPLE: outside basketball nets, additional seating, catering equipment, etc.)
- * Permission to use the Frisbie Family Ministry Center Gymnasium for personal/private usage requires permission from a member of the Pastoral Staff.
- * There is to be no use of tobacco, drugs or alcohol on the church property. Neither profanity nor unsportsmanlike behavior will be tolerated on BFCN's premises. Dress should be modest, appropriate for the activity and not offensive to Christian values. Shirts are required at all times.
- * Children (under the age of 18) in attendance must either be under the control of their parents or direct adult (25 years or older) supervision at all times and are not permitted to roam freely on the church property. An adult must supervise all children's activities at all times.
- * Climbing on or hanging onto the nets or rims is not acceptable. Dunking the ball off chairs, tables, etc. is not permitted. Damage to any church property will be the responsibility of the group or individual using the facility. Each incident will be reviewed separately to determine responsibility as well as assessing any "impact fee" for damage.
- * All participants are to wear clean, soft soled sneakers that will not mark the playing floor.
- * No kicking, throwing or hitting of hard balls (baseball, softball, lacrosse, solid rubber). All damage must be reported immediately to the BFCN Church office. Damage may result in

the suspension of privileges for the individual or entire group and an “impact fee” may be assessed for damages.

- * BFCN’s classrooms, Sanctuary, foyer, Comly Hall and all hallways are off limits to all participants unless approved by the Deacon Board.
- * All sporting equipment taken from the Frisbie Family Ministry Center equipment room is to be returned and stored properly. This room is to be kept locked when not in use.
- * Any food or drinks taken into the gymnasium must be kept off the playing floor area (except when it is a church-wide event).
- * No floor hockey, Heelys, skateboards, rollerskates, rollerblades, scooters or bikes are permitted in the gymnasium.
- * Any music/songs used on BFCN’s premises must not conflict with our Christian values by words or by sound. Only appropriate Christian conduct and activities will be permitted on the church property.
- * No dancing will be permitted (with the exception of a wedding dance involving the bride and groom and their parents).
- * All activities must end by 11 p.m. (including clean-up) unless otherwise approved by the Deacon Board.
- * **BFCN’s Building Security System engages automatically after 11:15 pm.** Your keycard will only give you access into the building up until 10:30 p.m. Please do not enter the building after this time as the alarm will sound and the Security Company will send the police to the building. A fee will be assessed in the event that the police are dispatched to BFCN’s premises due to entering the premises after 11:15 p.m.
- * Set-up and basic clean-up is the responsibility of the User of the facility. Arrangements for tables, chairs, and any other items needed must be made through the Deacon Board at time of submitting this application.
- * At the conclusion of User’s event, the entire gym floor is to be cleaned of any trash and debris and disposed of into the provided trash cans. A dust mop, dust pan, and broom are located in the room beside the equipment room and are to be stored there after use. If mopping is needed, mops and bucket are located in the mop closet located in-between the women’s and men’s restroom (in the hallway behind the stage).
- * There will be a \$50 cleaning fee assessed if the gym is not cleaned by those using the facilities. This includes sweeping and emptying the garbage upon completion of each use (new garbage liners are provided in the bottom of each trash receptacle and garbage needs to be disposed of in dumpster behind Frisbie Family Ministry Center).
- * The gymnasium doors are to be kept locked when not in use. All doors should be securely locked after its use (unless another function is scheduled to follow).
- * Key Cards are available (for a \$25 deposit) to approved individuals through the BFCN Church office. Key cards must be returned immediately after the event or on the next business day for your \$25 key card deposit to be returned.

The use of the facility and all equipment will be at the risk of the participant. Bible Fellowship Church of Newark does not assume liability or responsibility for any injury to a user of the facility. BFCN does not make any express or implied warranty of the premises, the equipment, or fixtures.

