

**Lakewood Baptist Church
Gainesville, Georgia**

Building Usage Policy
(Ministry Center Policy)

**This manual is the property of
Lakewood Baptist Church
2235 Thompson Bridge Road
Gainesville, Georgia 30506
lakewoodlife.org
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Lakewood Baptist Church Building Usage Policy

I. Mission Statement:

The vision of Lakewood is to be a regional church that raises up fully devoted followers of Christ who are trained and equipped to reach and love lost people personally, locally and globally.

II. Philosophy of Use

Lakewood Baptist Church has been richly blessed with a beautiful facility. The hopes and prayers of our church is that God will allow us to utilize this facility to reach our community and those that are not currently attending a church of their own and help all to become “fully devoted followers of Christ.” The buildings themselves are just tools to help us accomplish our mission and the people of Lakewood are the true work of the ministry.

However, our facilities make much of our ministry possible and therefore the buildings must be handled with great skill, care, diligence, wisdom, and prayer.

The primary purposes of our buildings are to encourage activities or ministry events that support the 5 core values of our church of: reaching people, developing believers, authentic worship, life stewardship, and personally sharing Christ. Lakewood has had a number of long-standing relationships with several community organizations for ongoing use of the facilities. Other local organizations and individuals have also used the facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for our programs and membership needs of Lakewood including weddings, receptions, anniversaries and reunions. Lesser use priorities are for nonprofit groups that are supported by the church, then other nonprofit organizations. All other requests are considered on a case by case basis. In general, for profit on-going groups or individuals are not allowed to use the church facilities.

Included in this statement are general guidelines that reflect our values as a church. We ask that as you use these facilities that you treat them with great care and respect as you would your home as this is our church home and used to do great work for the Kingdom of God.

III. Scheduling & Building Eligibility Guidelines

The facilities and equipment of Lakewood Baptist Church exist for the primary purpose of being used by its members through its organizations and ministries. Should any scheduling conflicts arise regarding use of the building, they will be considered according to the following priorities:

- a. Regular Church functions
- b. Special church ministry functions (Disciple Now, Missions Day, Date Night, etc.)
- c. Christian event co-sponsored by Lakewood (Concerts, Gospel Sings, Key Leadership Event, other seminars)
- d. Individual events requested by members/attenders (family reunions, weddings, anniversaries, receptions, etc.)
- e. Community events requested by members of our community (YMCA, Hall County and Gainesville School Systems)

All groups or individuals using Lakewood's facilities should also take note of the following eligibility guidelines:

1. A Facilities and Equipment Request Form should be completed for all groups or individuals requesting facility use.
2. Facilities are not available to outside groups for fund raising or for profit making activities without prior approval of the Executive Pastor.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their program. The facility may be used as a polling place for elections.
4. A Certificate of Liability and Property Damage insurance coverage naming Lakewood Baptist Church as an additional insured MUST be on file prior to the date of the event by all outside groups to Lakewood for the purpose of covering liability and property damage or accidents that might occur on church property. This will be for groups or organizations utilizing the building on an on-going basis. All groups will be required to sign liability waiver.
5. All outside groups or persons requesting use of church facilities must also have and adhere to the Child Protection Guidelines (see attached) regarding minors. A minimum of 2 adults must be present at all times.

IV. General Guidelines

Lakewood has a wide range of ministries utilizing our facilities. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event.

A custodian will be on duty during regular business hours. If building usage is requested for after business hours, and custodial services are required, the user will be charged a fee for the custodian's services. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all person attending programs are expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.

