

Tea Creek Baptist Church  
5465 S County Rd. 300 W  
North Vernon, IN 47265  
(812)346-3728

## Church Building Use Policy

This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in order of priority)
  - a. TCBC church groups or members using facilities as part of the ministry of the church. This would include those supported through the Diaconate, Sunday School classes, TCBC committees and the regional and national American Baptist Churches-USA. No charge
  - b. Groups that come as invited guests of the congregation of Tea Creek Baptist Church. No charge.
  - c. Service and charitable organizations (Hospice, Red Cross, Clarity Cares, etc.) will be considered without charge for short term use only.
  - d. TCBC church members may reserve the church facilities and may be charged facilities usage fee and cleaning deposit.
  - e. Outside social, civic, educational, and non-service groups, or individuals using TCBC facilities for activities may be charged a facilities usage fee and cleaning deposit.
  
2. Who may not use the Church
  - a. Partisan Political groups
  - b. Groups operating for commercial gain
  - c. Organizations whose activities are in conflict with the mission and doctrine of Tea Creek Baptist Church
  
3. Procedures and Guidelines for scheduling facilities
  - a. Potential groups/individuals wishing to use the facilities should contact Tea Creek Baptist Church at 812-346-3728 for a building use packet. (Packet materials will also be available online) Review the packet and submit the Building Use Application Form.
  - b. Scheduled meetings of Tea Creek Baptist Church will take precedent over all other requests.
  - c. The Church Business Session or Advisory Board will approve the requests for building use.
  - d. One person must be given as the main contact for the group's meeting/event. This person will be held responsible for providing overall supervision of the group.
  - e. Groups must be orderly and respectful of the church facility.
  - f. Smoking and other forms of tobacco use are prohibited in the building.
  - g. Alcoholic beverages and illicit non-prescription drugs, are strictly prohibited on church property.
  - h. There must be at least two (2) adult supervisors for every ten (10) children in attendance during the group's meeting/event.
  - i. Items must not be taped or pinned to the walls, doors, or furniture. No decorations should be attached to walls or ceilings. Helium balloons will trigger the alarm and must not be left unattended before or after the meeting/event.
  - j. Food and drink are to be consumed only in the kitchen and dining area.
  - k. Bag all trash and place it in the shed behind the church.
  - l. The church must be cleaned and vacated by 10:00 pm
    - i. All lights and electrical appliances must be turned off in areas used

- ii. Arrange cleaned tables and chairs as they were prior to the group's use
  - m. Payment in full must be submitted to the church no later than two weeks prior to the event.
  - n. Activities must be limited to the area(s) you have reserved.
  - o. Groups/individuals using the building and/or grounds will be held responsible for any damages.
  - p. Police any outdoor areas for litter.
  - q. A member of the Board of Trustees of TCBC will unlock the building prior to the event.
  - r. The member of the Board of Trustees of TCBC will inspect the facility after the meeting/event for cleanliness and damage and will determine if the cleaning deposit is to be returned. The Trustee will also lock up the building after conclusion of meeting/event.
4. Kitchen Use
- a. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
  - b. All paper products and food staples in the kitchen and dining area are for church use only. The group/individual must provide own paper products and food staples.
  - c. Food and drink are to be consumed only in the kitchen and dining area.
  - d. Leftover food and drink must be removed immediately following the meeting/event.
  - e. All church dishes and utensils used by the group must be washed, dried, and put back in proper places immediately following the meeting/event.
  - f. Put all dish cloths and towels in the sink.
5. Use of Equipment
- a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual committee from Tea Creek Baptist Church. The audio-visual equipment will only be operated by a member of the audio-visual committee.
6. Liability
- a. You agree to assume full responsibility for damages, breakage, and defacing of property during use. You will be contacted if damage to the building or its contents occurs. Please remember that you are responsible for any damage that your group causes.
  - b. Users of the church building assume all liability. The church, its members, nor its officers may be held liable for any injury, illness, or other damages occurring while using the church facilities.
7. Cancellation- If something comes up and you need to cancel your event, we ask that you notify us as soon as possible. You will receive a refund.

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Fee Schedule

The following fees are required for the use of the Tea Creek Baptist Church

Charges have been established for the use of the building, primarily to cover utilities and other expenses. The person signing the agreement is responsible for the payment of the fees for building use.

**Building Use Fees (Members)**

Refundable Cleaning Deposit	\$25.00
Use of Sanctuary	\$50.00
Use of Kitchen/Dining Room Only	\$25.00
Use of Sanctuary & Kitchen/Dining Room	\$75.00

**Building Use Fees (Nonmembers)**

Refundable Cleaning Deposit	\$50.00
Use of Sanctuary	\$150.00
Use of Kitchen/Dining Room only	\$75.00
Use of Sanctuary & Kitchen/Dining Room	\$200.00

You are responsible for restoring the facilities to the same condition it was prior to the meeting/event. If all conditions of this agreement are met, the deposit will be refunded.