5.2 COMMUNITY GROUPS (CATEGORY USERS C, D, AND E)

In addition to the guidelines & policies found in SECTION 5.1, CATEGORY C, D, AND E USERS ARE REQUIRED TO ENSURE:

- * Each group must have a responsible person who is 25 years old or above that will supervise their group from beginning to end.
- * The church office must be notified as to who will be supervising the group.
- * The group supervisor will be responsible to make certain that the gym use policy is carried out.
- * The Frisbie Family Ministry Center will not stay open later than 10 p.m. on weekdays or 11:00 p.m. on weekends unless it has been pre-approved.
- * Groups must display a cooperative attitude in the event that there is another group finishing up in the gymnasium. We will make every attempt to make sure each group is able to begin on time and finish on time.
- * There will be a charge — REFER TO APPENDIX “A” — to cover operating costs. A \$150 deposit will be required one week before scheduled event. **The deposit will be returned if there is no damage to BFCN’s property and if no additional cleanup is required.**
- * BFCN does reserve the right to decline any request for the use of its facility if it is determined that those activities hinder in any way the testimony, ministry or purpose of the Bible Fellowship Church of Newark.

KITCHEN POLICIES AND GUIDELINES



6.0 KITCHEN POLICIES AND GUIDELINES

BFCN has the privilege to offer the use of two nicely equipped kitchens; to avoid any misunderstandings about policy and procedure, both kitchens will follow the guidelines below to insure the kitchens are kept clean and safe for all.

6.1 EVENT CLASSIFICATION

PRINCIPLE #1 — “PRIVATE EVENTS”

Private Events are events whose primary audience is the congregation of Bible Fellowship Church of Newark. Specifically, those that are sponsored by either BFCN ministries, BFCN attendees, certain non-profit ministries that are sponsored by a BFCN attendee, or special events sponsored by individual BFCN attendees. Food for **Principle #1** events can be prepared outside of the church and brought to the site of the event or can be prepared in BFCN’s kitchens.

EXAMPLES: small groups, 4:12 ministry, Men’s Breakfast, Women’s Breakfast, Bible studies, weddings, baby and wedding showers, anniversary celebrations, funerals, church picnic, potlucks, or other events sponsored by a non-profit Christian organization, for a specific group.

PRINCIPLE #2 — “OPEN EVENTS”

Open Events are events where food is “served for profit” or the event is “open to the public.” Food for **Principle #2** are open to the public and not necessarily for the BFCN family. For all of these events, food will need to be prepared in a licensed facility and certified if brought in from outside (cannot be prepared in our kitchens).

EXAMPLES: Any groups wanting to serve food for fundraisers or wanting to serve food during a play/presentation which financially benefits said group.

Please label all food placed in the refrigerator and freezer with the current date and a use by

6.2 FOOD LABELING

date, which is 7 days after being placed in the refrigerator.

Food placed in the freezer should have the date you place it in the freezer.

Refrigerators are inspected weekly and any food outdated or not labeled will be thrown away.

Labels are located in the drawer next to the refrigerator, or on the refrigerator.

Thank you for helping us keep our kitchens clean!

Use of the BFCN kitchen(s) will be scheduled through the BFCN Church office. The BFCN Church office will need to be notified of any substantial event involving food immediately upon submitting the BUILDING USE APPLICATION.

6.3 BFCN KITCHEN USAGE

Kitchen supplies including utensils, cookware, glassware, and coffee supplies are there for use by CATEGORY A AND B FACILITY USERS. CATEGORY A AND B FACILITY USERS are responsible for washing and storing all utensils and kitchenware used; CATEGORY C, D AND E USERS are responsible for the replacement of broken or damaged items and must provide their own paper products, table covers, etc.

CATEGORY A USERS are welcome to use BFCN's disposable items for no charge. CATEGORY B FACILITY USERS can use disposable items for no charge for events up to 25 people. For events over 25 people, CATEGORY B USERS need to provide their own disposable items.

The gas stoves, coffee machines and dishwashers are available for your use, but please ask for assistance from the Church office before using.

Facility Users desiring to store food within the kitchen(s) must contact the BFCN Church office for appropriate location. All leftover food will be removed and disposed from the premises following facility use.

