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Emmanuel AME Church Building Use Standard Operating Procedures (SOP)

The facilities of Emmanuel AME Church have been constructed to the Glory of God and are held in trust for the African Methodist Episcopal Church by the Board of Church Trustees. The Trustees are responsible for the maintenance and care of the facilities and determining their use.

The Guidelines, as set forth in this handbook, have been prepared in consultation with the Church staff and Program areas of the Church, and approved by the Official Board of Emmanuel AME Church.

These guidelines are in no way intended to be burdensome, but rather the most creative possible approach to the responsibility of all church members for the maintenance, economy of operation, and the widest possible use of the Church.

The facilities are intended for the use of the congregation of Emmanuel AME Church in worshipping God and carrying out Christian ministries through activities of evangelism, education, stewardship, Christian social concern, health and welfare, and mission outreach.

AUTHORIZATION FOR FACILITY USE

All organizations or individuals (members or nonmembers) must submit a request for use of any part of the facility (See Building Use Request) with the church office, which will be reviewed and approved by a committee from the Board of Trustees or their designees. Outside organizations must receive approval for their use of the facility from the Board of Trustees. No organizations or activities will be authorized in the facilities, which are incompatible with the basic mission or ideals of the church. Worship and activities of Emmanuel AME Church will have priority in scheduling use facilities.

Only the Senior Pastor will make day-to-day decisions concerning the use of the facilities using the established guidelines. In case of disagreement with a decision, the word of the Trustee Board majority will be final.

All users of the facilities are expected to follow the general welfare statements and the guidelines for cleanup and maintenance of the facilities.

The following activities will usually receive automatic approval of requests for use of facilities at no charge, with the exception of weddings.

1. Worship functions planned/sponsored by the Church Pastoral staff
 - Sunday/Special Services
 - Funerals of Church members of those conducted by the pastoral staff.



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- Weddings and receptions associated with weddings; reservations confirmed through the Wedding Coordinator. **Please note: No Public announcements of wedding dates or receptions should be made until the Wedding Coordinator has given approval of the reservation.**
- Joint services with other churches.

2. Regular Church Meetings

2. Church Sponsored Programs

- Sponsoring Group/Committee/Staff member involved is responsible for scheduling, set up, clean up, etc
- Church School Class Meetings/Parties
- Study/Devotional Groups
- Seminar/Workshops

4. Church Organizational Activities

- Sponsoring Group/Committee/Staff member involved is responsible for scheduling, set up, clean up, etc.
- Women Missionary Society
- Women s Ministries
- YPD and Youth Ministries
- Men's Ministries
- Missions and Welfare
- Membership and Evangelism
- Church Members Special Occasions

5. Community Organizational Activities

- Sponsoring Group/Committee/Staff member involved is responsible for scheduling, set up, clean up, etc.
- Sponsoring Group/
- Senior Citizen's Dinners
- Non-profit organizations activities
- Chamber of Commerce activities

6. The following apply to funerals services held at Emmanuel AME Church:

- Emmanuel will pay the following for funerals services of church members:
 1. Pastor love offering
 2. Musician love offering
 3. Repass service
- The family will pay the following for funerals services of Non church members or relatives of church member:
 1. Pastor love offering
 2. Musician love offering
 3. Repass service



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POLICIES FOR USE OF THE FACILITIES

Strict policies concerning the use and care of the facilities will be observed in order to insure the protection of furnishing, cleanliness of facilities, economy of utilities and welfare and safety the all concerned. Questions concerning the use of furnishing and equipment should be directed to Senior Pastor and /or Vice-chair Trustee Board.

- It will be the responsibility of the individual in charge of any function, as indicated on the Request for Use Form, to ensure that the areas used are cleaned and returned to the condition as outlined here in. Also, he/she will secure all doors, light, heating and air conditioning in the building at the close of its meeting/function.
- All persons requiring keys shall arrange for them through the church office on approval from the Board of Trustees or Senior Pastor and shall return all keys the same day or following day after the scheduled event.
- A trustee designated person or/and the Trustee Chairperson will make a weekly inspection of all facilities to insure that proper use, care and maintenance are being observed.
- The use of any tobacco products is not permitted inside the Church facility or on church grounds.

WELFARE OF THE BUILDINGS Applies to all facilities

- Smoking, or the use of any tobacco product, is not permitted inside the Church facility.
- Alcoholic beverages are not permitted inside the facility or on church grounds.
- Do not touch sound equipment, connections, or receptacles. Only identified trained persons may operate the sound equipment. If you require the use of audio equipment (microphone, music, speakers) an operator must be secured that has completed the required training and is current on the list of trained users.
- Do not change the thermostat settings. The temperatures in the rooms are preset. If you know that your activity will require adjustments in the temperature contact the Trustee board representative to make arrangements.
- Table linens must be washed, dried, folded and returned to their storage place.
- Do not leave food supplies or beverages on counters, on floors, or inside refrigerators.
- Gather all trash and garbage and carry it to the dumpster. Be sure the dumpster lid is closed. Replace liners in trashcans.
- No red or purple drinks (Kool-Aid, Grape juice, Punch, etc.) are allowed to minimize staining on the carpets and tile floors.
- Empty drink cups and cans in the sinks before placing in trashcans.



