
BUILDING USE POLICY AND PROCEDURES

Newington Baptist Church Property Policy and Procedures

Article 5 - Board of Directors Section 3-4: To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church’s affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

Article 10 Section 1 Church Operation Manual: The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2023	Stan Ward	3/9/2023
2024	Doug Hull	11/3/2024
2025	Doug Hull	5/13/2025
2026	Kimberly Pankowski	5/9/2026

Building Use Policy and Procedure

1. **Request Process:**
 - o Requests for facility use can be made over the phone or in person.
 - o The Church Administrative Assistant has the authority to approve straightforward facility use requests.
 - o For complex requests, the Administrative Assistant will consult the appropriate Board member and/or Pastor. This includes decisions on fee waivers and requests from non-church members.
 - o The Board member will engage the Board of Directors (BOD) as needed and will approve or disapprove the request.
2. **Initial Contact:**
 - o The Administrative Assistant or Office Substitute will handle all call-in/walk-in requests.
 - o They will interview the requester to ensure the purpose aligns with the Church's Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrines.
3. **Approval and Scheduling:**
 - o If the purpose of use complies with all of Newington's guidelines, the Administrative Assistant or Office Substitute will check the Church calendar for availability.
 - o If no scheduling conflicts exist, they will complete the Facility Usage Intake Form with the requester and pencil in the requested date on the calendar.
 - o The Facility Usage Intake Form will be forwarded to the Building Use Coordinator for follow-up.
4. **Follow-Up:**
 - o The Building Use Coordinator will contact the requester to determine the appropriate Facility Use Form (General Use, Funeral, or Wedding) and discuss any applicable fees.
 - o The correct form will be provided to the requester for approval and signature, either by mail or in person.
 - o All applicable fees must be collected with the executed form, signed by both the requester and a Church representative.
 - o The approved date of use will be officially entered into the Church calendar.
5. **Fee Collection:**
 - o The collected money will be placed in an envelope, the money verified by two people, labeled Building Use including the requester's name, amount of money, and locked in the safe in the Financial Secretary's office.
 - o The Counting Team will count the money and deposit it into the Church's checking account.
 - o A file will be established for each requester, containing all executed forms and records of payment.
6. **Follow-Up on Fees:**
 - o The Administrative Assistant and/or Building Use Coordinator will ensure all fees are collected using the Facility Use Payment form, filed monthly in a notebook.
7. **Building Access and Inspection:**
 - o The Building Use Coordinator will open and close the facility before and after use.
 - o If necessary, the coordinator may provide a key to the responsible person/user contact, with a predetermined method for key return.
 - o After the event, the coordinator will inspect the building for damage and cleanliness.

Newington Baptist Church Outreach Ministry

The mission of Newington Baptist Church is to spread the Good News of Jesus to people of all ages, both locally and globally, and to help them grow in relationship with Him.

Newington Baptist Church will accomplish this mission strategy by looking beyond the church through Community Outreach and share the love of Christ through all media and activities available.

Newington Baptist Church's Community Outreach Ministry is the practice of looking beyond the church to the people in the community and sharing the love of Christ as we serve and connect with Gloucester County. This ministry exists to develop and grow followers of Jesus through various avenues of recreation, group fitness, other programs, and family activities, with its overall goal to strengthen, connect, and point the local community towards Jesus Christ. We strive to restore hope to our community and provide opportunities for people to become all that God intends them to be. NBC wants to put Christian faith into action through service to the community. NBC is dedicated to putting this outreach mission into action by providing a full range of charitable, human service, educational, spiritual, physical and community development activities. These activities help people realize their God-given potential as uniquely gifted individuals in their family, community, and relationship with God through faith in Jesus Christ.

Our Mission STRATEGY initiatives are:

- Becoming a welcoming atmosphere for those looking for a church home.**
- Helping one another grow in Sunday school, Bible study and age-based ministries.**

- **Sharing the love of Jesus in local outreach ministries like the Food Pantry, Clothes closet, Ee-ma’s closet; Angel Tree, Care Net, Hope for Appalachia and Bethel Bear backpacks**
- **Partnering with worldwide ministries all around the world like Operation Christmas Child.**
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 - **And sharing our facilities with the Gloucester community and the Middle Peninsula communities, as a ministry center to reach lost people for Jesu**

NEWINGTON BAPTIST CHURCH

GENERAL USE – FACILITY USAGE FORM

6169 Main Street, Gloucester, VA 23061

Phone: (804) 693-2349

SUBMISSION REQUIREMENT

The Requester must submit this completed form to the Newington Baptist Church Administrative Assistant within 10 days of receiving it. Submission is required before the event can be placed on the church calendar and before any facility access is approved.

