

**FACILITY USE POLICIES**  
**Old Fort Baptist Church**  
**10505 Dorchester Road, Summerville, SC 29485**  
**(843) 873-2283**

Old Fort Baptist Church is pleased to have the opportunity to assist you with your reception or special event. It is our prayer that these policies will assist us in assisting you to make this a special time for your enjoyment. Thank you for your careful consideration of the policies. If you have further questions or considerations, please do not hesitate to call. It is our desire to serve the Lord by serving you. All events held at Old Fort are evaluated and scheduled on an individual-case-basis and approval is based on the submission of the attached Facility Use Form.

Old Fort has been blessed with many facilities, including the Ministry Center, which are large enough to host wedding/anniversary receptions and other special events for our church members. Additionally, we offer our facilities to community and other groups based on a space available basis. These policies apply to all facilities reserved and used for receptions/events at Old Fort Baptist Church.

The reception/event should be scheduled by contacting the church office at least three (3) months in advance of the preferred date. Once you have contacted the church and scheduled the reception/event, please send in the enclosed questionnaire so that we will have all the necessary details in writing. Use of the facilities by church members will be at no charge unless the individual/group responsible for the event wishes to have a custodian perform the cleanup after the reception/event. Use of the facilities by non-church members will be at the fees indicated at the bottom of this document. The date will be confirmed when the application and the non-refundable \$50.00 deposit (non-members) is received in the church office. Church events will always have precedence over outside events except when those outside events are previously scheduled with a paid deposit.

Keys for the any reserved facility will be picked up at the church office no earlier than 3 days prior to the event and must be returned no later than 3 days after the event.

No church facility is available for use for commercial enterprise. If an individual desires to rent the facility and will be paid for the services performed while using the facility that is considered a business and the request to use the building will be denied.

The following details will ensure that all receptions and events held at Old Fort Baptist will be meaningful and pleasurable experiences. To this end, we ask your cooperation in the following areas.

**I. EVENT SET UP AND CLEANUP**

Facility set up is the responsibility of the person/group holding the event unless otherwise discussed with the church office when the reservation is made.

Church members may elect to clean up the facility themselves after the event. Non-church members must contract for custodian clean up. Clean up consists of the following:

1. All tables/chairs are put back in the correct location (most rooms will have a chart of locations.)
2. All floors are vacuumed/swept/mopped (as required.)
3. All trash cans emptied and trash removed to the dumpster at the rear of the church property.

When a kitchen is used:

1. All items used should be washed, dried and returned to their original locations.
2. Appliances (stove/oven/warmer/microwave) should be cleaned as needed.
3. Refrigerators/freezers should have all items removed that were brought in for the event. Nothing should be left.

Non-church members/groups are required to pay for a custodian to cleanup the facility after the event. The custodian will be responsible for all of the clean up discussed above.

## **II. CHURCH FACILITIES**

The following facilities are available for receptions/events.

1. Worship Center
  - a. Media Equipment
2. Ministry Center
  - a. Kitchenette
  - b. Media Equipment
3. Education Center #1
  - a. Kitchen
4. Christian Life Center
  - a. Gym
  - b. Dining Room
  - c. Kitchen

## **III. WORSHIP CENTER (WC)**

The Worship Center is available for weddings of any size. The church office will be able to assist you in determining what is available for the wedding.

### **1. Worship Center Rooms**

Rooms in the Worship Center are available for meetings. Rooms should be cleaned as discussed above. Any chairs or tables moved into the room from another location should be returned before leaving. The room setup (if changed) should be left in the order it was found.

## 2. Sound/Media Equipment

Only a qualified media person may operate the Worship Center sound system or move any of the equipment or cables on the stage area. (see below)

## IV. MINISTRY CENTER (MC)

The Ministry Center can comfortably serve up to 350 at a “standup” reception/event or 250 with tables and seating. Generally, 350 chairs, 10- 5’ round tables and 20- 8’ rectangle tables are available for use. If more than these are needed, arrangements should be made through the church office.

At the end of any reception/event held in the Ministry Center the tables and chairs should be taken down and placed back in the appropriate places along the wall. Either the person responsible or the custodian will then set the space up for the next scheduled event after clean up is conducted.

