

1 **Bethel College Mennonite Church Facility Use Policy**

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3 **A. GENERAL POLICIES:**

4 The use of the church facility and grounds shall be in keeping with the purpose of the congregation,
5 extending service and ministry in the community and to the wider world. The BCMC Constitution
6 (Article II, Section B) states: *The purpose of the congregation is to participate in God’s work by joining*
7 *together to fulfill our ministry and needs. More specifically the congregation seeks to do the following:*

- 8 1. *Unite in the worship and praise of God*
- 9 2. *Stimulate Christian growth and discipleship*
- 10 3. *Provide opportunities for fellowship, sharing and support among members.*
- 11 4. *Engage in service and outreach, both locally and through our conference and institutional*
12 *relationships.*
- 13 5. *Practice hospitality to others and invite others to faith.*

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15 In light of this purpose:

- 16 - Priority for use of the facility is given to church-sponsored events and activities, including
17 Sunday worship and mid-week activities. We encourage Saturday events such as weddings to
18 be scheduled prior to 4 p.m. on Saturday, to allow for clean-up before Sunday.
- 19 - Use of the Sanctuary and Little Chapel should show respect for these areas as worship space;
20 seasonal decorations are not to be removed from the sanctuary for non-church-sponsored
21 events.
- 22 - Guns, alcoholic beverages, smoking or illegal drugs are not permitted in the church facility or on
23 the church grounds.
- 24 - Charging admission for events in the Sanctuary is not permitted. Free will offerings are
25 acceptable.

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27 The use of the church facility and grounds shall also support the relationships that are significant for
28 our congregation. The BCMC Constitution (Article III) states:

29 *...We seek to carry out our ministry as a member congregation of the Mennonite Church USA and its*
30 *Western District Conference.*

31 *...We maintain a special relationship with Bethel College and support the work and services of other*
32 *Mennonite organizations including Mennonite Central Committee and Mennonite World Conference.*

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34 **B. PROCEDURES FOR USE OF THE FACILITY:**

- 35 1. Administration of policy: Church staff under the supervision of the Lead Pastor are authorized
36 to carry out policies for use of the church facility and grounds.
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38 2. Reservations: All reservations for use of the facility shall be scheduled with the BCMC
39 Administrative Assistant who maintains the master calendar for the church. A “Facility Use
40 Agreement Form” shall be completed and turned in to the Administrative Assistant.
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42 3. Payment of fees: All fees should be made payable to “Bethel College Mennonite Church” and
43 turned in at the church office; the Church will then forward fees and honorariums to the
44 appropriate individuals or funds. Facility Use Fees are due upon reservation. (Facility Use Fees

45 are credited to the BCMC Plant Fund). A full refund is given if event is cancelled 30 days or
46 more prior to the event. Other Fees and Honorariums are payable at the time of the event.

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48 4. Supervision and safety:

- 49 a. Open hours for the church building will be established by staff to encourage hospitality and
50 access to activities in the building, balanced with a concern to provide for security of
51 property and the people who use the facility.
- 52 b. Facility attendant: A BCMC staff person or representative coordinated by the
53 Administrative Assistant shall be present in the building at all events scheduled at the
54 church facility, including events sponsored by outside organizations or non-members. This
55 is to assure the safety of participants, security for the property, and assistance if needed.
56 (The Facility Attendant may be a BCMC member who is part of the group sponsoring the
57 event. If this is not the case, a Facility Attendant Fee will be charged for a BCMC staff person
58 or representative to serve as the Facility Attendant.) The Administrative Assistant will notify
59 custodial staff so that arrangements can be made for locking and unlocking the building as
60 appropriate. The Administrative Assistant also coordinates check-out of all keys for the
61 facility, and maintains a list of who has been issued keys. (see Church Board policy *Section 5.*
62 *Management, B. Care for People*, for more information).

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64 5. Use of the kitchen: When an event requires use of the kitchen, a contact person for the event
65 shall meet with the custodian or another designated church representative for instruction on
66 operation of equipment and follow proper clean-up procedures. Additional consultation with a
67 Hospitality Commission representative may be needed for events requiring the assistance of
68 the Serving Committee or Funeral Committee.