4. Dining or the serving of food is limited to pre-approved designated areas – please check with the Facilities Supervisor.
5. Use of non-drip candles is allowed only in designated areas and must be approved by the Facilities Supervisor.
6. 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.
7. All decorations in the facility and on the grounds of Lakewood must be approved by the Facilities Supervisor and/or the Executive Pastor. No items may be affixed to any surfaces without the consent of the Facilities Supervisor.
8. The user will be held responsible for any damages done to church property or equipment. Please immediately report any damage of church property, equipment, or furnishings to the Facilities Supervisor or one of the custodial staff.
9. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
10. No unauthorized motor vehicles are allowed off road including the plaza.
11. There should be no pets in the building except for service animals.
12. Programs in the chapel, worship center, lodge, or auditoriums that require the use of sound or lighting systems must have a church sound and lighting technicians on duty. This service will be included in the usage fee.
13. When children are in attendance they must be under the control of their parents or adults at all times and not permitted to roam freely on church property. All children or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
14. The following items are not allowed in or on the church property:
 - Weapons
 - Alcoholic beverages
 - Tobacco products
 - Fireworks
 - Controlled substances/drugs
 - Anything that would distract from a Christian atmosphere.
15. Ministry furniture and equipment is not to be removed from the church property without the consent of the Facilities Supervisor or member of the Lakewood staff. The requesting individual/group assumes full responsibility for the costs of damage, repair, or replacement.

16. Overnight use of the building is only permitted for church ministry use and requires approval from the Facilities Supervisor and/ or Executive Pastor

17. All building or facility usage requests should go through the Facilities Supervisor and/or the Executive Pastor during normal business hours, 8:30 – 4:30, Monday through Friday.

18. The building is closed on the following holidays and will not be available for any outside usage: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day

19. Lakewood reserves the right to restrict or refuse the rights and privileges of anyone or any group who willfully violates of any of the guidelines or regulations laid out in this policy.

20. Any requesting group or organization shall notify the Facilities Supervisor at least 2 weeks, but no more than 12 months prior to the need for use. They will read, understand and comply with this document and complete the Liability Wavier and the Facility Use Request forms and submit to the Facilities Supervisor. Upon approval, and acceptance by the Church Staff, the request will be added to the Master ACS Calendar and the requesting group will be notified.

V. Specific Guidelines

In addition to the general guidelines laid out in this policy the following specific guidelines will apply to certain events and usage of specific space in the building.

MINISTRY CENTER:

Purpose

The Ministry Center exists as a tool to help Lakewood fulfill its mission statement of being a regional church that raises up fully devoted followers of Christ who are trained and equipped to reach and love lost people personally, locally, and globally. As a result ministry staff and volunteers will speak openly and freely of their relationship with Christ with both members and guests. The relationships, programs, and activities of the Ministry Center serve as a ministry of Lakewood Baptist Church to the body of Christ and the lost.

Play With a Purpose

Lakewood Baptist Church Recreation Ministry exist to develop and grow followers of Jesus through various avenues of recreation, group fitness, and family activities, with its overall goal to strengthen, connect, and point the community locally, nationally, and globally towards Jesus Christ.

Participation

- Participation in the Ministry Center is open all Lakewood Baptist Church members and to the community.
- Use of the Ministry Center is free to active members of LBC and their guests.

- Community groups and organizations are welcome to use the Ministry Center by paying a usage fee (see fee schedule) and filing out the proper request forms.
- All participants must sign in and register at the front desk upon entering the facility.
- Children under 13 years of age must be accompanied or under the supervisions of an adult at all times.
- All members and guests are required to sign a liability waiver and fill out a registration card that will be kept on file before utilizing the facilities.
- Participants will be required to abide by all policies and procedures.

Hours of Operation

- The hours of operation for the Ministry Center are yet to be determined and will be set by the Ministry Center team prior to the opening of the facility
- Because of the many seasonal activities and wide variety of events, the Ministry Center hours of operation may vary and any changes will be posted throughout the building.
- The Ministry Center may not be used without Ministry Center personnel or staff being present.
- Entrance and exit will be limited to the main entrance doors of the Ministry Center off of the plaza. Emergency exits are located throughout the building, but are for emergency use only.