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Rinse out sinks. Run the dishwasher if appropriate.

- Turn off all lights except those, which are designated to stay on.
- No animals, with the exception of service animals, are to be brought into the facility without prior approval of staff or trustees.
- Playground Equipment is to be used for its intended purpose.
- Furniture (tables and chairs) cannot be moved from one room to another without approval of the trustees.

MAINTENANCE AND CLEANUP GUIDELINES

- Carpets - Be careful that liquids, crayons, or foodstuffs are not spilled on carpets. Use protective coverings when doing crafts. If an accident occurs, please clean up immediately. If the cleaning is unsuccessful, then report it to the office so appropriate professional cleaning can be done as soon as possible to prevent permanent damage. After use, vacuum or sweep all carpeted areas.
- Tile floors - Kitchens, Bathrooms and other tile surfaces should be swept and mopped after use. Do not use abrasives. Mops and buckets are available in the Family Life Center. Do not drag tables or chairs on tiled floors, as it results in damage to both the table and floors.
- Counter surfaces - Counters in the kitchen should be free of clutter and all food service materials such as plates and cups properly stored out of sight. Counters must be wiped with a sponge after use.
- Tabletops - Tabletops must be wiped with a damp sponge if food or drink has been served. Please vacuum floors after table tops have been cleaned.
- Stoves tops and ovens - Stove tops should be wiped clean and any spilled food cleaned up after use. If there is a spill in the oven it should be cleaned up after the oven has cooled.
- Play equipment - All toys and athletic equipment will be collected and stored in appropriate areas after use.
- Tables and Chairs - Tables will be moved and set up/taken down with care to avoid damage. Tables and chairs must be stored on the appropriate carriers. Stack tables no higher than the rail on the carrier to avoid damage to the tables.
- Bathrooms - Bathrooms should be left in a clean and orderly manner with trash removed. If there are problems that need to be addressed such as plumbing or lights please report this to the office so the trustees can correct them.



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Specific building use Guidelines

SANCTUARY

The Sanctuary is consecrated space, therefore proper attention to reverence for the chancel area and equipment must be observed. The Altar table may not be used for anything other than worship. There shall be no exception to this rule.

No outside organization may move Sanctuary furniture, other than flower stands and/or communion rails without approval from the Trustee Board.

Weddings in the Sanctuary shall follow the guidelines provided by the Worship Committee and/or Wedding Coordinator.

Under NO circumstances can food or drinks be taken into the sanctuary areas at any time.

Chairs and tables used in this area must be handled carefully to avoid damage to table edges and flooring.

Do not tamper with sound equipment, connections, or receptacles. Only authorized and trained persons may operate the sound equipment.

The organ/piano may not be used except by church musicians or those approved by the church.

CLASSROOMS (All buildings)

Nothing is to be tacked or taped to the walls. All items must be affixed to appropriate Bulletin Boards. Maps or pictures to be mounted permanently must be approved in advance through the Trustees.

Furniture should be restored to its regular Sunday School configuration after use.

DO NOT SIT ON TABLES.

Floors should be swept with vacuum cleaner or floor sweeper.

FELLOWSHIP HALL

Classrooms: The classrooms in the Family Life Center will have the same guidelines as outlined above. Do not remove items from the classrooms or store items in the classrooms without permission.

Kitchen: Counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills. Tile floor should be swept clean and/or mopped if there are visible spills. Food should not be left in the refrigerators.

Central Floor Area: Standard set up for this area is tables and chairs for 79 seats centrally located and organized on the floor. Additional tables and chairs must be set up and stored after use.



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Sound Equipment: Do not touch the sound equipment, connections, or receptacles. Only authorized and trained persons may operate the sound equipment.

FEES

No building use fees are involved in regular church sponsored activities, since this is the primary purpose for the facilities.

Building use fees will be charged for other authorized activities and are understood to cover costs of heating, air conditioning, lights and general wear and tear.

**Since members are expected to support the Church, no building use fees are usually charged to them. However, because one or more church member(s) are also members of a requesting group does not automatically qualify the group for non-fee use of the facility when the activity is not church sponsored.*

All users of the building, including church members and staff, are expected to comply with building use request procedures.

Building use fees must be paid in advance at the church office with checks made payable to Emmanuel AME Church.

Misuse, abuse or inappropriate behavior may disqualify a group from future use of the facilities.

BUILDING USE FEES

The Trustee Board of Emmanuel AME Church charged with the responsibility for care and maintenance of the physical facilities of the Church, has adopted a schedule of use fees to defray costs of maintenance and utilities. In each case, the appropriate fee and deposit are due 2 weeks prior to the event and paid at the Church Office. If reservations are cancelled 48 hours prior to the event, the fee will be refunded. Checks should be made payable to Emmanuel AME Church.

RENTAL FEES:

- Cleaning/Damage Deposit (all buildings) \$300.00
- Sanctuary = Daily Rate = \$250.00
- Fellowship Hall = Daily Rate = \$150.00

Cleaning/Damage Deposit will be returned no sooner than seven (7) days after the event.

