

Sanders Valley Baptist Church

Facilities Use Policy

~ Revised: December 7, 2025 ~

Policy & Procedures: Policies for the operation and use of Sanders Valley Baptist Church (SVBC) facilities are under the following guidelines.

I. Building Use:

The philosophy underlying the policies for building use is that all church facilities shall be used to carry out the fundamental purpose and mission of the church. All activities should be kept in the spirit of glorifying God.

1. Use of the church facilities shall be done in conformity with all church policies and procedures.
2. The party using the facilities is responsible for the cleanup of personal items and to return the space back to the order in which it was found.
3. Regularly scheduled church meetings shall have first priority in building use. Other church related meetings shall have second priority. Outside organizations shall be eligible for building use when facilities are not being used by church groups and when their purpose is approved by the pastor.
4. Weddings, funerals, and baptisms (being church services) will be performed by the presiding pastor at SVBC, unless approved in advance by the governing board. Any other use of the church facilities by a different church will also require approval by the governing board and will be subject to the doctrinal oversight of the SVBC pastor. SVBC reserves the right to refuse the use of our facilities on the grounds of doctrinal differences.
5. For-profit businesses may use the facilities (with prior approval from the governing board) in conjunction with the church's non-profit outreach work for economic literacy and development. This collaborative relationship between private businesses and the church shall allow the church facilities to be used to help provide workplace training and education opportunities for our community. The church shall not receive any financial gain from the use of the facilities through its' relationship with outside business organizations. Any and all sales, financial transactions, or other business dealings by a private business must take place off of church property.

II. Equipment Use:

It will be the policy of Sanders Valley Baptist Church to restrict the use of the church equipment, and resources for programs that meet the mission and purpose of the church. At no time will the church equipment be used to conduct business for personal financial gain by staff, church members, or individuals from the community. This restriction does not apply to programs, pre-approved by the governing board, where one of the parties is a business working with the church to help provide training, education, or other services for the betterment of the community

1. The philosophy and underlying policies for equipment use is that all the church equipment shall be used to carry out the fundamental purpose and mission of the church, which is to glorify God.
2. Regularly scheduled church activities shall have first priority on equipment use.

3. The equipment must be returned in good working order. If there are any broken or damaged items, it must be reported to the church office and noted on the form.

III. Facility Use Requests

1. It will be the policy of this church that all requests for use of the facilities by members and non-members alike, be considered on a case by case basis. SVBC retains the right to limit the use of its' facilities for any reason. The pastor will make the decision on all requests for facility usage. Appeals can be addressed to the governing board. When use is authorized, groups will conform to Christian standards of decorum and activity. Compensation for use of the facility for functions not directly related to the programs and ministries of the church will be determined by the pricing listed below or by the cost incurred to the church in hosting the event (if the cost exceeds the normal rate).
2. Use of the church property and/or resources (electricity, water, etc) may be provided as a one-time assistance to those in need. However, recurring use of church property and resources will be restricted to members and those approved by the governing board on a case-by-case basis.

IV. Membership Requests for Use of Church Facilities Organizations

Use of the church facilities for special church programs or activities will be approved by the pastor and be placed on the church calendar.

V. Non SVBC Member Groups and Organizations Requests

1. Use of the facilities or equipment will be made by completion of the FACILITY USAGE REQUEST FORM. (See Attachment)
2. Authorization to use the facility will occur upon the approval of the pastor. SVBC retains the right to limit the use of its' facilities for any reason. The pastor will make the final decision on all requests for facility usage. Appeals can be addressed to the governing board.
3. Regular and special programs of SVBC will always take precedence over requests by nonmember groups.
4. A payment of \$100 for the use of the Sanctuary, \$150 for the Lonnie Griffin Recreation Facility, and \$100 for the Fellowship Hall (Annex) will be required. Fees must be paid one week prior to the use of the facility by the requesting group.

VI. Events:

In all events, the dress, grooming, lighting, music lyrics, and music should contribute to an atmosphere where the Spirit of the Lord can be present. Those who oversee events should carefully follow the policies outlined below. Violation of this policy may result in the cancellation/termination of the event at the church's discretion. Warnings and/or notice may or may not be given depending on the severity of the violation. Refunds will not be provided for canceled/terminated events.

1. The use of Church property should not pose a significant risk of harm to participants or to the property. Nor should it unduly expose the church to liability or disturb surrounding neighbors.
2. Alcohol and tobacco or the use of foul or untoward-language or activity on the church premise **is prohibited** and will not be tolerated.
3. Those who provide music should use appropriate lyrics and should dress and talk modestly. The beat of the music, whether instrumental or vocal, should not overshadow the melody. The volume should be low enough to allow two people who are standing side by side to hear each other as they carry on a normal conversation.
4. • Lights should be bright enough for people to see across the room. Strobe lighting and psychedelic lights that pulsate with the beat are not acceptable. Lights on the floor, in the corners of the room, or spotlighting walls and ceiling are appropriate.
5. All decorations must be taken down (including tape) and removed at the conclusion of the event. Floors should be swept and all confetti cleaned up.

