

**DEER PARK BAPTIST CHURCH**

# **Building Use Policies and Procedures Manual**

Adopted 11/2004  
By Deer Park Baptist Church Trustees

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**YOU MUST READ AND AGREE TO THE FOLLOWING CONDITIONS BEFORE BUILDING REQUEST CAN BE PROCESSED**

**Deer Park Baptist Church**

**1. Policy for Use of Building, Grounds, and Equipment**

- 1.1. Any group or person desiring to use the building must complete out a Application for Scheduling Event form and submit it to the office for approval and scheduling. Any use of the building by an outside group is not to interfere with the building's use for church purposes. Use of the facility, fees and security deposit will be determined by the Church Trustees or a Church's designated Representative in coordination with church staff, officers and committees. Depending on the nature of the event and the group, a group may be asked to provide a certificate of liability insurance. The office will notify the applicant upon approval or denial of the request. Organizations using the building on a regular basis must renew this application prior to January 31<sup>st</sup> each year.
- 1.2. Regularly scheduled services and meetings will have claim prior to space, facilities and equipment ordinarily used by them. **FUNERALS OVERRIDE ALL RESERVATIONS.** Outside groups that are required to pay a fee or security deposit, must pay any fees two weeks prior to the event. All checks should be made payable to Deer Park Baptist Church, and turned in to the church office. Outside groups that are required to provide certificate of insurance must provide it two weeks prior to the event.
- 1.3. A deposit of \$20.00 will be required if keys are issued to the applicant. The deposit will be refunded upon the return of keys.
- 1.4. Security deposits will be returned without interest after the building use is completed, provided the facilities are undamaged and no maintenance, repair or unusual cleaning costs have resulted from the building use. Such costs will be deducted from the deposit. If there are extra cleaning costs or any damage to the facilities in excess of the deposit, Deer Park Baptist Church will bill the group or individual for such additional costs.
- 1.5. Each application must be sponsored by a member of the congregation, an organization within the congregation or an approved group that has a relationship with the church.
- 1.6. The applicant is to attend the meeting or event and is responsible for the observance of rules applicable to the use of the building, grounds, and equipment. That person listed on the application will be responsible for clean up, lights out, lock up, set security system etc.
- 1.7. When the building is being used for activities, designated exterior doors should be unlocked and unobstructed.
- 1.8. When the church is not being used for activities, all exterior doors should be locked. Interior doors leading from hallways to classrooms and large areas should be locked. Elevator floors should be locked.

## **2. Weekday Management**

**2.1.** Entrance to the office should be through Entrance 7 next to the Chapel. Exit 7 exterior doors will remain unlocked. The glass door can be unlocked electronically after the visitor identifies themselves through the use of the doorbell intercom and the security camera. While the office is open, the security camera can be monitored by those working in the front office.

**2.2.** Unless attending an event, all persons who enter the building must report immediately to the office.

## **3. Care of Deer Park Property**

**3.1.** Groups using the building, grounds, or equipment are expected to exercise utmost care in its use. They will be required to replace or repair any missing or damaged property or equipment. Groups using the building for persons participating in all activities must provide adequate supervision. Any storage of materials will need approval by the Trustees or the church's representative.

**3.2.** Only the space, rooms, and/or a group may use equipment requested and approved on the application are to be used.

**3.3.** Facilities, tables, chairs, etc. will be restored to the same positions as found. No furniture or decorations are to be removed from the premises. If items are moved, they must be returned to their original position after using the facility.

**3.4.** Items may not be attached or affixed to the walls, glass, woodwork, doors, ceilings or floors unless approved by the Trustees or church representative. When approved material is posted, only magic tape is to be used on the walls.

**3.5.** The use of candles is discouraged. However, if candles are used, two people should be appointed to make sure that all candles are properly set up, This is to minimize the threat of any fire danger to the building. At the immediate conclusion of the program, both individuals will check every candle to ensure that there are no sparks left on the candlewicks. (Best practice would be to remove the used candles from the building.)

**3.6.** Equipment related to the sound system, including microphones, music stands, amplifiers and instruments, is to be supervised by a church representative.

**3.7.** No animals are allowed in the facilities other than those assisting persons with disabilities. unless used for an educational purpose or approved by a church representative.

**3.8.** None of the church informational material about Deer Park is to be removed before the meeting or event. Individuals are welcome to take informational materials for their own education.

**3.9.** The church's telephone number may not be used on any publicity for non-church organizations without prior approval.

