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# BUILDING USE POLICY AND PROCEDURES

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## 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

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

# 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 Newton'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.

**See Attached Examples of the Facility Use Payment Form and Intake Forms**

Facility Use Payment Form				Month: January	Year _____
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form				Month: February	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form				Month: March	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form					Month: April	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)	

Remarks:

Facility Use Payment Form				Month: May	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form					Month: June	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)	

Remarks:



Facility Use Payment Form					Month: July	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)	

Remarks:

Facility Use Payment Form				Month: August	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form				Month: September	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form				Month: October	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form				Month: November	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

Facility Use Payment Form				Month: December	Year
Event	Request Date	Name	Date of Down Payment	Date of Final Payment	Verification of Payment (Initials)

Remarks:

## **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.
- 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 INTAKE FORM, Rev. 402624**  
**Newington Baptist Church - 6169 Main Street**  
**Gloucester, VA 23061**  
**Phone: (804) 693-2349**

The Church Administrative Assistant has the authority to approve any straight-forward facility use requests (i.e. 1 and 2 below). However, the Administrative Assistant is to engage the appropriate Board member, and/or the Pastor, for any request they consider to not be straight-forward (i.e., complicated for any reason, including whether any fees may be waived), whether the facility use request is from a church member or not. In that case, the Board member will engage the BOD as appropriate, and will then either approve or disapprove that request.

Requester's Name \_\_\_\_\_

Email Address \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Member? Circle: YES NO

For their personal/immediate family use? Circle: YES NO

Date(s) of Event:

\_\_\_\_\_

Time and Hours of Event:

\_\_\_\_\_



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Circle one: **FUNERAL      WEDDING      ONE-TIME EVENT      MULTIPLE-DAY EVENT**

**Fees waived by Board of Directors (list, and fee amounts):**

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**Initials of Church Administrative Assistant**\_\_\_\_\_

- 1. Member Request (personal use) - check calendar, if clear, add to Staff and Building Use calendar and have members fill out appropriate forms. Base fees, or no fees, TBD.**
- 2. MTBA/BGAV – check calendar, if clear, add to Staff and Building Use calendar. Mark through the fee section of appropriate form as waived, email appropriate forms to be signed and returned.**
- 3. Funeral – Scan this form, call her then email the form to the Funeral Coordinator (Cannie Hull). File the original form while waiting for details.**
- 4. Wedding – Scan this form, email to Wedding Coordinator (Jennifer Young). File the original form while waiting for details.**
- 5. Facility Usage and Services fees, if associated facility or services are required, are to cover operational costs, 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.**
- 6. 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.**
- 7. Other – Scan this form, email to Board members with Building Use Oversight. File the original form while waiting for details.**

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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.

**WEDDING USE, Rev. 042624**

**Includes Use for Both Members and for Non-Members**

**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:**

\_\_\_\_\_

**Wedding Couple's Names:**

**Groom:** \_\_\_\_\_ **Bride:** \_\_\_\_\_

**Church Affiliation of Wedding Couple (if any):** \_\_\_\_\_

**Liability Insurance of Requestor (Circle One) Yes      No**

**If yes, Company** \_\_\_\_\_

**Date(s) of Event:**

\_\_\_\_\_

**Fees are for a one-day event.**

**Time and Hours of Event:**

\_\_\_\_\_

**Description of Activity:**

\_\_\_\_\_

**Room(s) Requested: (Circle)**

Sanctuary

Fellowship Hall

Gym

Youth Room

Other

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

**(Circle Items Needed)**

Handheld Microphone(s)

Lapel Microphone (for the minister)

CD player/MP3 player

Slideshow or video clips

**Will you need us to recommend any of the following? (Circle)**

Pianist

Keyboard

Vocalist

Other

**CHURCH OFFICE USE ONLY**

**To be approved by the Wedding Coordinator in conjunction with Board of Directors**

Approved

Disapproved

Date: \_\_\_\_\_

Total Fees From Below \$\_\_\_\_\_

Any Fees waived by Newington Baptist Church \$\_\_\_\_\_

Total Fees, after subtracting any Waived Fees \$\_\_\_\_\_

Deposit received from Requester: \_\_\_\_\_

Balance Received from Requester: \_\_\_\_\_

**Newington Baptist Church  
Normal Wedding 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):

\$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, Pastor's Room, etc.)

Personnel Services: (Subject to Availability)

\$200 Pastor/Officiant (negotiable, particularly if wedding parties are in counseling with Pastor)  
\$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 Wedding Coordinator

\$150 per wedding

Facility Other Event Coordinator, per use

\$45 per event

**TOTAL Newington Facility Use FEES: \$\_\_\_\_\_**

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

**General Facility Rules and Representations**

1. User's use of the Newington Baptist Church's property shall 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](http://www.ICCPeace.com)). The parties understand that these methods will be the sole remedy.

**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)

Approval by Newington Church Wedding Coordinator:

Signed:\_\_\_\_\_

Date\_\_\_\_\_

## **Newington Baptist Church Outreach Ministry**

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Our Mission STRATEGY initiatives are:

- Becoming a welcoming atmosphere for those looking for a church home.
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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.



**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.

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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](http://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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**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

Fellowship Hall

Gym

Youth Room

Other

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

**(Circle Items Needed)**

Handheld Microphone(s)

Lapel Microphone (for the minister)

CD player/MP3 player

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](http://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)