VII. Accident Response If an accident or injury occurs on church property or during a church-sponsored activity, leaders observe the following guidelines, as applicable: Render first aid. If a person needs medical care beyond simple first aid, contact emergency medical services, pastor or the facilities manager, and the parent, guardian, or other next of kin. In case of a missing person or fatality, immediately notify local law enforcement authorities and cooperate fully with them. Provide emotional support. Do not encourage or discourage legal action against the church, and do not make commitments on behalf of the church. Gather and preserve witness names and information, accounts of what happened, and photographs.

Accident Reporting: The Pastor should be notified promptly if:

1. An accident, injury, or illness occurs on church property or during a church-sponsored activity.
2. A person who was participating in a church-sponsored activity is missing.
3. Damage to private, public, or church property occurs during a church-sponsored activity.

Contact Info:

David Back (Pastor)
(505) 394-2098

Nancy Roanhorse (Secretary/Treasurer)
(505) 430-7155

VIII. Observance

No church-sponsored or private events are to be scheduled during service hours.

IX. Food Service Waiver

A Food Waiver Application must be submitted for approval prior to hosting any event using goods or services from an outside group, organization, or vendor. By submitting, a Food Waiver Application, the applicant is agreeing on behalf of the group or organization to release SVBC from

any and all responsibility or liability for any injury or illness resulting from consumption of any food or beverage which SVBC did not prepare, distribute or provide. In addition, the reserving individual/organization is responsible for ensuring all church policies are in compliance, including displaying the approved food waiver at the event.

There can be no charge to attend a waived event where food is being served to the public. All food or beverages must be complimentary. All food and/or beverage must be served to attendees buffet style, self-serve potluck, or from an outsourced caterer. Any group or individual choosing to serve food on church property agrees to properly prepare, refrigerate and hold all perishable items according to the Apache County Health Department Standards.

X. Taxable Activities

Sponsors ensure that activities do not jeopardize the Church’s tax-exempt status. Church buildings and other property are to be used for worship, religious instruction, and other church-related activities. Church property should not be used for commercial purposes, which would violate laws that permit its tax exemption. Nor may its’ property be used for other purposes that would violate these laws. **The following list provides examples of uses that are not approved:**

1. Renting or leasing Church facilities for the purpose of personal financial gain.
2. Promoting business ventures or investment enterprises, including posting commercial advertising or sponsoring commercial entertainment.
3. Buying, selling, or promoting products, services, publications, or creative works or demonstrating wares.
4. Holding unauthorized fund-raising activities.
5. Hosting speakers or instructors who recruit participants, or who solicit customers while giving seminars, lessons, classes, and so on.
6. Holding organized athletic events that are not sponsored by the church, including practices.

FACILITY UTILIZATION REQUEST SANDERS VALLEY BAPTIST CHURCH

Date of Request: _____ Calendar Date Requested: _____

Group: _____ Type of Function: _____

Other (Specify): _____

SPACE UTILIZATION Area Requested: _____ Time: _____
until: _____

Person Who Will Secure the Building: _____

FOOD SERVICE

Type of Function: _____

Catered: _____

FOOD SERVICE WAVER I clearly understand that there can be no charge to attend a waved event. All food or beverages cannot be sold to attendees thus must be complimentary. All food and/or beverages will be prepared off site and served to attendee's served buffet style, self-serve potluck and or through the use of an outsourced caterer. It is hereby agreed that the aforementioned group will indemnify and hold harmless the SVBC from any claims or actions which may arise from the provision of food at the event described herein, and that you agree to properly refrigerate and hold all perishable items.

For User Organization:

Signature: _____

Printed Name: _____ Date: _____

IN CHARGE Contact Person for the Event _____

Telephone _____ Email: _____

APPROVAL _____ BY

DATE ENTERED ON CALENDAR _____

KEY ISSUED TO: _____

EQUIPMENT CHECKED OUT TO: _____ Signature and date

EQUIPMENT CHECKED IN AND INSPECTED: _____ Signature and date

COMMENTS:

AGREEMENT FOR USE OF CHURCH FACILITIES

This AGREEMENT made this _____ day of _____, 20____ by and between Sanders Valley Baptist Church and _____. (Hereafter called "User"), is on the following terms and conditions:

1. The term of use shall be from _____, 20 ____ to _____, 20 ____.
2. Use shall be confined to the following:
 - a. Location: (building) _____.
 - b. Day of the Week: _____.
 - c. Time: From: _____ to: _____.
 - d. Purpose: _____.
 - e. Approximate number of Participants: _____.
3. The fee for such use shall be \$ _____ payable to the church office and clearly identified as to the specific group participating.
4. User represents that it is a non-profit civic, educational or service organization whose primary purpose in the use of said facilities is other than for profit.
5. User will take proper care of all facilities used, will be responsible for any defacement or damage to property as a result of said use, will use decorum as befitting church property in said use and will act in conformance with all church rules. Children must remain with their adult supervisors.
6. User agrees to prohibit the use of alcohol, marijuana, illegal drugs, and tobacco or the use of foul or untoward language or activity on the church premise.
7. User does hereby waive any and all claims, demands, and causes of action which they may have against SVBC as a result of the use of church facilities pursuant to this application User will indemnify, defend, and hold harmless Sanders Valley Baptist Church, its ministers, officers, members and employees from and against any and all claims, demands, causes of action and all other loss and expense, including costs of litigation arising out of or associated with the use of church property by the user and its members, guests, employees, and agents pursuant to this application.
8. User shall obtain and maintain liability and property damage insurance as they see fit.