**3.9.1.** Check List for closing building

- a. Leave the facilities in as good, if not better shape, as found. Facilities must be cleaned up after use.
- b. Put all furniture and equipment back in its original location. Sweep up and/or mop up the floor and wipe surfaces clean if needed.
- c. Take away or throw away all items you brought (coats, hats, books, papers, cups, etc.).
- d. Carry trash out and place it in the dumpster.
- e. Remove all candles from the building.
- f. Make sure all lights are off, including in bathrooms.
- g. All toilets should be flushed and not running.
- h. Make sure coffee makers and associated heating units are turned off or unplugged.
- i. Ensure that the Parking Lot and Grounds are clean.
- j. Close and lock all windows and all doors and set the security system before leaving.
- k. All breakage or malfunction of equipment should be reported to the church office.

#### **4. Children's Areas**

- 4.1.** Doors to children's areas should be locked ten minutes after an event begins. Parents and worker needing access to the area can use the door bells located at the entrances. Workers should view through the glass in the doors, to see if the person at the door has a legitimate reason for being admitted to the children's area.
- 4.2.** Devices for two way communication for children workers to other adults in the building should be made available.
- 4.3.** All hallway lights should be on while children are in the area. At no time when children are present should any room be totally dark. Lights may be dimmed while children are napping.
- 4.4.** All workers should be familiar with the safety procedures for the area of the building where they are supervising children.
- 4.5.** The floor should be clear of all toys at the conclusion of the area's use.
- 4.6.** Furniture and toys must be appropriate for the age group

#### **5. Kitchen Use**

- 5.1. Hands must be washed before any work is done within the kitchen area.**
- 5.2.** Kitchen supplies are the responsibility of the group using the kitchen. The church's consumable supplies – including paper plates, cups, condiments and snacks – will not be available for use by any non-church group. These must be furnished by the organizations themselves. A kitchen resource manual is located by the telephone that explains the operation of the kitchen equipment.

- 5.3.** All leftovers should be removed from kitchen when the activity is over the refrigerator is not for long-term storage. (Do not make the assumption, that someone else will use the leftovers.)
- 5.4.** Coffee, tea, and punches may be prepared here; however, the church does not supply these for non-church activities. Note: NO red Kool-Aid or punch or other drinks that use red dye will be served inside the building. It permanently stains the carpets.
- 5.5.** Unlocked utensils in the kitchen may be used for activities.
- 5.6.** Some tablecloths may be used for church activities upon request. Tablecloths are not available for non-church activities.
- 5.7.** Children and teenagers must be supervised when using the kitchen.

**5.7.1. Checklist for closing kitchen:**

1. Make sure the stove is turned off. Turn off hood vent over stove.
2. Make sure the gas is turned off under steam table. Then, the steam table should be drained and cleaned.
3. Coffee pot should be off and plugged into electrical outlet.
4. Dishes used must be cleaned and put away.
5. Turn off dishwasher with circuit breaker on backside of dishwasher wall.
6. Drain all water from the dishwasher.
7. Clean the three strainers in the dishwasher and the strainer in the prewash sink.
8. Turn off the dishwasher vent fan. The switch is located next to the door.
9. Turn off air conditioners.
10. Clean all surface areas. Sweep the floor. Take out trash to the dumpster.
11. A new trash bag should be in trashcans.
12. Take all soiled dish cloths home, launder them, and return them promptly to the church.
13. Turn out all lights and lock the door.
14. All breakage or malfunction of equipment should be reported to the church office

**6. Grounds**

- 6.1.** In general, use of grounds outside the building are subject to the same rules as inside the building (noted above) with regard to (1) use permissions; (2) priorities; (3) personal conduct.
- 6.2.** Skateboarding, roller or inline skating, cycling sports equipment including balls is prohibited within the building. Some recreational activities may be permitted in Fellowship Hall or the basement if approved by a church's representative in advance.
- 6.3.** Loitering and soliciting of donations or accosting patrons or staff for any purpose that disrupts their use of the facility is prohibited. Non-Deer Park advertising materials may not be displayed or distributed without permission.

**7. Parking**

- 7.1. Parking is permitted only in designated church parking areas. No parking in front of doors is allowed. Cars without handicap identification will not park in areas designated for handicap parking.
- 7.2. No cars are to be left in the parking lot overnight unless the owner is participating in a church event or given approval by the Trustees or a church's representative. Cars left in the parking lot overnight are subject to being towed away.