Submission Contacts

1. Administrative Assistant: Angie Grella – Phone Number: (804) – 693-2349
2. Building Use Coordinator: Ronald Michaud – Phone Number: (804) – 832-6959

You will receive confirmation once the event is officially scheduled.

SECTION 1 – REQUESTER INFORMATION

8. Requester’s Name: _____
9. Email Address: _____
10. Address: _____
11. Daytime Phone: _____
12. Evening Phone: _____
13. A half-hour set-up/clean-up period is given for each event. If more set-up time is required, please contact coordinator.

Sponsoring Newington Church Member

- Sponsoring Member? Yes / No
- If yes, Member’s Name: _____

Liability Insurance

(Circle one) Yes / No

If yes, Insurance Company: _____

Event Details

- Date(s) of Event: _____
- Is this a one-time event? Yes / No
- If repetitive, number of events (multiplier): _____
- Time & Hours of Event: _____
- Description of Activity:

SECTION 2 – ROOMS REQUESTED

(Circle all that apply)

Sanctuary • Fellowship Hall • Gym • Kitchen • Other: _____

SECTION 3 – AUDIO / VISUAL NEEDS

(Only Newington technicians may operate church audio/video equipment.)

Circle all that apply:

- Handheld Microphone(s)
- Lapel Microphone
- CD/MP3 Player
- Slideshow or Video Clips

Note: A/V support is subject to technician availability and will be confirmed in writing.

SECTION 4 – SETUP & ADDITIONAL SERVICES

Room Setup (if applicable); see Facility Fees section for occupancy limits

- Fellowship Hall seating for: _____
- Gym seating for: _____

Personnel Services (subject to availability)

- Pianist needed? Yes / No
- A/V Tech needed? Yes / No

SECTION 5 – BUILDING ACCESS & LOGISTICS

Primary Contacts for This Event

- Administrative Assistant: _____ Phone: _____
- Building Use Coordinator: _____ Phone: _____

Building Access Instructions

The Building Use Coordinator will arrange:

- Unlocking/locking times
- Arrival instructions for event staff or volunteers
- Setup and teardown schedule

Florist / Caterer / Delivery Instructions

All deliveries must be coordinated with the Building Use Coordinator.

Delivery Window: _____

Parking Instructions

Special weekday parking needs or restrictions will be communicated by the Building Use Coordinator.

SECTION 6 – PAYMENT INFORMATION

Payment from the Responsible Party to Newington Baptist Church is due before the event occurs unless other arrangements are made with Coordinator. (Exceptions: routine events, practices, etc). Checks payable to: Newington Baptist Church

SECTION 7 – FACILITY FEES

Facility fees cover operational costs, building maintenance, staff support, A/V tech operation, and post-event restoration.

Facility Fees (check all that apply)

- \$500 Sanctuary
- \$500 Gym (seats 300 when set up) – one-time use
- \$15 per hour Gym (for practices or routine events)
- \$300 Fellowship Hall & Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only
- \$100 each – Other Rooms (Family/Media Room, etc.)

Personnel Services (subject to availability)

- \$150 Pianist (hourly rate)
- \$150 A/V Tech (hourly rate)
- \$150 Sanctuary platform breakdown/reset (if needed)

Table/Chair Setup

- \$100 Gym
- \$100 Fellowship Hall

Event Coordination

- \$45 Other Event Coordinator (per event)