### 1. Kitchenette

The kitchenette in the Ministry Center is available for use during a reception/event. This kitchenette contains a microwave, an icemaker, a refrigerator/freezer, a warmer unit and a sink area with garbage disposal. The following guidelines are applicable when using this area:

- a. **Reserving the Kitchenette:** The kitchenette is not automatically reserved when reserving the Ministry Center. Any group or individual wishing to use the kitchenette should reserve it using the same procedure for other facility reservations.
- b. **Ice Machine:** Close the ice machine when not in use. Pull ice forward to keep the machine producing ice. Use scoops when filling glasses. When through, wash the scoops and place them in the plastic tub on top of the machine.
- c. **Refrigerator/Freezer:** The freezer and refrigerator are to be use for short-term storage ONLY. Anything stored in them should be dated and marked as to who stored it. Items left in the refrigerator/freezer will be purged after a certain amount of time.
- d. **Warmer Unit:** Remove all containers from the trays and clean up any spills. The unit is to be unplugged when not in use.
- e. **Microwave:** Remove all containers and clean the microwave after use.
- f. **Coffee Pots:** Coffeepots are to be unplugged when not in use. All supplies for the coffee pots are to be provided by the user and then removed from the kitchen at the end of the reception/event.
- g. **Kitchen Supplies:** The kitchenette will not be stocked with consumable supplies for receptions/events. All supplies for the reception/event are to be provided by the user and then removed from the kitchen at the end of the reception/event.
- h. **Cleaning:** Your cooperation in cleaning the kitchenette after using it is appreciated, since so many ministries and outside groups share the use of this area. If you are paying a fee for custodian cleaning you are asked to remove all items you brought and conduct a cursory cleaning before leaving.

## 2. Media Equipment

Only a qualified media person may operate the Ministry Center sound system or move any of the equipment or cables on the stage area. (see below)

## V. EDUCATION CENTER #1 (EdCtr#1)

EdCtr#1 has several rooms which can be used as meeting rooms. Rooms should be cleaned as discussed above. Any chairs or tables moved into the room from another location should be returned before leaving. The room setup (if changed) should be left in the order it was found.

### 1. Kitchen

The kitchen in EdCtr#1 contains a microwave, an icemaker, a refrigerator/freezer, an electric stove/oven and a sink area. The following guidelines are applicable when using this area:

- a. **Reserving the Kitchen:** The kitchen is not automatically reserved when reserving EdCtr#1. Any group or individual wishing to use the kitchen should reserve it using the same procedure for other facility reservations.
- b. **Ice Machine:** Close the ice machine when not in use. Pull ice forward to keep the machine producing ice. Use scoops when filling glasses. When through, wash the scoops and place them in the plastic tub on top of the machine.
- c. **Refrigerator/Freezer:** The freezer and refrigerator are to be use for short-term storage ONLY. Anything stored in them should be dated and marked as to who stored it. Items left in the refrigerator/freezer will be purged after a certain amount of time.
- d. **Microwave:** Remove all containers and clean the microwave after use.
- e. **Electric stove/oven:** Remove all containers and clean the stove/oven after use. Ensure all burners are turned off.
- f. **Coffee Pots:** Coffeepots are to be unplugged when not in use. All supplies for the coffee pots are to be provided by the user and then removed from the kitchen at the end of the reception/event.
- g. **Kitchen Supplies:** The kitchen is not normally stocked with consumable supplies. All supplies for the reception/event are to be provided by the user and then removed from the kitchen at the end of the reception/event.
- h. **Cleaning:** Your cooperation in cleaning the kitchen after using it is appreciated, since so many ministries and outside groups share the use of this area. If you are paying a fee for custodian cleaning you are asked to remove all items you brought and conduct a cursory cleaning before leaving.

## VI. CHRISTIAN LIFE CENTER (CLC)

### 1. Gym

The CLC Gym area can be used for general indoors sporting events but also as a large area to hold special events for classes and groups.

## 2. Dining Room

The CLC Dining Room is a room with comfortable seating for up to 50 people around tables. Generally there are 15 tables and 150 chairs available for use in the Dining Room and Gym area.

## 3. Kitchen

The kitchen in the CLC contains a microwave, an icemaker, a refrigerator, a freezer, a gas stove/oven, warming units and a sink area with garbage disposal. The following guidelines are applicable when using this area:

- a. **Reserving the Kitchen:** The kitchen is not automatically reserved when reserving the CLC Gym. Any group or individual wishing to use the kitchen should reserve it using the same procedure for other facility reservations.
- b. **Ice Machine:** Close the ice machine when not in use. Pull ice forward to keep the machine producing ice. Use scoops when filling glasses. When through, wash the scoops and place them in the plastic tub on top of the machine.
- c. **Refrigerator and Freezer:** The freezer and refrigerator are to be use for short-term storage ONLY. Anything stored in them should be dated and marked as to who stored it. Items left in the refrigerator/freezer will be purged after a certain amount of time.
- d. **Microwave:** Remove all containers and clean the microwave after use.
- e. **Stove/oven:** Remove all containers and clean the stove/oven after use. Ensure all burners are turned off.
- f. **Warmer Unit:** Remove all containers from the trays and clean up any spills. The unit is to be unplugged when not in use.
- g. **Coffee Pots:** Coffeepots are to be unplugged when not in use. All supplies for the coffee pots are to be provided by the user and then removed from the kitchen at the end of the reception/event.
- h. **Kitchen Supplies:** The kitchen is not normally stocked with consumable supplies. All supplies for the reception/event are to be provided by the user and then removed from the kitchen at the end of the reception/event.
- i. **Cleaning:** Your cooperation in cleaning the kitchen after using it is appreciated, since so many ministries and outside groups share the use of this area. If you are paying a fee for custodian cleaning you are asked to remove all items you brought and conduct a cursory cleaning before leaving.