If an event is professionally catered from outside the church, Facility Users will need to provide all kitchen supplies including utensils, cookware, coffee supplies and glassware. However, the coffee makers are available for your use. A Certificate of Insurance will be required for all outside caterers using our facilities. A Certificate of Insurance may be required at the discretion of the Management Team for other building users.

6.4 KITCHEN USER AGREEMENT

To ensure that all users of the kitchen leave it in a clean, presentable manner following their activity, the persons responsible for the activity are required to fill out the maintenance checklist below, sign it, and leave it at the Church office — you will be provided a separate copy once your Event has been approved — the following is a sample. Please follow this checklist when using BFCN's kitchens for your events.

TO REDUCE THE RISE OF A FOOD-BORNE ILLNESS

- Please do not allow any children or adults in the kitchen if they are not working.*** This must be strictly enforced.

TO COMPLY WITH DELAWARE STATE CODE

- All persons entering the kitchen must wash hands before applying gloves or preparing food.***
- For sanitization purposes, silverware and utensils must be washed in BFCN's dishwashers

6.3 KITCHEN USER AGREEMENT (continued)

USER CHECKLIST FOR MAINTAINING THE KITCHEN

- Fan above stove must be turned on when cooking and turned off when leaving.
- Dishes, pots, pans, and utensils washed, dried, and returned to storage position.
- Countertops and sinks washed, sprayed with sanitizer (located under the sink), and then dried with paper towels.
- Stovetops washed clean, oven wiped clean (if used).
- Microwave and refrigerator wiped clean of spills and spatters.
- Leftover foods properly disposed of.
- Kitchen floor swept clean.
- Supplies and equipment returned to their proper places.
- All tables and chairs wiped clean.
- Trash can bags tied and taken to the dumpster to prevent sour odors (dumpster is located in lower parking lot inside green metal fence).
- Trash cans relined with proper size bags (spares located at bottom of each trash container and/or located in drawer labeled “garbage bags”).

APPENDIX "A"

CATEGORY A & CATEGORY B EVENTS ARE PRESENTLY EXEMPT
FROM ROOM USAGE FEES ONLY.