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70 6. Use of equipment: Reservations should be made with the Administrative Assistant in the
71 church office for use of church equipment:

- 72 a. Musical instruments: Use of the pipe organ and sanctuary piano must be scheduled with
73 the Administrative Assistant; they may be used free of charge for rehearsal by BCMC
74 members, Bethel College students, faculty and staff.
- 75 b. Sanctuary Public Address equipment: All use of the PA system must be by a qualified
76 operator appointed by the church. PA system fees apply.
- 77 c. Decorations: A list of decorations available for use in the building is maintained in the
78 church office.
- 79 d. Electronics: The church camera, lap-top computer, projector, DVD/VHS players and TVs are
80 available for use only for BCMC-related events. Exceptions may be made by staff for other
81 events taking place in the church building.
- 82 e. Chairs and Tables: Padded folding chairs are not to be used outside of the church building.
83 Unpadded metal folding-chairs may be used outside the building or loaned at the discretion
84 of staff as long as they are not needed for church events. Lightweight white tables may be
85 used outside the building, on the church grounds.
- 86 f. Hymnals and songbooks may be loaned to individuals and groups at the discretion of staff,
87 as long as these items are not needed for BCMC events at the same time.
- 88 g. Kitchen equipment: The Hospitality Commission establishes guidelines for what items may
89 be checked out of the kitchen.
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91 **C. FACILITY USE FEES**

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Room or service provided	Facility Use Fee
Sanctuary	\$250 (plus \$50 for wedding rehearsal)
Fellowship Hall with serving tables only (no additional tables or chairs)	\$100
- only chairs set up	\$125
- tables and chairs set up	\$150
Kitchen	\$100
Little Chapel	\$50
Classroom(s)	\$25 per classroom

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94 Facility use fees are applied as listed below. The Church Board may authorize exceptions to this list by
 95 approving special status for a particular entity using the facility:

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Entity using facility	Facility Use Fee	Advance reservation
Bethel College, Mennonite Church USA, Western District Conference, Mennonite Central Committee, Mennonite World Conference	None	First come, first served basis
Family events hosted by a BCMC member* (e.g. wedding, funeral, anniversary, family reunion, birthday or graduation celebration)	None	First come, first served basis
Organizations listed in BCMC budget under <i>Witness Commission: Benevolences</i>	None	First come, first served basis
Non-profit organizations in which a BCMC member* is involved	¼ fee	6 months maximum
For-profit organizations in which a BCMC member* is involved	½ fee	6 months maximum
Bethel College students, faculty or staff who are not BCMC members	½ fee	6 months maximum (except in the case of weddings, 12 months)
Other	Full fee	6 months maximum (except in the case of weddings, 12 months)

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98 (Note* "BCMC member" is defined as a person holding Full Membership or Wider Fellowship
 99 Membership at BCMC. In the case of weddings, the bride, groom or one of their parents must be a
 100 BCMC Member or Wider Fellowship Member in order to qualify for "Member" status.

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D. OTHER REQUIRED FEES:

FEES	Funeral	Wedding	Non-church events	Events sponsored by BCMC groups
PA operator	\$25; \$35 if rehearsal – provides 1 CD	\$35 – provides 1 CD	\$35 - provides 1 CD	(see below)
Video Recording (requires PA operator)	\$25 - provides 1 DVD	\$40 - provides 1 DVD	\$25 - provides 1 DVD	---
Additional CD / DVD	\$5 each	\$5 each	\$5 each	\$5 each
Organist	(see below)	\$150 for wedding service; \$50 additional for rehearsal	(see below)	(see below)
Other musicians	(see below)	\$50	(see below)	(see below)
Food expenses	Per invoices	Per invoices	Per invoices	Per invoices
Facility attendant (if required)	\$10 per hour (\$25 minimum) if non-BCMC funeral	\$10 per hour (\$25 minimum) for rehearsal and wedding	\$10 per hour (\$25 minimum)	---

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E. OPTIONAL HONORARIUMS (Suggested amounts)

	Funeral	Wedding	Non-church events	Events sponsored by BCMC groups
PA operator	(see above)	(see above)	(see above)	\$35
Pastor	\$100 (\$75 each if 2 or more pastors)	\$200	At discretion of sponsoring group	At discretion of sponsoring group
Organist	\$75 (plus \$25 if accompanying other musicians)	(see above)	At discretion of sponsoring group	At discretion of sponsoring group
Other musicians	\$25-\$50 per person (\$75-100 for BCMC ensemble – goes to BCMC music funds)	(see above)	At discretion of sponsoring group	At discretion of sponsoring group
Administrative Assistant	\$25	\$25	At discretion of sponsoring group	At discretion of sponsoring group
Custodian	\$25	\$25	At discretion of sponsoring group	At discretion of sponsoring group
Funeral Committee	\$100-\$200 depending on # of guests; goes to BCMC Kitchen Fund	---	---	---
Serving Committee	---	\$100-\$200 depending on # of guests; goes to BCMC Kitchen Fund	\$100-\$200 depending on # of guests; goes to BCMC Kitchen Fund	\$100-\$200 depending on # of guests; goes to BCMC Kitchen Fund

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Approved by Church Board, January 5, 2012; revised May 2014; revised Feb 4, 2016