Interpretation of Policies, Procedures, Regulation and Rules

- The Ministry Center Staff will be responsible for the interpretation and enforcement of all rules.
- Policies and procedures will be reviewed periodically by the Ministry Center Staff and may be revised as necessary.
- Any situation not specifically covered in this list of policies will be acted upon if and when the situation arises at the discretion of the Ministry Center Staff and/or Executive Pastor.

Dress and Behavior

- The Ministry Center is a ministry of Lakewood Baptist Church. In the influencing others for Jesus Christ, the speech, dress and conduct of all Ministry Center participants will be in accordance with the highest Christian standards.
- The following items are not allowed in or on the Ministry Center property: tobacco, weapons, alcoholic beverages, controlled substances, pets or anything that would detract from the Christian atmosphere.
- Speech: We should seek to encourage one another. Degrading or negative remarks is not acceptable behavior. Profanity will not be tolerated.
- Shirts and shoes along with other appropriate apparel must be worn at all times, unless otherwise designated. Clothes with slogans or advertisements not compatible with Christian principles are not allowed.
- The dress code below will be posted outside the Ministry Center Office and throughout the building.

- Shorts: Must be mid-thigh, and cover undergarments completely. Short shorts or running shorts with side splits are not appropriate. Bike shorts and tights should be covered with a T-shirt or shorts.
- Shirts: Must be worn at all times, and cover the mid-section (no exposed abs). “Spaghetti straps or tanks that expose the ribs are not appropriate. Shirts advertising tobacco, alcohol or indecent behavior are not allowed.
- Shoes: Must be worn at all times. Exception: when involved in a program that requires bare feet. Shoes worn on the sports court must have non-marking soles.
- Violation of any policy, rule or regulation will lead to loss of eligibility to participate.
- The Ministry Center Staff has the right to ask anyone to leave for any reason. To regain access offenders will be required to meet individually with the Executive Pastor and/or Ministry Center Director.

The Front Desk/Office

- The Ministry Center front desk/office is a special area.
- Only authorized persons are allowed in this area.
- First Aid supplies and medical equipment are stored at the front desk. Any accident or injury should be reported to the Ministry Center front desk immediately.
- All Ministry Center Staff should be AED and CPR certified.

Equipment

- Recreation equipment including basketballs and volleyballs may be checked out at the front desk and must be used for their intended purpose.
- Individuals or groups who check our Ministry Center equipment or property will be financially responsible for equipment that is damaged, lost, destroyed or stolen.
- Recreation equipment must be returned to the front desk where it was checked out, and must be in good condition when returned.
- The use of any personal equipment must be approved by a Ministry Center staff member at the front desk.

Sports Court

- The sports court consist of one regulation full courts basketball court or two $\frac{3}{4}$ courts from side to side.
- The court is also designed to accommodate tennis and one (full court) or two side courts for volleyball.
- Side goal are adjustable to different heights. Only Ministry Center staff or designated representatives may adjust them. **No dunking or hanging on the rim is allowed on any goal.**
- Shoes and shirts are required, Ministry Center dress code policy must be observed at all times.
- Ministry Center equipment, such as volleyball standards, tennis standards, score clock, bleaches, etc. will be set up by qualified Ministry Center personnel only.
- Lap Counter are available at the front desk, 16 Laps = 1 Mile
- The direction of the walking/jogging lane will be alternated according to the directional sign at the entry of the track. Check schedule for walking/jogging lane availability.

- Programmed activities have priority over free play.
- No food, drink, or gum allowed on the playing court.

Lockers/Cubbies>Showers

- Lockers are for daily use only and locks may not be left overnight
- Valuables should not be left in unsecure lockers.
- Lakewood is not responsible for lost or stolen items.
- Showers are available for use. Please bring your own towels and toiletries.

