

## **Pullen Memorial Baptist Church Building Use Policy**

- *Pullen offers its building as a service to its members, regular participants and the community.*
- *Offering the building incurs additional utilities and custodial expenses. A utilities offset stipend may apply to a space based on its size, features, and/or the length of its use.*

### **Who can use the building?**

1. Use of the building will be consistent with Pullen's mission. Individuals and groups using the building will conduct themselves in a way that supports the values and mission of Pullen. Those values include respect and care for each other and the physical space. We believe that all are welcome, everyone is valued, differences are respected, and justice-love is practiced.
2. All requests to use the building must fit within the church's calendar of events.
3. No groups, except Pullen church-business groups, may use the building on Sundays from 8:30 am to 1:00 pm year round, or on Wednesdays after 5:00 pm September through May. (Rare exceptions may apply.)

### ***Building Use Priority List:***

1. **First Priority:** Any Pullen church business group or partner organization – no stipend
2. **Second Priority:** Members and regular participants for personal, non-business purposes such as anniversary or birthday parties, etc.  
– no stipend.

*Wedding/Union guidelines are separate from this policy and are published within the Wedding/Union Booklet.*

3. **Third Priority:** Non-profits 501(c)(3), community service organizations, and advocacy groups – Utilities offset stipend may apply.

Examples include meetings 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 completes a Building Use Agreement Form and guarantees that the group will follow the building use policy.
- Building use may be scheduled for recurring meetings on a short term basis, 6-12 months.
- Any group may be bumped for unanticipated church functions with reasonable notice.
- Decisions are at the discretion of the Church Administrator in collaboration with other appropriate staff.\*

*\*Decisions about usage of the building that are difficult or potentially controversial:*

*The Church 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 pastor and associate pastor. 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.*

### **What is prohibited in the building?**

1. All persons using the building and grounds are expected to act in a responsible manner at all times. **At no time** may any person in the building smoke or vape. **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. Church and community service/mission groups may use the building overnight with prior approval.
3. The church building may not be used for for-profit activities.
4. The church building may not be used for partisan political activities.

### **What obligations does the user have regarding facilities?**

1. The staff will turn on air conditioning or heat before a meeting.
2. Sanctuary and Chapel use requires that no changes be made to the space (the piano may not be moved and the PA system may not be adjusted).
3. Rooms and the building are offered on an as-is basis with no set-up or breakdown or additional furniture or equipment provided.
4. Groups are responsible for set-up and clean-up of the spaces they use. *The staff of the church is not responsible for the placement of tables, chairs, equipment or food for groups using the building. Custodial service is available for a fee.*
5. PMBC provides composting, recycling, liquid, and trash receptacles for building users. Please use them appropriately.
6. Clean-up must immediately follow the event and the group must ensure that
  - a) the room is arranged as it was found
  - b) spills have been cleaned
  - c) trash has been taken to the dumpster in the Cox Ave parking lot
7. If room arrangement or additional clean-up is required by Pullen following the meeting, the group may forfeit future building use privileges and be charged a custodial service fee.

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

1. After the contract is signed and payment is received, a temporary door code will be issued to the contact person. After a group has concluded its meeting, the code will be deactivated.
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 denial of future use.
3. Groups will receive an Opening and Securing Pullen checklist. Procedures are listed on this checklist and must be completed before departing the building.

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

1. Groups and individuals are financially responsible for damage they cause 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.

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

*Payment of the utilities offset stipend must be made in advance. The Building Use Agreement will show any offset stipend. The hours used includes set-up and clean-up time.*

*A custodial service fee of \$150 will be applied if cleaning and/or resetting of the space is required.*

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

Room	Room Capacity	Use Under 4 Hours	Use Over 4 Hours
<b>FIRST FLOOR</b>			
Finlator Hall	200	\$100	\$200
Room 122	20	\$50	\$100
Youth Room	30	\$50	\$100
Music Rehearsal Space	40	\$50	\$100
Kitchen	n/a	Flat stipend of \$150	
<b>SECOND FLOOR</b>			
Library	8	\$25	\$50
Room 203	20	\$50	\$100
Parlor (receptions only)	20	Flat stipend \$100	
Sanctuary	800	Flat stipend \$200	
<b>THIRD FLOOR</b>			
Room 303	10	Flat stipend \$25	
Room 307	20	\$25	\$50
Room 308	10	Flat stipend \$25	
Room 309	10	Flat stipend \$25	
Room 310	10	Flat stipend \$25	
Room 311	10	Flat stipend \$25	
Room 312	10	Flat stipend \$25	
<b>CHAPEL</b>		\$100	\$200

**Scheduled Custodial Service – \$150 flat stipend**

*Includes setting-up of space, after-event cleaning and resetting of space*

*Please include a diagram below of how you would like the space arranged*