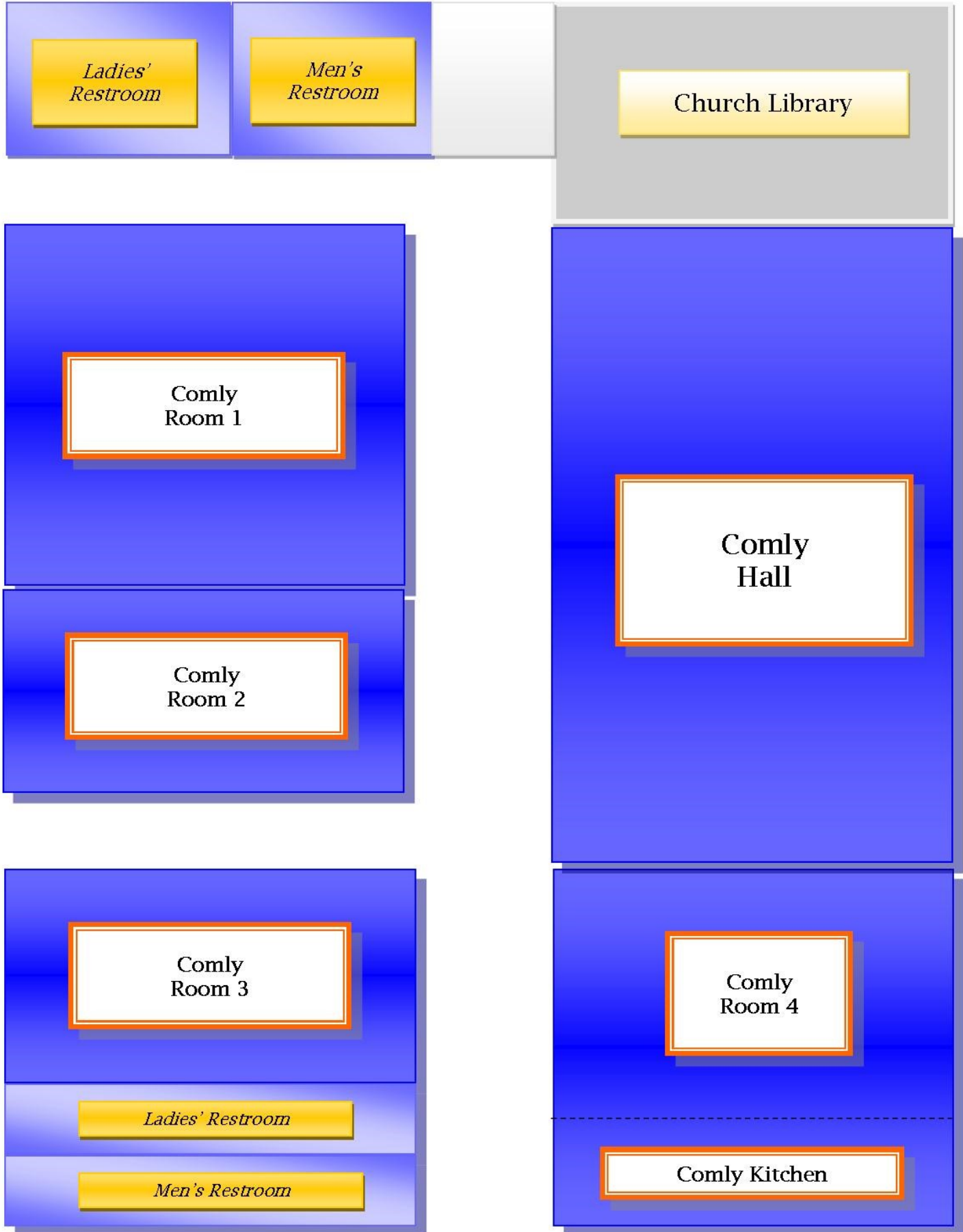
ALL OTHER FEES WILL APPLY.

ROOM RESERVED ALL FEES ARE FOR 4-HOUR TIME	CATEGORY C 50 PEOPLE OR FEWER	CATEGORY C MORE THAN 50 PEOPLE	CATEGORIES D & E 50 PEOPLE OR FEWER	CATEGORIES D & E MORE THAN 50 PEOPLE
COMLY HALL <small>RENOVATED MEETING ROOM, & 4 CLASSROOMS</small>	\$35.00	\$60.00	\$75.00	\$125.00
COMLY CLASSROOMS <small>4 LARGE CLASSROOMS TO CHOOSE FROM</small>	\$15.00 per classroom	\$15.00 per classroom	\$30 per classroom	\$30 per classroom
COMLY KITCHEN	\$25.00	\$40.00	\$35.00	\$60.00
SANCTUARY <small>NO FOOD OR DRINKS</small>	\$50.00	\$75.00	\$125.00	\$250.00
FRISBIE CENTER (GYMNASIUM) <small>*IMPACT FEE MAY APPLY</small>	\$50.00	\$75.00	\$125.00	\$250.00
FRISBIE KITCHEN	\$25.00	\$40.00	\$35.00	\$60.00
KOINONIA CAFE	\$15.00	\$15.00	\$30.00	\$30.00
THE ANNEX	\$15.00	\$15.00	\$30.00	\$30.00
SPORTS FIELD	\$25.00	\$50.00	\$75.00	\$150.00

For wedding fees, see SECTION 4.10 (page 17)

Members of Bible Fellowship Church of Newark (CATEGORY A) and CATEGORY B USERS may use Comly Hall, Comly Classrooms, and the Frisbie Center FREE of charge, provided that the rooms are left in a clean condition. A cost for custodial cleaning will be charged if the event requires a custodian.

APPENDIX "B" - COMLY HALL WING



APPENDIX "C" - FRISBIE FAMILY MINISTRY CENTER