Facility Reservations

- Ministry Center activities will have schedule priority in the Ministry Center.
- Lakewood ministries may reserve the Ministry Center through the appropriated internal church calendar process
- All requests for reservation by outside groups must be made through the Ministry Center Office and must be approved by the Executive Pastor and/or Ministry Center Director.
- Facility use by outside groups will be governed by guidelines established by the Lakewood Building Usage Policy
- Liability releases must be signed by all participants and a certificate of insurance from the organization is required for all outside groups
- Groups using the facility must abide by all policies and procedures.
- Groups are responsible for leaving areas as they found them.

Lakewood Baptist Church GENERAL CHILD PROTECTION POLICY AND AGREEMENT FORM

I. Lakewood Child Protection Policy

- A. Lakewood Baptist Church (LBC) is committed to protecting preschoolers, children, and youth from sexual, emotional and physical abuse. Lakewood has a **Zero-Tolerance Policy** prohibiting any act of sexual, emotional, or physical abuse. The zero-tolerance policy requires of all **Lakewood employees** and **“direct volunteers”** (see definition) who work with children, to immediately report any occurrence or suspected occurrence of child abuse to member of Lakewood’s Ministerial staff.

- B. Any paid employee or “direct volunteer” who works with children (age 17 or under) will be given the definition of child abuse in writing, specific policies for working in Kids Cove and Student Ministry, as well as the policy on reporting child abuse.

- C. Lakewood practices the **“two adult” rule**, which requires a reasonable number of adult workers to be maintained in each situation involving the supervision of children and youth, but with a minimum of two workers (preferable not married to each other or members of the same family) at all time. A married couple or two family members would account for only “one” in the “two adult” rule.

- D. The Lakewood Ministerial Staff and Ministry Coordinators will supervise on an ongoing basis and make unannounced visits into classes and events from time to time.
- E. All paid employees and “direct volunteers” should have an application on file that includes a legal release statement allowing Lakewood to conduct a criminal background check. The application may include questions pertaining to working with children and/or youth. The application may include personal interviews, current address information, former churches, references, and general experience working with children and/or youth.
- F. A criminal background check will be conducted on all paid employees and all “direct volunteers” who will be working directly with children and/or youth.
- G. An Identification/Security system will be utilized during Lakewood events and activities so that when adults drop off a child they are the same adults or the adult’s designee who picks up the child.
- H. Outside groups or organizations and/or individuals who utilize Lakewood facilities or attend Lakewood sponsored events for children and/or youth must certify that a child protective policy is in place and is being enforced.

II. Definitions

A. Defining Child Abuse

- Emotional Abuse: Occurs when a child’s emotional and mental health are not being met.
- Neglect: Occurs when a child’s needs for food, shelter, clothing, or supervision have not been met.
- Physical Abuse: Occurs when someone inflicts visible or invisible bodily harm.
- Sexual Abuse: Involves direct or indirect sexual acts or behavior

B. Identifying Physical and Behavioral Indicators of Abuse/Neglect

Disclaimer: *These indicators are not exhaustive and do not verify actual abuse; however, when observed, they may warrant further investigation. If these indicators are detected, see reporting procedure.*

- Wary of others
- Clingy (clinging) to others
- Uncomfortable with emotions (crying)
- Emotionally detached
- Extreme changes in behavior when not around parents

- Manipulative or controlling/poor image of self
- Delinquent behavior
- Self-mutilation, drug or alcohol abuse
- Bruises, welts, burns, bite marks, bed wetting, fractures
- Questionable sexual behavior, knowledge beyond the particular developmental age
- Promiscuous
- Withdrawn, distant
- Self-conscious
- Obsessively clean
- Extreme compliance or defiant
- Anxious
- Fearful
- Pain or itching in genital area
- Injury to genital area

C. Lakewood Definitions

- Direct Volunteer: one who is specifically enlisted and serves in ministries supported by Lakewood
- Indirect Volunteer: one who is enlisted by outside group to work at event using Lakewood facilities.