TOTAL Newington Facility Use Fees: \$_____

SECTION 8 – GENERAL FACILITY RULES & REPRESENTATIONS

1. Use must comply with the Church's Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrines.
2. Use is limited to the rooms requested and adjacent common areas.
3. Alcohol, tobacco, vaping, and illegal drugs are prohibited.
4. Foul language, weapons, gambling, and threats of violence are prohibited.
5. Food and drinks are allowed only in the Fellowship Hall or Gym.
6. If user will have food/drinks at event, or for events open to the public, please discuss with the Building Use Coordinator for expectations for clean-up.
7. Doors to facility should not be propped open except for loading/unloading. Contact the Building Use Coordinator if there is any problem with key, lock or door.
8. In case of injury, illness, or emergency notify Building Use Coordinator. First Aid kits are available in the kitchen and gym. Proper sanitizing is expected.
9. No screws, nails, or damaging attachments may be used.
10. User agrees to indemnify and hold harmless Newington Baptist Church.
11. A walkthrough with church staff is required after the event.
12. User agrees to communicate these rules to all attendees.
13. User acknowledges the contagious nature of COVID-19 and assumes risk.
14. No childcare is provided; children must be supervised.
15. Groups involving minors must follow the Child Protection Policy.
16. Church functions take priority; rescheduling may be required. Church will try to accommodate reasonably, refunding any deposit or fees paid IF a mutually agreeable date cannot be found.
17. User must notify the church promptly if canceling.
18. Disputes will be resolved through Christian mediation or arbitration.
19. Access combination to the gym must be kept confidential by the individual requestor (*unless given permission by Building Use Coordinator*). If individual requestor is not available to open the building, Building Use Coordinator should be contacted. Using the facility outside of

agreed *or rescheduled times* without permission from the Building Use Coordinator violates the agreement and may result in cancellation or an extra fee.

SECTION 9 – SIGNATURES

Responsible Person / User Contact

Signed: _____

Date: _____

Newington Baptist Church Building Use Coordinator

Approved / Disapproved

Signed: _____

Date: _____

Newington Baptist Church Outreach Ministry

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group fitness, other programs, and family activities, with its overall goal to strengthen, connect, and point the local community towards Jesus Christ. We strive to restore hope to our community and provide opportunities for people to become all that God intends them to be. NBC wants to put Christian faith into action through service to the community. NBC is dedicated to putting this outreach mission into action by providing a full range of charitable, human service, educational, spiritual, physical and community development activities. These activities help people realize their God-given potential as uniquely gifted individuals in their family, community, and relationship with God through faith in Jesus Christ.

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- **Partnering with worldwide ministries all around the world like Operation Christmas Child.**
- **Looking beyond our church to share the love of Jesus through all media and activities available.**
 - **And sharing our facilities with the Gloucester community and the Middle Peninsula communities, as a ministry center to reach lost people for Jesus.**

**NEWINGTON BAPTIST CHURCH
WEDDING USE- FACILITY USAGE FORM
6169 Main Street, Gloucester, VA 23061
Phone: (804) 693-2349**

SUBMISSION REQUIREMENT:

The Requester must submit this completed form and return the form to the Newington Baptist Church Administrative Assistant within 10 days of receiving it. Prompt submission is required so the wedding can be placed on the Newington calendar and all required personnel can be scheduled.

Submission Contacts:

3. **Administrative Assistant:** Angie Grella - Phone Number: (804) 693-2349
 4. **Wedding Coordinator:** Jennifer Young – Phone Number: (804)-854-3231
- You will receive written confirmation once the wedding is officially scheduled.**

SECTION 1 – REQUESTER & WEDDING PARTY INFORMATION

- 14. Requester’s Name: _____
- 15. Email Address: _____
- 16. Address: _____

- 17. Home Phone: _____ Cell Phone: _____

Sponsoring Newington Church Member

- Sponsoring Member? Yes / No
- If yes, Member’s Name: _____

Wedding Couple

- Groom: _____
- Bride: _____
- Church Affiliation (if any): _____

Liability Insurance

(Circle one) Yes / No
If yes, Insurance Company: _____

Event Details

- Date(s) of Event: _____
- Time and Hours of Event: _____
- Description of Activity: _____

SECTION 2 – ROOMS REQUESTED

(Circle all that apply)
Sanctuary • Fellowship Hall • Gym • Youth Room • Other: _____

SECTION 3 – AUDIO / VISUAL NEEDS

(Only Newington technicians may operate church audio/video equipment.)

Circle all that apply:

- Handheld Microphone(s)
- Lapel Microphone (minister)
- CD/MP3 Player
- Slideshow or Video Clips
- Other: _____

Music & Worship Support (Optional Recommendations)

(Circle if you want the church to recommend)

- Pianist

- Keyboard
- Vocalist
- Other: _____

(Note: All A/V and music support is subject to availability and will be confirmed in writing.)

