

# Pullen Memorial Baptist Church

## Building Use Policy

*Pullen offers its building as a service to its members and regular participants and to the community. Pullen does not offer its building for rent. Offering the building does incur additional utilities expense and custodial attention. A utilities offset stipend may apply to a space due to its particular size and features and/or the length of its use.*

### Who can use the building?

1. Usage of the building will be consistent with Pullen's mission as a Christian church. All individuals and groups using the building will conduct themselves in a way that does not detract from that basic mission.
2. All requests to use the building must fit within the church's calendar of events.
3. On Sundays from 8:30 AM to 1:00 PM, no groups except Pullen church-business groups may use the building. September through May, no groups except Pullen church-business groups may use the church on Wednesday after 5:00 PM.
4. Building Use Priority list:

**First Priority** – Any Pullen church-business group or partner organization – no stipend  
*Any Pullen group, committee or council doing the work of the church and any partner organization.*

**Second Priority** – Members and regular participants for personal, non-business purposes – no stipend  
*Current Pullen members and regular participants for personal, non-business purposes such as anniversary or birthday parties, etc. Wedding/Union guidelines are separate from this policy and are published within the Wedding/Union Booklet.*

**Third Priority** – Non-profits 501(c)(3), community service organizations, and advocacy groups – Utilities offset stipend may apply.  
*Use may be for the purpose of the organization's board and committee meetings, staff and volunteer training, the organization's fundraisers, and benefits held for other causes. Donations may be taken, but tickets may not be sold. No one can be denied access to an event because of a lack of funds.*

- The building may be used by these groups only if sponsored by a Pullen member or regular participant who will be present at the group's function.
  - The request must come from the Pullen member or regular participant who completes a Building Use Agreement Form and agrees to be present at the meeting and guarantees that the group will follow the building use policy.
  - Meetings may be scheduled no more than 3 months in advance.
  - Building use may be scheduled for recurring meetings only on a short-term basis.
  - Any group may be bumped for unanticipated church functions with reasonable notice.
  - Decisions are at the discretion of the Administrator.
5. On decisions about usage of the building that are difficult or potentially controversial, the Administrator will contact the Building Use Ad Hoc Committee made up of the chairs of the Coordinating Council, the Deacon Council, the Education Council, the Missions & Outreach Council, the Building & Grounds Committee, and the pastors. If the *ad hoc* committee is uncomfortable making a decision, they may request that the Deacons deliberate on the issue and pass a recommendation to the Coordinating Council for a final decision.

**Pullen Memorial Baptist Church  
Building Use Policy**

**What is prohibited in the building?**

1. Use of the building is a privilege. All persons using the building and grounds of Pullen Memorial Baptist Church are expected to act in a responsible manner at all times. **At no time** may any person in the building smoke anything. **At no time** may anyone in the building or on the grounds possess alcohol, illegal drugs, or firearms.
2. No overnight, private parties are allowed in the building.
3. Church and community service/mission groups may use the building overnight with prior approval.
4. The church building may not be used for for-profit activities.
5. The church building may not be used for partisan political activities.

**What services does the church offer for groups meeting in the building?**

1. The staff of the church is not responsible for the placement of tables, chairs, equipment or food for groups using the building.
2. The staff will turn on air conditioning and heat before a meeting.
3. Sanctuary and Chapel usage requires that no substantial changes be made to the space (the piano may not be moved and the PA system may not be adjusted). Custodial Fees will be charged.
4. Rooms and the building are offered on an “as is” basis with no set-up or breakdown or additional furniture or equipment provided.
5. Groups are responsible for set-up and clean-up of the spaces they use.
6. Clean-up must immediately follow the event and:
  - a) the room is to be arranged as it was found
  - b) trash and food are to be taken to the dumpster in the Lutheran Family Services parking lot
  - c) if room arrangement or clean-up is required following the meeting, the group may forfeit future building use privileges and any deposits.

**How do groups gain access to and close the building?**

1. After the contract is signed and deposits are received, keys are picked up from the Church Secretary. After a group has concluded its meeting, the key may be returned to the Church Secretary or placed in the mail slot in the Church Office door. The deposit check will be returned after the building inspection and after the key is returned. If the key is not returned within three business days, the deposit is forfeited.
2. For the security of the group and the building, the group must monitor who is entering the building. Doors may not be left unlocked, unmonitored, or propped open. Failure to comply will result in forfeit of deposit and denial of future use.
3. Groups will receive an “Opening and Securing Pullen” checklist. Procedures for opening and closing the building are listed on this checklist and must be completed before departing the building.

**Pullen Memorial Baptist Church  
Building Use Policy**

**When does a utilities offset stipend apply and how much is the stipend?**

1. **Payment of the utilities offset stipend must be made in advance.**

**Utilities Offset Stipends for Non-Profit Meetings or Receptions**

**Finlator Hall**

Meeting 4 or more hours -- \$100

Meeting under 4 hours -- \$50

**Sanctuary**

\$150 flat stipend

**Chapel**

Meetings 4 or more hours -- \$100

Meetings under 4 hours -- \$50

**Kitchen**

\$100 flat stipend

**Music Rehearsal Space**

Meeting 4 or more hours -- \$100

Meeting under 4 hours -- \$50

**Parlor**

Receptions only -- \$100 flat stipend

**Classrooms, Library, and other spaces**

Meetings under 4 hours – no stipend

Meetings 4 or more hours — \$25

**Custodial Service** – \$130 flat stipend

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**What are the liabilities of groups and individuals using the property or premises?**

1. Groups and individuals are financially responsible for any damage they inflict on the building.
2. Groups and individuals using the property or premises shall indemnify and save harmless Pullen Memorial Baptist Church and its staff, officers and members from any and all damages, claims, penalties, or demands, including court costs and attorney's fees, arising from their use and occupancy of the property or premises.

**What signed documentation does Pullen require?**

1. A Pullen member or regular participant who will be present at the group's function must complete the Agreement Form of the Building Use Policy guaranteeing that the group will follow the building use policy.
2. A key will be distributed after completion of the Agreement Form and receipt of the key deposit and the utilities offset stipend, if applicable.