



BUILDING USAGE

Guidelines and Policies

*Calvary Baptist Temple
Savannah, Georgia*

I. Who May Use CBT Facilities?

Any organization, institution, group or individual that fulfills one or more of the following criteria will be considered for the non-member usage of our facilities:

1. Their primary purpose is the proclamation of the Gospel of Jesus Christ.
2. Their activity is of direct benefit to the ministries of CBT.
3. Their activity provides an evangelistic /ministry opportunity for CBT or the area.
4. Their primary purpose is direct involvement in disaster relief.

CBT also reserves the right to refuse the right of use of the facilities to any organization for any reason.

Any non-CBT group must provide proof of insurance. CBT is not responsible for any injury, damage, loss or liability as a result of the event or activity.

II. Reservations

Members of Calvary Baptist Temple shall be given priority over non-members in the reservation of church facilities. Non-members may use the facilities, but may not reserve any area more than six months in advance of the event. To reserve dates and facility areas, observe the following procedure:

1. Contact the church office to obtain an event form.
2. Complete the form and return it to the church office for date verification (verification could take five to seven days).
3. The church office will contact you as to whether the date has been approved or denied.
4. Following date verification and a 50% deposit of the total fee, the date will be entered on the church calendar. The deposit will be refunded in the event of cancellation.

III. Event Coordinator

A CBT employee is required to coordinate unlocking/locking the building as well as any other issue that may arise during the event and requires an additional fee.

IV. Sound System

All sound systems must be operated by an approved sound system technician and requires an additional fee. This ensures the quality of your event and the safety of our equipment. You will need to contact the Pastor of Worship to discuss fees as they vary greatly depending upon what is required. The assigned technician will be glad to discuss the capabilities of each system with you at the appropriate time.

He/she will need to know the number of microphones needed, as well as the location where each microphone is to be utilized. He/she will also need to know if any instruments will be utilized and how many, use of pre-recorded music and/or trax, etc. Any prior rehearsals or “sound checks” will need to be discussed and agreed upon with the assigned sound technician at least one week prior to event date.

V. Furniture/Staging

CBT tables/chairs/furnishings are not available for loan to individuals, organizations, or groups. The arranging and rearranging of furniture in any and all areas utilized shall be performed by the Operations staff of Calvary Baptist Temple. Some items are not to be moved.

Immediately following the event, all furniture must be put back in its appropriate place. The Operations staff is responsible for securing the building after use.

Concerning the worship center - platforms, Ministry tables, orchestra area items, musical instruments, choir chairs, and flags standing in the rear of the worship center are not to be moved or altered in any way without prior approval from the Pastor of Worship.

VI. Decorations

To help preserve the beauty of our buildings, please observe the following guidelines:

1. No nails, tacks, pins, staples, tape, glue, or adhesive shall be used to attach any decorations or equipment on any wall, rail, furniture, or fixture.
2. No containers holding water or moisture may be used unless they are leak proof and placed on a protective device.
3. No flowers or candles are to be placed on a piano or organ.
4. Flowers and other decorations shall be removed immediately following the event. The florist and/or responsible party shall be liable for any damage if these precautions are not followed.

VII. Catering Services

Caterers must be approved by the Administrative office of Calvary Baptist Temple. Caterers of non-members must furnish their own linens, chinaware, silverware, etc. All caterers are responsible to leave the facilities clean and ready for immediate use by Calvary Baptist Temple.

VIII. Table Linens & Napkins

Except for special church-wide events under the direct supervision of a ministry leader, the linens and napkins are not available. A request for linen use is made through the Hospitality Committee. Any cleaning fees will be on a cost recovery basis only. All linens and napkins are to be used in the church facilities only.

IX. Kitchen

Kitchen utensils and equipment are to be used in the church only. Further, all equipment, utensils, plates, glasses, silverware, etc. must be cleaned, washed, and ready for immediate use by Calvary Baptist Temple. This requires a trained person to operate equipment and will require an additional fee and must be approved through the Administrative office.

X. Non-Church Members Fee Schedule

	Custodial	Area
1. Event Coordinator	\$200.00	n/a
2. Worship Center	\$100.00	\$750.00
3. Chapel	50.00	500.00
4. Savannah Room	50.00	250.00
5. Fellowship Hall	100.00	250.00
6. Outdoor per area	25.00	n/a
7. Kitchen	100.00	250.00
8. Building E	100.00	500.00
9. Sound, Etc. – see Section XII below		

XI. Other Fees

Sound equipment, Audio/Visual equipment, Audio/Visual technician and set up and take down for any event (member or non-member) is made through the Music Office and have additional fees. Sound, Lighting, and Media engineers are available on a consultant basis and charged by the hour with a minimum lead-time of two weeks (Note: this must be requested on the Calendar Request and approved by Staff). Hourly rate is 40.00 per engineer per hour (or as discussed with and recommended by the Pastor of Worship).

XII. Prohibitions

Childcare is not provided or allowed in our facility due to insurance liability. Older children must remain with parents or a responsible adult at all times and are not allowed in any area of the facility other than what has been approved.

No smoking is allowed anywhere on the premises.

No alcoholic beverage is allowed on the premises; and no person, while under the influence of alcohol, is to participate in any event or activity taking place on CBT property.

No “red” juice/beverages in carpeted areas.