Sound Technician – Includes a trained member from Emmanuel to operate the sound system and make any necessary changes in configuration.

Per Hourly Rate = \$15.00



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KITCHEN - Includes use of stove and refrigerator and appropriate containers and utensils. Groups must provide their own food, supplies, and paper goods.

Per Hourly Rate = \$20.00 (Two hours minimum \$40.00)
Full Day = \$150.00

NURSERY - Nursery Groups must provide their own sitter.

Per Hourly Rate = \$10.00 (Two hours minimum \$20.00)
Full Day = \$50.00

SET UP- CLEAN UP

- 1) All groups sponsoring functions are to be responsible for setting up before the function and cleaning up after the function. This means that **the room(s) must be left as designated in this building use policy**. It is the responsibility of the person designated on the Building Use Request Form to assure that clean up and reset of the space is complete.
- 2) The planner of this event must take responsibility for the care of floors and the care of all furniture and equipment.
- 3) Trash must be disposed of in a dumpster located in the back parking lot on the far side on the Family Life Center.
- 4) After each use of the facility, the designate staff member or other assigned persons will inspect the area. In case of improper clean-up, the group will be contacted and asked to finish the job. If the group does not respond to this request, they will be charged a janitorial fee.
- 5) At the time the building is reserved, one person must sign as the one responsible for the condition in which the church is left after the function is over.
- 6) All linens, tablecloths, kitchen towels, etc., must be washed, dried, folded and stored properly.

CLOSING and SECURING POLICY

The individual(s) responsible for the user group, the individual signing the building use request, shall insure that all doors are locked and secured before departing.

- 1) If the church office is open when you leave, you need to check out with the Administrative Assistant or other staff person on duty.
- 2) If the church office is closed or no staff member is on duty, the following must be accomplished when securing the building:
 - A) Insure that all outside doors are locked and properly closed. **SHAKE EACH DOOR THOROUGHLY** to make sure door is secure and locked



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- B) Turn off all interior lights, except those designated to remain on at night.
- C) Set thermostat to 80 degrees during summer and 65 degrees during winter months.

D) If you are responsible for children or youth, you must stay until ALL children are picked up by responsible parties.

A Closing Checklist to assist in building clean up and security guidelines has been developed to assist the responsible party. Please see next page.



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CLOSING CHECK LIST

- All rooms are left as designated in the building use policy. Tables and chairs are to be stored properly or arranged as indicated in the building use policy.
- All trash is removed and placed in the dumpster. Clean trashcan liners have been placed in the can.
- Responsible party, the one who is designated on the building use request form, has inspected the building. Damages should be noted and reported to the appropriate church representative at the soonest possible time.
- All linens, tablecloths, kitchen towels, etc. have been cleaned and stored.
- Check bathrooms to assure they are in a clean and orderly manner. Empty trash if full. If there are issues such as plumbing or lighting that need to be addressed, contact the office or a designated trustee.
- Kitchen counter tops are clear and have been wiped clean.
- Tabletops have been wiped clean.
- Floors have been cleaned. Carpets have been vacuumed and tile floors have been swept or mopped if there is visible spillage/soiling. If the vacuum cleaners are not operating properly, please report this to the office or trustees.
- Check out with the Administrative Assistant or other staff person on duty if the church office is open.
- If you are responsible for children or youth, you must stay until ALL toys, athletic equipment, etc., are picked up. You must also stay until all children or youth are picked up by parents or a responsible party.
- If the church office is closed or no staff member is on duty, do the following when securing the building:
 - Turn off all interior lights, except those designated to remain on at night.
 - Insure all outside doors are locked and properly closed. **SHAKE EACH DOOR THOROUGHLY** to make sure door is secure and locked.

Date: _____

Responsible person: _____



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**EMMANUEL AME CHURCH
FACILITY USE REQUEST FORM**

Today's Date _____

Date(s) of Use _____ Time: _____ to _____
(If this is a reoccurring/ongoing event, please indicate the schedule):

Name Organization/Group _____ **Phone#** _____

If the group is a Business, is it a non-profit? _____

Name of Responsible Representative _____

Phone(s): Cell _____ Day _____ Evening _____

Address: _____

Email: _____

Nature of Activity: _____

Areas to be used: *(Check areas to be utilized and indicate number of hours or check full day)*

- Sanctuary: ____
- Fellowship Hall: ____
- Sound Technician: ____ Hours: _____
- Kitchen: ____ Full Day: ____ Hours: _____
- Nursery: ____ Full Day: ____ Hours: _____

Will any refreshments be served or brought in? YES or NO (circle one)

Number expected to Attend: _____ Age ranges: _____

List audio equipment needed _____

Trained audio operator responsible: _____
(Must be from the list of trained audio users on file in EAME office)

I have read and agree to follow the guidelines as outlined in the Emmanuel AME Church Building Use SOP.