SECTION 4 – SETUP & ADDITIONAL SERVICES

Room Setup (if applicable)

- Fellowship Hall seating for: _____
(Note: Fellowship Hall seats only 60 when set up.)
- Gym seating for: _____

Additional Needs (subject to availability)

- Pastor/Officiant needed? Yes / No
- Pianist needed? Yes / No

(Note: Pastor and pianist availability are not guaranteed and will be confirmed in writing.)

SECTION 5 – BUILDING ACCESS & LOGISTICS

Primary Contacts for This Wedding

- Administrative Assistant: Angie Grella - Phone Number: (804) 693-2349
- Wedding Coordinator: Jennifer Young - Phone Number: (804) 854-3231

Building Access Instructions

The Wedding Coordinator will arrange:

- Unlocking/locking times
- Arrival instructions for wedding party and vendors
- Setup and teardown schedule

Florist / Delivery Instructions

All deliveries must be coordinated with the Wedding Coordinator.

Delivery Window: _____

Parking Instructions

Special weekday parking needs or restrictions will be communicated by the Wedding Coordinator.

SECTION 6 – PAYMENT INFORMATION

Payment from the Responsible Party to Newington Baptist Church is due by the date of the wedding.

Checks payable to: Newington Baptist Church.

CHURCH OFFICE USE ONLY:	
To be approved by the Wedding Coordinator in conjunction with the Board of Directors	
Approved: _____	Disapproved: _____ Date: _____
Total Fees From Below (see page 4): _____	
Any fees waived by Newington Baptist Church: _____	
Total fees, after subtracting any waived fees: _____	
Deposit received from Requestor: _____	Date: _____

Balance received from Requestor: _____ Date: _____

SECTION 7 – FACILITY FEES

Facility fees cover operational costs, building maintenance, staff support, A/V tech operation, and post-event restoration.

Facility Fees (check all that apply)

- \$500 Sanctuary
- \$500 Gym (seats 300 when set up) – one-time use
- \$100 Gym per day (for practices or routine events)
- \$300 Fellowship Hall & Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only
- \$100 each – Other Rooms (Family/Media Room, Pastor’s Room, etc.)

Personnel Services (subject to availability)

- \$200 Pastor/Officiant (negotiable, especially if in counseling with Pastor)
- \$150 Pianist (hourly rate)
- \$150 A/V Tech (hourly rate)
- \$150 Sanctuary platform breakdown/reset (if needed)

Table/Chair Setup

- \$100 Gym
- \$100 Fellowship Hall

Wedding Coordination

- \$150 Wedding Coordinator (per wedding)
- \$45 Other Event Coordinator (per event)

TOTAL Newington Facility Use Fees: \$_____

SECTION 8 – GENERAL FACILITY RULES & REPRESENTATIONS

(All rules preserved from original form, lightly clarified for readability.)

1. Use must comply with the Church’s Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrines.
2. Use is limited to the rooms requested and adjacent common areas.
3. Alcohol, tobacco, vaping, and illegal drugs are prohibited.
4. Foul language, weapons, gambling, and threats of violence are prohibited.
5. Food and drinks are allowed only in the Fellowship Hall or Gym.
6. No screws, nails, or damaging attachments may be used.
7. User agrees to indemnify and hold harmless Newington Baptist Church.
8. A walkthrough with church staff is required after the event.

9. User agrees to communicate these rules to all attendees.
10. User acknowledges the contagious nature of COVID-19 and assumes risk.
11. No childcare is provided; children must be supervised.
12. Groups involving minors must follow the Child Protection Policy.
13. Church functions take priority; rescheduling may be required.
14. User must notify the church promptly if canceling. The church reserves the right to hold or refund a deposit for a voluntary cancellation.
15. Disputes will be resolved through Christian mediation or arbitration.

SECTION 9 – SIGNATURES

Responsible Person / User Contact

Signed: _____

Date: _____

Newington Baptist Church Wedding Coordinator

Approved / Disapproved

Signed: _____

Date: _____

Newington Baptist Church Outreach Ministry

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- Looking beyond our church to share the love of Jesus through all media and activities available.
- And sharing our facilities with the Gloucester community and the Middle Peninsula communities, as a ministry center to reach lost people for Jesus.