III. Reporting Protocol

- A. Any suspicion of allegation of abuse and/or neglect of a child by a staff member, teacher, worker, family member or any individuals shall immediately and confidentially be reported to a Lakewood Ministerial Staff member. Do not treat any suspicion or accusation as frivolous. All reports should be shared with the Executive Pastor.
- B. The decisions regarding further assessment of any danger, seeking consultation, notification of parents/custody holders, and any further necessary services will be based on the decision of the Executive Pastor in consultation with the Senior Pastor of Lakewood.

IV. Media Communication

The Senior Pastor of Lakewood should handle all press communication related to any sexual molestation or abuse. All question and inquiries should be referred to this individual.

Liability Wavier and Policy Agreement

The policies and procedures stated above have been read and understood by the organization requesting the use of the facilities. The affixing of the signature of the authorized person indicates concurrence with these policies and procedures and the acceptance of responsibility for the organization to adherence to the policies and procedures.

As borrowers of Lakewood Baptist Church facilities, I (we) agree to protect, indemnify and hold harmless Lakewood Baptist Church from any and all loss, costs, damage or expense, arising from our use of the premises or from any accident or other occurrence on or about these premises, causing injury to any person or property and will protect, indemnify and hold harmless from any and all claims, costs or expenses arising from any failure of borrower in any respect to comply with and perform all requirements and provisions agreed to and outlined in the Lakewood Building Use Policy and required by law or ordinance, during the period of occupation.

By submitting this request, I agree to the terms and conditions listed above and all policies in the Lakewood Building Use Policy.

Organization Name _____

Signature _____

Title _____

Print Name _____

Date _____

Email _____ Phone _____

**LAKWOOD BAPTIST CHURCH
FACILITIES AND EQUIPMENT REQUEST FORM**

General Information

Name of Requesting Individual/Organization: _____

Phone (_____) _____

Contact Person: _____

Phone (if different from above) _____

Contact email: _____

Is this individual/group organized or operated for profit? Yes _____ No _____

Event Information

Brief Description of Event: _____

Date(s) Requested _____

Time(s) Requested: From _____ To _____

How many people are expected to attend this event? _____

What rooms are you requesting for your event? _____

Special Set-Up? _____

Technical Needs? _____

FACILITY & RESOURCE USAGE FEE SCHEDULE
 (Please Check the Facilities Requested)
 THE MINISTRY CENTER

The Ministry Center will be available for outside groups such as birthday parties, group meetings basketball and volleyball practices, special events, etc., but Lakewood Church Ministry programs and organizations will be given first priority. The Ministry Center will not be scheduled on Sundays or Wednesday during regular school for any outside groups.

For on-going outside events that may be scheduled in the Ministry Center, the usage fee and custodial fees will be one-time fees, collected and renewed annually, for the use of the building. Ministry Center Staff working during non-scheduled Lakewood events and Ministry Center times will be paid by the group(s) using the facility according to the rates below.

Facility	Usage Fee	Charge/Waived
_____ Full Activity Area*	\$ 60/hr	_____
_____ ½ Activity Area*	\$ 45/hr	_____
_____ Snack Serving Area*	\$ 50	_____
_____ Birthday Party	\$ 100 for 2hours	_____
	\$ 25 each additional hour	
Additional Custodial and/or Ministry Fees		
_____ Activity Area	\$ 100	_____
_____ Ministry Center Personnel	\$ 20+	_____

Total Usage, Custodial, & Ministry Center Fees _____

50% Deposit due week of scheduling _____

Balance Due _____

Balance will be due week of the scheduled event: Date _____

*The ministry center is not open to any outside groups or organization without Ministry Center Staff be present. For any events not scheduled during regular operating hours the individual/group will be charged a minimum of \$20 up to 2 hours and an additional \$10/hour for Ministry Center Staff member to be on site. This person will open and close the building and be available to check out and in equipment and answer any questions related to the facility.

Name of Individual/ Group _____

Signature _____

Print Name _____