Signature of responsible representative _____ Date _____

Signature of EAME Church Staff _____ Date _____

Trustee Approved _____ **Scheduled:** _____



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**EMMANUEL AME CHURCH
FACILITY USE CONTRACT**

This agreement by and between Emmanuel AME Church (Owner), 240 Chatham Heights Road, Fredericksburg, VA 22405 and _____

User's Name

User's complete address

Will take effect on the _____ day of _____ and will continue for a period
Day Month Year

Of _____.
Time period

WHEREAS, Owner owns premises located at 240 Chatham Heights Road, Fredericksburg, VA 22405 which is normally used for religious purposes, and

WHEREAS, User desires to use the _____ area of

The building for the purpose of _____, and

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met:

1. Owner agrees to let User use the above-described premises for the above-described purpose on _____

Describe times and days of usage

Name and Owner's contact person

Is the contact person for Owner and _____ is the contact person for User to
Name of User's contact person

Coordinate the details of usage.

2. User agrees to pay Owner _____ for the use of the premises.
Amount

3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above-described facilities.

4. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

5. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above-described premises.



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6. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

7. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

8. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

9. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

11. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____
Date Month Year

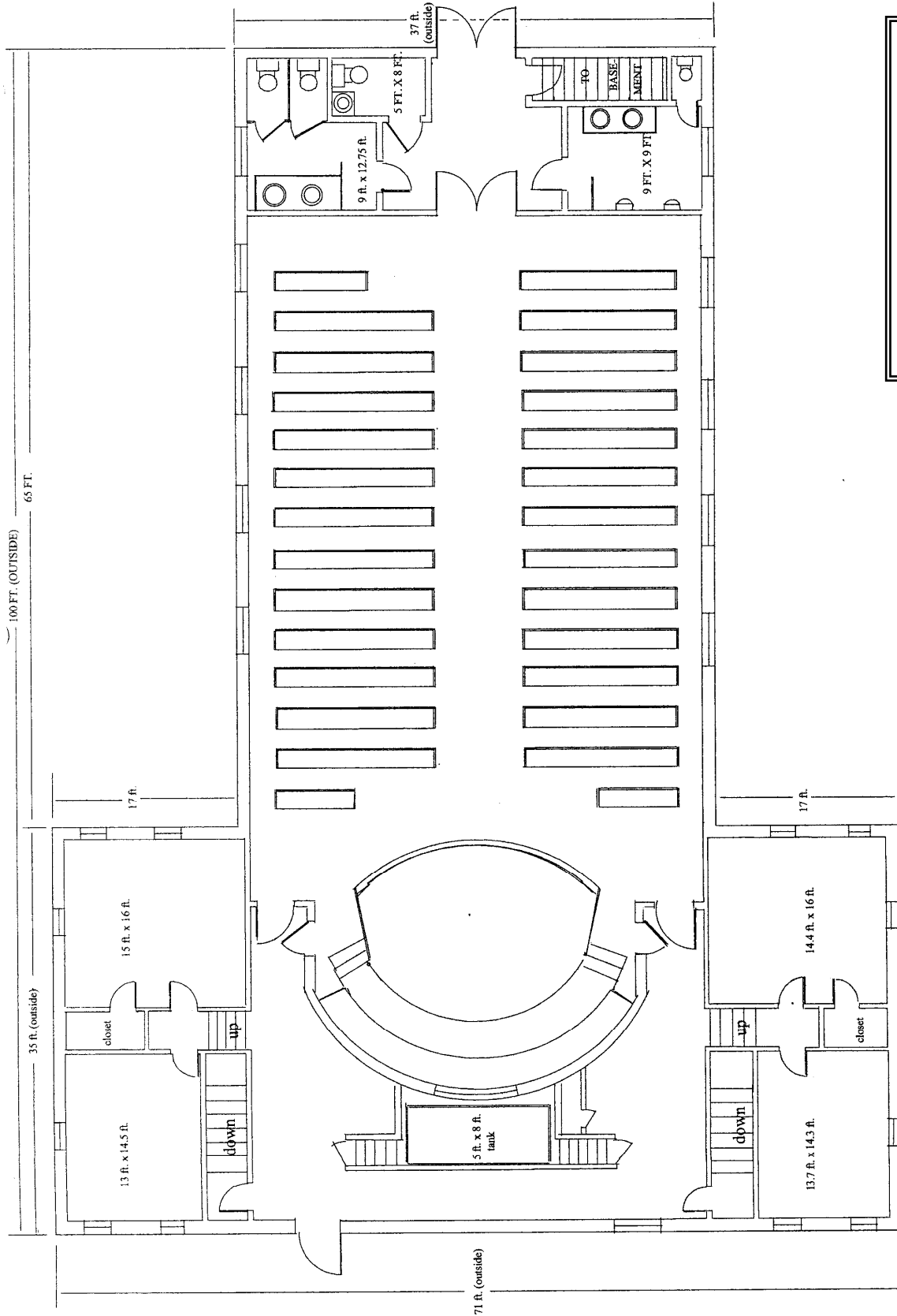
Owner _____ User _____
Signer's Name Signer's Name

Position with Owner (title) Position with User (title)