## VIII. GENERAL POLICIES

The following general policies will apply to everyone using the church facilities.

1. The person(s) in charge of the reception/event is responsible to make this these policies known to those who are attending.

2. No rice, confetti, potpourri, glitter, birdseed, flower petals or other substances may be used inside the facilities. Birdseed or bubbles may be used outside on the driveway at the end of a wedding/anniversary reception.
3. At no time is smoking permitted inside any of the church buildings.
4. No alcoholic beverages are allowed at any time on church premises.
5. No raffles for money will be allowed. Drawings for door prizes are allowed.

## **IX. SPECIFIC POLICIES**

### **1. Decorations**

When decorating for a reception/event, care must be taken that no damage be done to any part of the reserved facility or furnishings by the use of wire, nails, candles, or tape. All decorations must be removed and taken out when the reception/event is over.

### **2. Catering**

When a caterer is used, they must ensure there is no interference with other scheduled church events. The caterer should make arrangements to set-up during regular office hours unless prior arrangements are made.

### **3. Music**

Only Christian-style or classical music will be played. When music is desired for the reception/event in one of the facilities with a sound system, only one of the church's qualified media people may operate the sound system. An electronic piano is available for use in the Ministry Center and the piano and organ are available for use in the Worship Center.

### **4. Dancing**

No dancing is permitted in the facilities. One exception is made for a wedding reception, that being the traditional 'first dance' for the newly married couple. The music used is expected to be in good taste.

### **5. Security**

Old Fort Baptist cannot assume responsibility for the security of any items that are left at the church after the reception/event. This includes gifts, decorations, serving pieces, equipment belonging to the catering services, and personal items brought into the church by attendees of the reception/event. All items not belonging to the church should be removed at the end of the reception/event.

## X. FEES

The fee schedule is set differently for members and non-members. For the purposes of the policy, a “member” is a person who has been on the church roll for a minimum of six months and members of their immediate family (parents, siblings, and children). All fees must be paid in advance to the church office. Non-members are required to give a \$50.00 non-refundable deposit to hold the buildings on your chosen date. Please make checks payable to **OLD FORT BAPTIST CHURCH**.

	<b>MEMBER</b>	<b>NON-MEMBER</b>
Non-Refundable Deposit	No Charge	\$ 50.00
Minister	Honorarium	\$ 200.00
Sound Technician	\$ 50.00	\$ 50.00
Media Technician	\$ 50.00	\$ 50.00
Organist/Pianist	\$ 100.00	\$ 100.00
Custodian (per building)	\$ 100.00	\$ 100.00
Facilities		
Sanctuary	No Charge	\$ 400.00
Other Buildings	No Charge	\$ 100.00

## XI. CUSTODIAL SERVICES

The custodian is responsible for securing all buildings used in the wedding, as well as the cleaning and set-up after the wedding is over. It is the responsibility of the person in charge of the event to remove any items brought in as decorations or used during the event.

## XII. SOUND/MEDIA TECHNICIANS

Only approved Sound/Media Technicians may run the sound/media equipment at the church. Our sound and media technicians must be used for all weddings in which the church sound or media system is used. The OFBC Technicians are all trained volunteers and since they all have regular full-time jobs, any activities for which they work at the church require payment. Please discuss all your sound and media needs with the church office when making your wedding/event application so we can determine if our equipment can accommodate your needs. The technicians will set the lighting, set up all microphones, speakers, and necessary media equipment as requested by the event coordinator. Specifically:

**The scope of the Sound Technician’s (ST) responsibility is to move the sound equipment on the stage, set up any requested sound equipment for your wedding, and then reset the equipment after the wedding/event. When a Sound Technician (ST) is requested and the fee is paid, he/she will have the following responsibilities.**

- Play CD/DVD as requested (it is the responsibility of the person having the event to provide the ST with the CD/DVD at the rehearsal or prior to the event)
- It is the responsibility of the ST to ensure music is appropriate for use in church setting.
- If deemed inappropriate then inform the person in charge of the event.

- Clear the stage (including podium and chairs), then reset for the next event/service.
- Ensure microphones available as required
- Assist musicians/vocalists when required

**When a Media Technician (MT) is requested and the fee is paid, he/she will have the following responsibilities:**

- Videos/slideshows played as required (it is the responsibility of the person having the event to provide the MT with any video/pictures/PowerPoint that they would like shown)
- Church video equipment will not be used to videotape weddings or events.