



General Policies Manual

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 a bonafide evangelistic 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 that makes provision for or offers support for any practice that is unacceptable to the at-large congregation of Calvary Baptist Temple.

II. Event Reservations

Members of Calvary Baptist Temple shall be given priority over non-members in the reservation of church facilities. This includes personal or ministry (Sunday School socials, etc.) use. Non-members may use the facilities, but may not reserve any area more than six months in advance of the event. **A separate Wedding Policy is available for weddings.** 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. Building Usage Policy

A separate Building Usage Policy manual is available for members who desire to use the on-campus facilities.

The policy manual covers fees, sound system needs, opening and closing facilities, moving or utilizing church furniture and many other items that are necessary when utilizing church facilities.

IV. Recognitions

1. Members will be publically recognized at age 90 and increments of 5 years following. This should be arranged with the Pastor's office the week prior to the Sunday desired.
2. Members celebrating wedding anniversaries will be recognized on the 50th and increments of 5 years following.
3. Floral arrangements for Sunday services can be made by contacting the church office at 351-2288.

V. Miscellaneous

1. Children through grade 5 on campus for ANY church event MUST have a parent to remain on campus for the duration of the event.
2. Announcements for the weekly worship guide are due no later than Wednesday at noon.
3. Requests for copies of non-copyrighted materials can be made at the church office. Please allow 3 days for copies; more for special color paper.
4. If you see an item that needs repair, please fill out a work order available at the church office.
5. Any ministry event, on campus or off campus is required to fill out a calendar request form to avoid conflict with other events.
6. All children and youth under the age of 18 are not allowed to sit in the balcony without a parent or guardian.
7. Church transportation for ministry events can be requested when a calendar request form for the event is scheduled.
8. All media requests (DVD, CD, etc.) are to be made through the Music Office and require prepayment.
9. All groups using church facilities are expected to reset rooms/areas and do general clean up after the event unless specified otherwise.

VI. Prohibitions

1. No smoking is allowed anywhere on the premises.
2. No alcoholic beverage is allowed on the premises; and no person, while under the influence of alcohol, is to participate in any event taking place on CBT property.
3. No "red" juice/beverages in any carpeted area.