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Building Layout

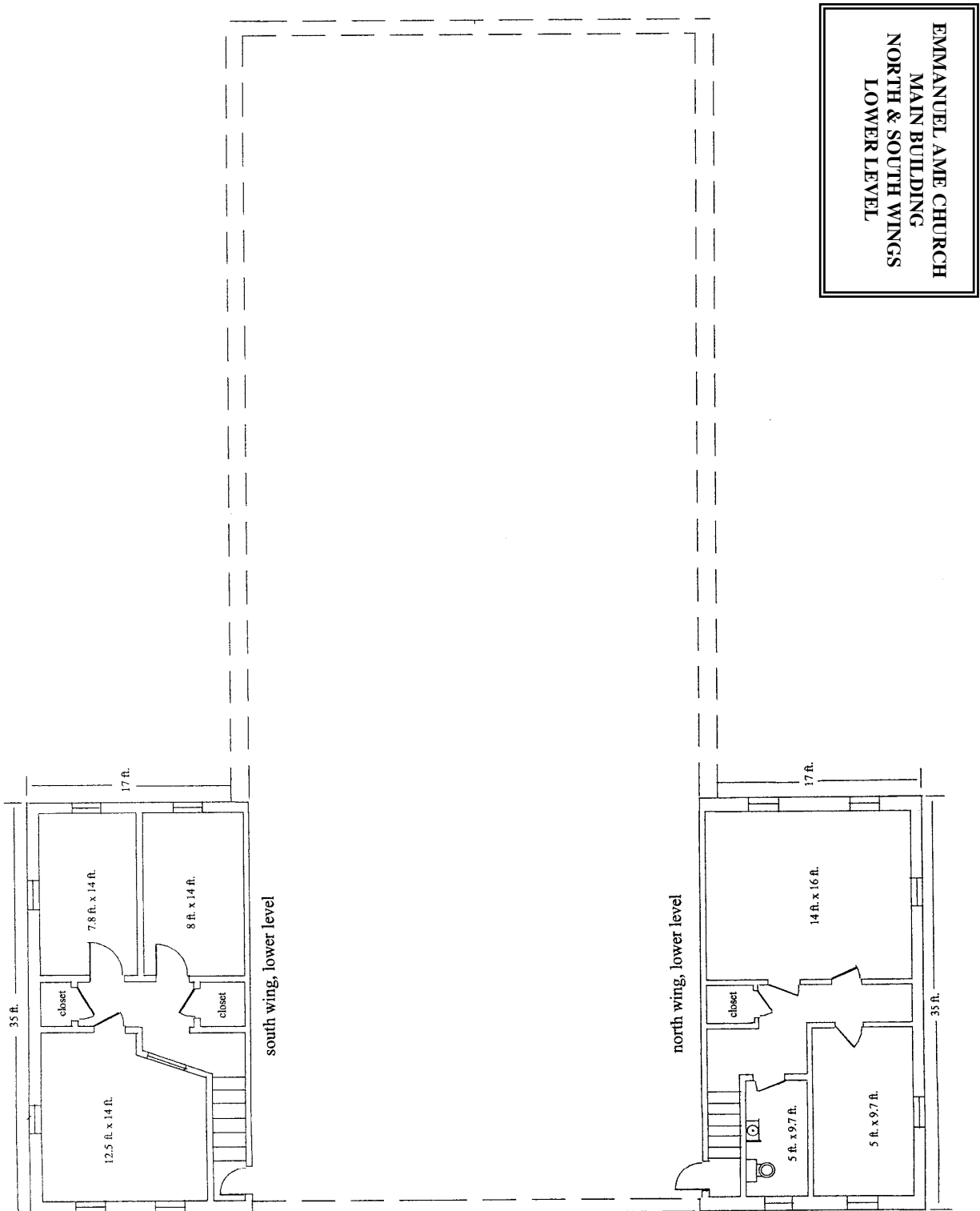


EMMANUEL AME CHURCH
 240 CHATHAM HTS. ROAD
 AUDITORIUM
 WITH NORTH & SOUTH WING (UPPER)