FACILITY USAGE FORM – for FUNERAL USE, Rev. 042624

Newington Baptist Church - 6169 Main Street

Gloucester, VA 23061

Phone: (804) 693-2349

Funeral Home is to Submit This Form to Newington within 2 days of completion of the form with the Responsible Party/Family Contact. It is imperative to get the Funeral on the Newington calendar as soon as possible.

Responsible Requester and Family Contact's

Name: _____

Email address _____

Address: _____

Daytime Phone: _____ **Evening Phone:** _____

Deceased's Name: _____

Funeral Home: _____ **Please Indicate: Casket or Cremation**

Church Affiliation if not Newington/or Sponsoring Newington Church Member's Name: _____

Date(s) of Event:

Time and Hours of Event, to include 1 hour viewing before the funeral:

Room(s) Requested: (Circle)

Sanctuary Fellowship Hall Gym Kitchen Family Room

Sound Needs - Only Newington technicians may operate church audio & video equipment. (Circle One or more):

Handheld/pedestal Microphone(s) Lapel Microphone (for the minister)

Slideshow or video clip shown Piano Organ

Other musical instruments (please specify) _____

NONE

Requests other than microphones are subject to technician availability.

Fellowship Hall/Gym Setup: (if requested) Seating for how many in each? _____

/_____

Will you need a pastor/officiant? (Subject to availability) _____

Will you need a pianist? (Subject to availability) _____

Payment from the Funeral Home to the Church is to be made via check payable to Newington Baptist Church, in full, from the Funeral Home, by the date of the funeral.

CHURCH OFFICE USE ONLY

To be approved by the Funeral Coordinator in conjunction with Board of Directors Representative

Approved

Disapproved

Date: _____

Total Fees \$_____

Any Fees waived by Newington Baptist Church \$_____

Total Fees, after subtracting any Waived Fees \$_____

Date Total Fees payment was received from Funeral Home: _____

**Newington Baptist Church
Normal Facility Usage Fees**

Facility Usage and Services fees, if associated facility or services are required, are to cover operational costs and building maintenance as well as administrative costs of having Church staff assist, operate Church Tech and other equipment, and ensure final restoration and clean-up of the facility. Upon the occasion that an outside entity non-Church members hosts an event at Newington using the facilities and chooses to contract an employee of Newington (paid staff member) to perform any services during the event, the staff member must be paid directly by the organizers of the event and not by Newington Baptist Church.

Facility Fees (mark needed items):

\$1,000 Sanctuary Fee, includes use of Sanctuary, Family Room, A/V Tech, Sanctuary platform breakdown and reset, and Funeral Coordinator

Mark Others If Needed:

\$500 Gym (seats 300 when set up)

\$300 Fellowship Hall and Kitchen

\$200 Fellowship Hall Only (seats 60 when set up)

\$100 Kitchen Only

Personnel Services: (Subject to Availability)

\$200 Pastor/Officiant (negotiable)

\$150 Pianist hourly rate

Table/Chair Set-Up (if needed):

\$100 Gym

\$100 Fellowship Hall

**TOTAL Newington Facility Use FEES, after subtracting any Waived Fees, from
“Church Office Use Only” box, above: \$ _____**

NOTE: All Newington Facility Use Fees are to be paid to the Funeral Home by the Responsible Party, and the Funeral Home is to pay Newington via check on their behalf, by the date of the funeral.

General Facility Rules and Representations

1. User's use of the Newington Baptist Church's property will be in accordance with the Church's Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrine, and which will be made available if requested.

2. Use of the property is limited to the identified rooms on this Form and adjacent common areas (i.e., hallways, restrooms, etc.).

3. Possession or use of alcohol, tobacco, vaping, or illegal or illicit drugs anywhere on the property is strictly prohibited. The Church reserves the right to request any individual under the influence of alcohol or drugs to safely leave the Property. Violation of this policy may result in the Church canceling an event. If canceled, User waives any claim to a refund of any deposit and fees.

4. Foul language, putting up any signage, the possession of weapons, gambling including the sale of raffle tickets, and violence or threats of violence are all expressly prohibited on the property.

5. Food and drinks are allowed only in the Fellowship Hall or Gym.

6. No screws or nails may be driven into the building or furniture. Nothing is to be attached to the building in a way that will damage any church properties. The Church property shall not be used in a manner which would harm the Church property in any way.

7. User agrees to indemnify and hold harmless Newington Baptist Church for all claims, injuries, and damages that occur as a result of User's use of the property. If required, User agrees to provide any general liability certificate of coverage with Newington Baptist Church identified as an "additional insured" and maintain this policy throughout the term of the Use.