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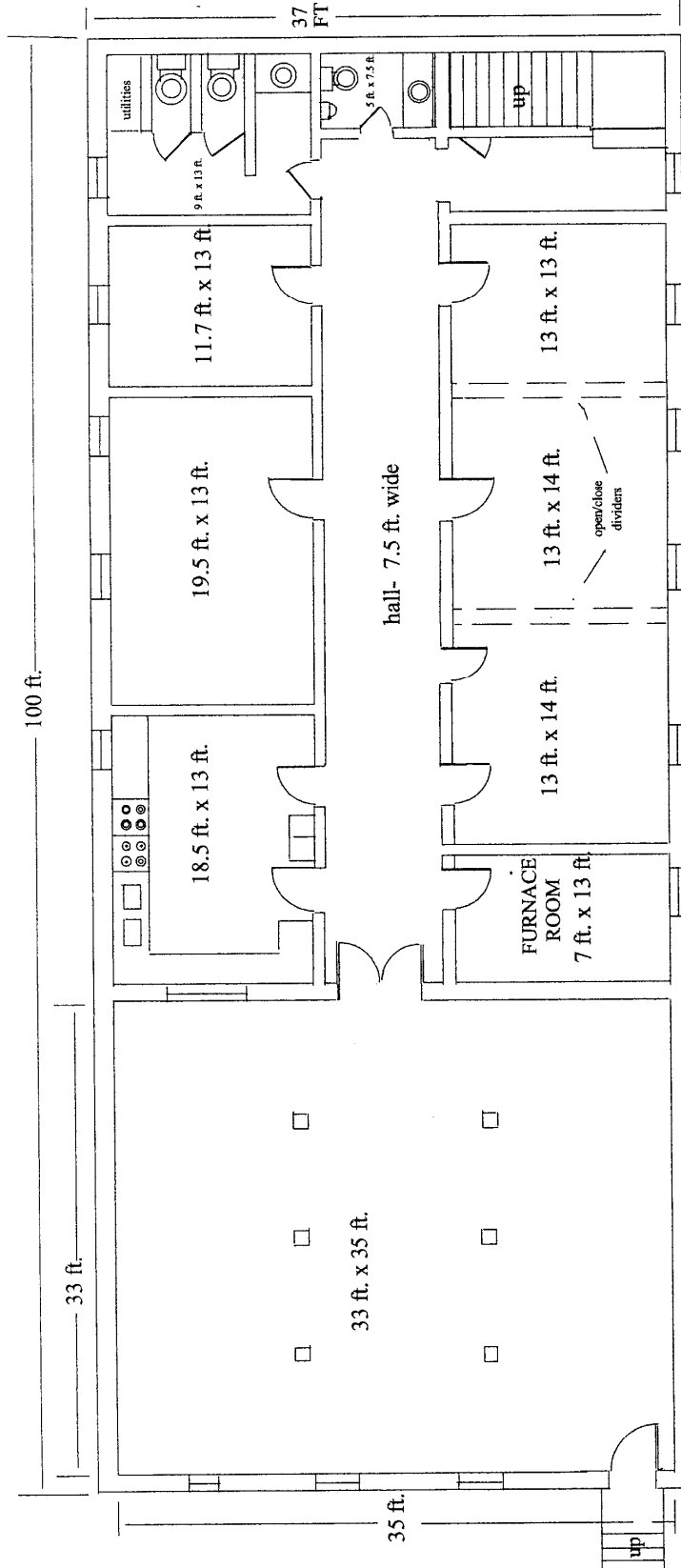
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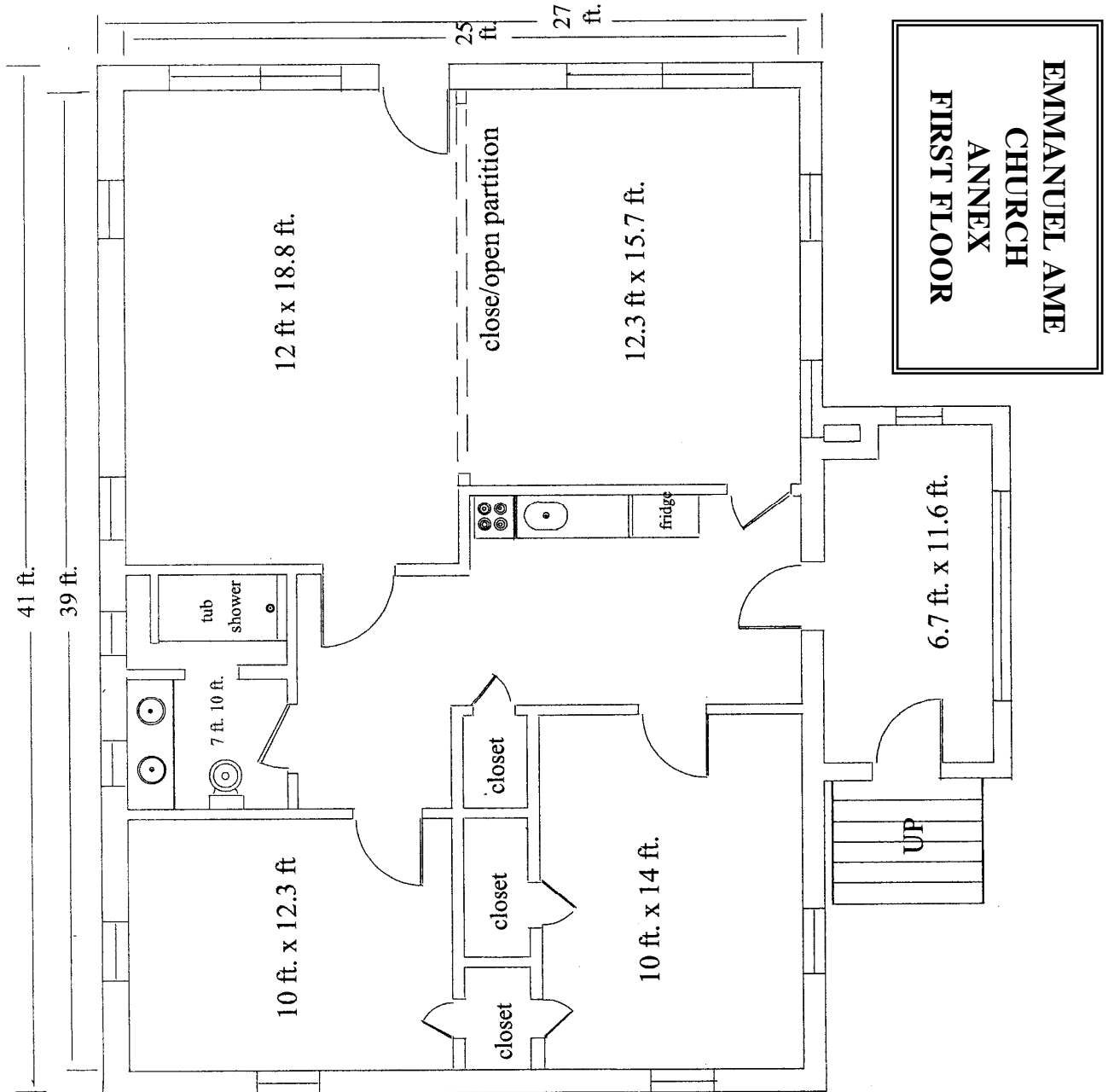


EMMANUEL AME CHURCH
MAIN BUILDING
NORTH & SOUTH WINGS
LOWER LEVEL



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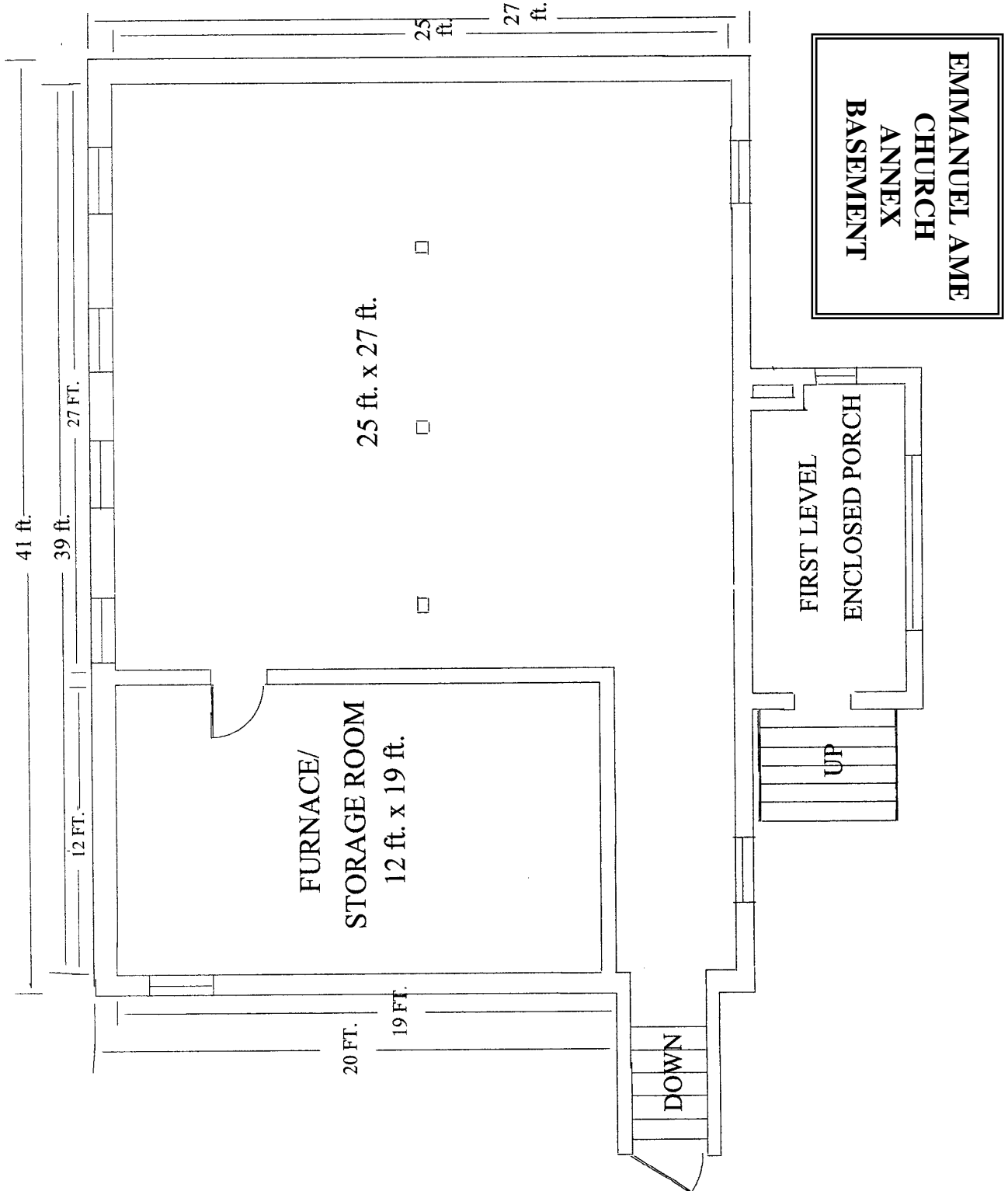
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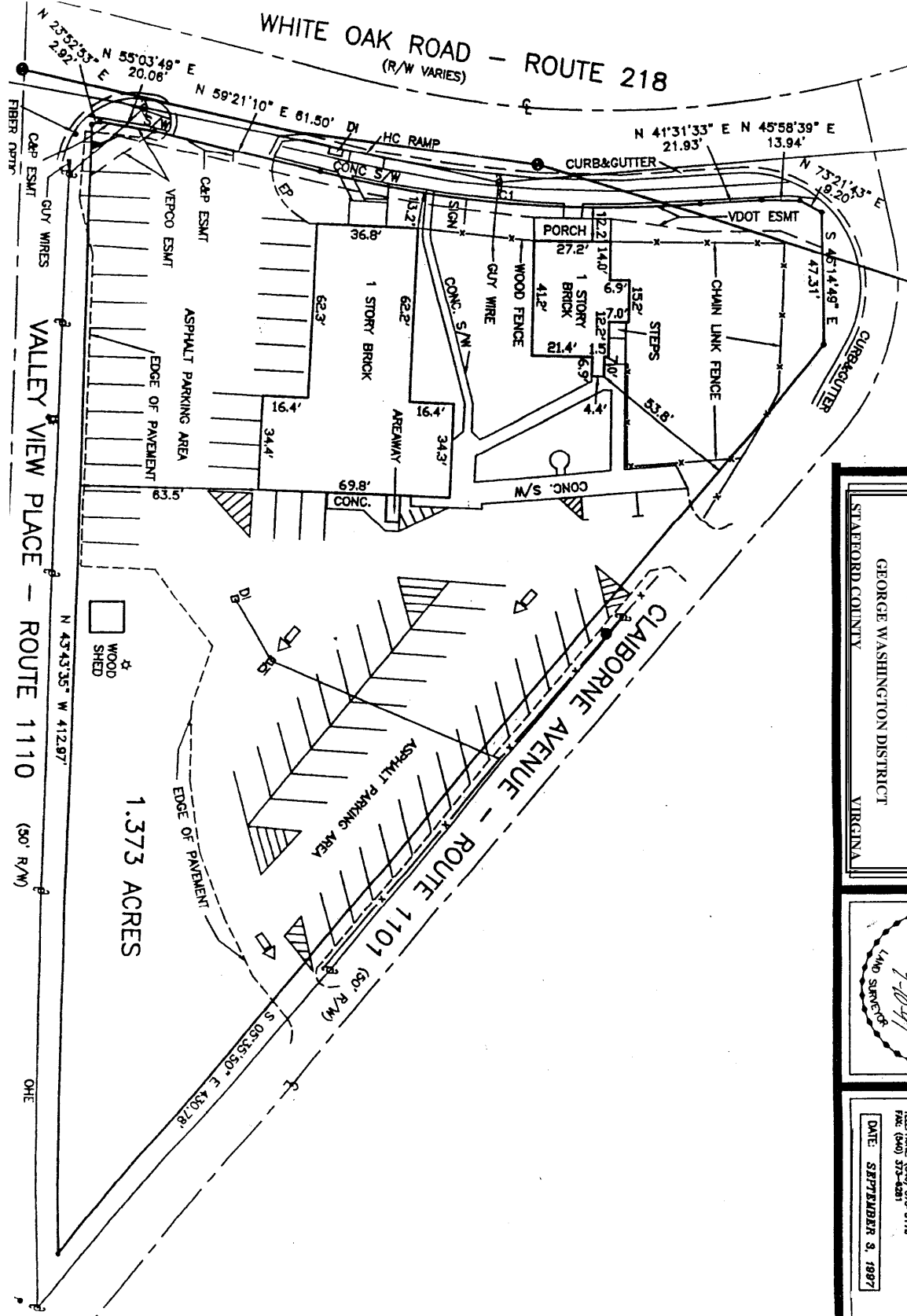
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IMPROVEMENT SURVEY OF
EMMANUEL AME CHURCH
 T.M 54F-(8)-BLOCK D
 LOT 54 THROUGH 61
 GEORGE WASHINGTON DISTRICT
 STAFFORD COUNTY
 VIRGINIA

COMMONWEALTH OF VIRGINIA
 DEPARTMENT OF LAND SURVEYING
 CERTIFICATE NO. 1411
 9-10-97
 LINDA S. BROWN

RBC
 REID, BABY AND CALDWELL, P.C.
 CIVIL ENGINEERS AND LAND SURVEYORS
 1210 PRINCESS ANNE STREET
 FREDERICKSBURG, VIRGINIA 22401
 TELEPHONE: (540) 573-5178
 FAX: (540) 573-4281
 DATE: SEPTEMBER 3, 1997



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NOTE: This is a working draft SOP current as the posted. Future dated SOP will supersede this SOP.

Approve BY: _____

Date: _____

Approve BY: _____

Date: _____

Approve BY: _____

Date: _____

Approve BY: _____

Date: _____