8. Users will conduct a walk-through with the designated Church staff member at the end of the event to confirm that the room(s) are clean, and no damage is observed. Users shall be responsible for returning Church property to the condition in which it was before use of the property, including completing all associated repairs, or paying the Church in full to make the repairs if so requested by the Church.

9. User agrees that these rules will be communicated to all members of our group using the building.

10. User acknowledges the contagious nature of COVID-19, that the Church will take all reasonable steps to clean and sanitize its facilities in accordance with Federal and state guidelines, and User voluntarily assumes the risk for User and its guests and that they may be exposed to or infected by COVID-19 by attending the event.

11. User understands that no childcare will be provided by the Church. All children are to be supervised by an adult over the age of eighteen (18) years of age and will not be allowed in any non-reserved rooms.

12. Any group using this facility for a youth or children's event, or providing childcare is required to have all responsible adults read and agree to abide by the Newington Baptist Church Child Protection Policy.

13. User understands and agrees that Church functions will take priority over requested use of the property. The Church will take reasonable steps to reschedule the requested use should an unforeseen scheduling conflict occur. If the parties cannot find a mutually agreeable date after a good faith effort, the Church will agree to refund any deposit and fees paid.

14. If User needs to cancel for any reason, User must give notice to Newington Baptist Church as soon as possible. The Church reserves the right to hold or refund a deposit for a voluntary cancellation.

15. User agrees that any claim or dispute arising out of their use of the Church's facilities that cannot be resolved privately will be resolved through Biblically-based mediation or if necessary legally-binding arbitration under the Rules of Procedure for Christian Conciliation (full rules found at www.ICCPeace.com). The parties understand that these methods will be the sole remedy.

The Family Contact for this event has accepted this Agreement, and agrees to obey the above rules for the privilege of using the Church facilities.

Signed: _____

Date _____

(Responsible Person, Family Contact)

Approved by Newington Church Funeral Coordinator
Date _____
Signed: _____

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 - And sharing our facilities with the Gloucester community and the Middle Peninsula communities, as a ministry center to reach lost people for Jesus.

FACILITY USAGE FORM, for GENERAL USE only, Rev. 042624
Includes Use for Both Church Members and for Non-Members

NOTE: This form is NOT for Weddings or Funerals

Newington Baptist Church - 6169 Main Street
Gloucester, VA 23061

Phone: (804) 693-2349

(Please Return within Ten Days)

Requester's Name _____ Email address _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Sponsoring Newington Church Member: yes / no If Yes, member's name:

Liability Insurance of Requestor (Circle One) Yes No

If yes, Company _____

Date(s) of Event:

Fees are for one-time events. If repetitive event, number of events (multiplier): _____

Time and Hours of Event:

Description of Activity:

Room(s) Requested: (Circle)

Sanctuary
Other

Fellowship Hall

Gym

Youth Room

Sound Needs - Only Newington technicians may operate church audio & video equipment.

(Circle Items Needed)

Handheld Microphone(s)
CD player/MP3 player

Lapel Microphone (for the minister)
Slideshow or video clips

CHURCH OFFICE USE ONLY

To be approved by the General Use Coordinator, in conjunction with Board of Directors

Approved

Disapproved

Date: _____

Total Fees From Below \$ _____

Any Fees waived by Newington Baptist Church:

Waived fees \$ _____ Initials: _____

TOTAL FEES, after subtracting any Waived Fees \$ _____

\$100 Deposit received from Requester: _____

Balance Received from Requester: _____

General Use Agreement Form

NOTE: The Newington Church representative for General Use activities, Doug Hull, will work with the Requester to complete this General Use form which he and the User Requester for this activity are to complete together, both sign, and provide to the Church Administrative Assistant once completed, but before the use takes place.

Newington Baptist Church Normal Facility Usage Fees

Facility Usage and Services fees, if associated facility or services are required, are to cover operational costs and building maintenance as well as administrative costs of having Church staff assist, operate Church Tech and other equipment, and ensure final restoration and clean-up of the facility. Upon the occasion that an outside entity non-Church members hosts an event at Newington using the facilities and chooses to contract an employee of Newington (paid staff member) to perform any services during the event, the staff member must be paid directly by the organizers of the event and not by Newington Baptist Church.

Facility Fees (mark needed items, each is per use or event). See also Church Office Use Only block, above.

- \$500 Sanctuary
- \$500 Gym (seats 300 when set up), one-time use, or
- \$100 Gym per day, for practices or other routine events
- \$300 Fellowship Hall and Kitchen
- \$200 Fellowship Hall Only (seats 60 when set up)
- \$100 Kitchen Only
- \$100 Each, other Rooms, which (Family (Media) Room, etc.)

Personnel Services: (Subject to Availability)

- \$150 Pianist hourly rate
- \$150 A/V Tech hourly rate
- \$150 Sanctuary platform breakdown/reset (if needed (normally just for weddings))

Table/Chair Set-Up (if needed):

\$100 Gym
\$100 Fellowship Hall

Facility Other Event Coordinator, per use

\$45 per event

General Facility Rules and Representations

1. User's use of the Newington Baptist Church's property will be in accordance with the Church's Constitution, Bylaws, Doctrinal Beliefs, and other religious doctrine, and which will be made available if requested.
2. Use of the property is limited to the identified rooms on this Form and adjacent common areas (i.e., hallways, restrooms, etc.).
3. Possession or use of alcohol, tobacco, vaping, or illegal or illicit drugs anywhere on the property is strictly prohibited. The Church reserves the right to request any individual under the influence of alcohol or drugs to safely leave the Property. Violation of this policy may result in the Church canceling an event. If canceled, User waives any claim to a refund of any deposit and fees.
4. Foul language, putting up any signage, the possession of weapons, gambling including the sale of raffle tickets, and violence or threats of violence are all expressly prohibited on the property.
5. Food and drinks are allowed only in the Fellowship Hall or Gym.
6. No screws or nails may be driven into the building or furniture. Nothing is to be attached to the building in a way that will damage any church properties. The Church property shall not be used in a manner which would harm the Church property in any way.
7. User agrees to indemnify and hold harmless Newington Baptist Church for all claims, injuries, and damages that occur as a result of User's use of the property. If required, User agrees to provide any general liability certificate of coverage with Newington Baptist Church identified as an "additional insured" and maintain this policy throughout the term of the Use.

8. User will conduct a walk-through with the designated Church staff member at the end of the event to confirm that the room(s) are clean, and no damage is observed. User shall be responsible for returning Church property to the condition in which it was before use of the property, including completing all associated repairs, or paying the Church in full to make the repairs if so requested by the Church.

9. User agrees that these rules will be communicated to all members of our group using the building.

10. User acknowledges the contagious nature of COVID-19, that the Church will take all reasonable steps to clean and sanitize its facilities in accordance with Federal and state guidelines, and User voluntarily assumes the risk for User and its guests and that they may be exposed to or infected by COVID-19 by attending the event.

11. User understands that no childcare will be provided by the Church. All children are to be supervised by an adult over the age of eighteen (18) years of age and will not be allowed in any non-reserved rooms.

12. Any group using this facility for a youth or children's event, or providing childcare is required to have all responsible adults read and agree to abide by the Newington Baptist Church Child Protection Policy.

13. User understands and agrees that Church functions will take priority over requested use of the property. The Church will take reasonable steps to reschedule the requested use should an unforeseen scheduling conflict occur. If the parties cannot find a mutually agreeable date after a good faith effort, the Church will agree to refund any deposit and fees paid.

14. If User needs to cancel for any reason, User must give notice to Newington Baptist Church as soon as possible. The Church reserves the right to hold or refund a deposit for a voluntary cancellation.

15. User agrees that any claim or dispute arising out of their use of the Church's facilities that cannot be resolved privately will be resolved through Biblically-based mediation or if necessary legally-binding arbitration under the Rules of Procedure for Christian Conciliation (full rules found at

www.ICCPeace.com). The parties understand that these methods will be the sole remedy.

TOTAL Newington Facility Use FEES, from the “Church Office Use Only” block above: \$ _____

NOTE: All Newington Facility Use TOTAL Fees are to be paid via check to Newington Baptist Church by the Responsible Party before the event occurs.

The User Contact for this event, below, has read and agrees to obey the above rules for the privilege of using the Church facilities.

Signed: _____

Date _____

(Responsible Person/User Contact for this Request)

Approved: _____

Date _____

(Representative for Newington Baptist Church for General Use)