## **8. Code of Conduct**

- 8.1. Activities and behavior should be in a manner befitting Deer Park Baptist Church..
- 8.2. No smoking is allowed in church facilities.
- 8.3. Profanity or coarse language is not permitted.
- 8.4. No illegal drugs, no consuming of alcoholic beverages, no gambling and no presence of unauthorized firearms/weapons or explosives are allowed on church property.
- 8.5. Parents or caregivers that bring children into the facility are responsible for monitoring their activities and regulating their behavior
- 8.6. The selling of any merchandise or charging admission to an event must be approved in advanced.

## **9. Trespassing Policy**

- 9.1. Deer Park Baptist Church is incorporated and privately owned by the membership of Deer Park Baptist Church. Deer Park welcomes all who wish to worship according to our Statement of Beliefs. The building is open for business at designated times and secured at designated times. Persons who trespass on church property are subject to prosecution under state law. Deer Park Baptist Church reserves the right to check the identification of any persons on church property, if a person is suspected of violating a church policy or state law.
- 8.2 A trespasser is:
  - a. A person who enters or remains in the church building when he is not privileged to do so. Privilege comes from a legitimate reason to be in the building.
  - b. A person who has a legitimate reason to be in the church building, but it is an area of the building inconsistent with his privilege.
  - c. A person who defies a lawful order by a church representative to leave the building or grounds
  - d. A person on the grounds of the church or within the church who is disrespectful or disruptive to the premises, congregation or a church activity.
- 9.2. IMPLEMENTATION PROCEDURES: If individuals are determined to be trespassing by the church representative:
  - a. Warn the individuals that their continued presence on Deer Park property will be considered trespassing and that they will be directed to leave.
  - b. If a trespasser refuses to leave the church site after having been warned, the church's representative should seek police assistance.

- c. Individuals who fail to comply with the directive to leave will subject themselves to criminal prosecution on the charge of trespassing.

## **10. Building Security**

- 10.1.** Since our church staff is small and this is mostly a volunteer organization, it is imperative that everyone works to see that people and the building are safe and secure. If doors are left unlocked, people can wander into our building and rummage through rooms and equipment. We want our church to be inviting to others. We also want our members and employees to be safe while on Deer Park Baptist Church's property. It is important to keep our building secure and clean for those who use our building facility. Those who have keys to the building always need to be aware of security issues.
- 10.2.** All exterior doors need to be locked during times when activities or programs are not in progress. All interior room doors leading into hallways should be locked when the room is not in use.
- 10.3.** When programs or activities are in progress, all exterior doors in the immediate area of the activities should be unlocked.
- 10.4.** It is advisable if you are in the building alone to carry the church keys, the cordless phone or a cell phone
- 10.5.** There are eleven entrances to the building. Each entrance is numbered on the attached diagram of the church. Some of these entrances have double doors. In order for these doors to be secure, the bolt on one of these doors must be secured before the other door is locked. (Everyone should check Entrance doors when leaving the building. Doors that have been problem areas are Entrance 7-**next** to chapel, **9-next** to kitchen, 10 & 11 glass door entrance in rear of building. Entrance 7 has a buzz lock to allow people in the office to monitor who is in the building. Entrance 7: The two-way speakers will allow for confirmation that the person entering the building has a valid reason. The other two-way speaker is in the air lock just inside the air lock of Entrance 7. When pressing the unlock button to allow entry, depress the button until the person entering has time to open the door. The security camera on the secretary's desk can monitor entrance 7 and entrance 10.
- 10.6.** If any of the following procedures are not followed, an intruder can wander throughout the building without any difficulty.
  - a. The hallway to rooms 101 to 103 should be locked when not in use. Highland Community Ministries will make sure the hallway door and the door to the Atrium is locked. Also, check Entrance 11 to make sure those doors are locked as you leave the building.
  - b. The hallway to rooms 110 to 123 (Children's area) needs to be locked when not in use. The Children's Day Out Director is to secure the hallway doors and the door to the basement. Also, check Entrances 10 & 11 to make sure those doors are locked as you leave the building.
  - c. The stairway door leading to room 226 needs to be locked when the Louisville Deaf Church has finished using it.

- d. All doors leading to the sanctuary should be locked. (Everyone should check this.)
- e. All floors on the elevator should be locked, including the first floor, unless the building is occupied. Everyone who has an elevator key should check the elevator floors, as they depart the building.
- f. Check with Louisville Baptist Deaf Church on Sunday morning and Wednesday evening to make sure that lockup procedures are followed and the security alarm is set.
- g. *When leaving the building, Make sure that it is locked or there is someone else who will secure the building.*
  - Turn out all Lights*
  - Lock all hallway doors*
  - Lock Elevator*
  - Set Security alarm*

Report any problems within the building to a Trustee immediately.

**This agreement may be amended at anytime by Deer Park Baptist Church.**

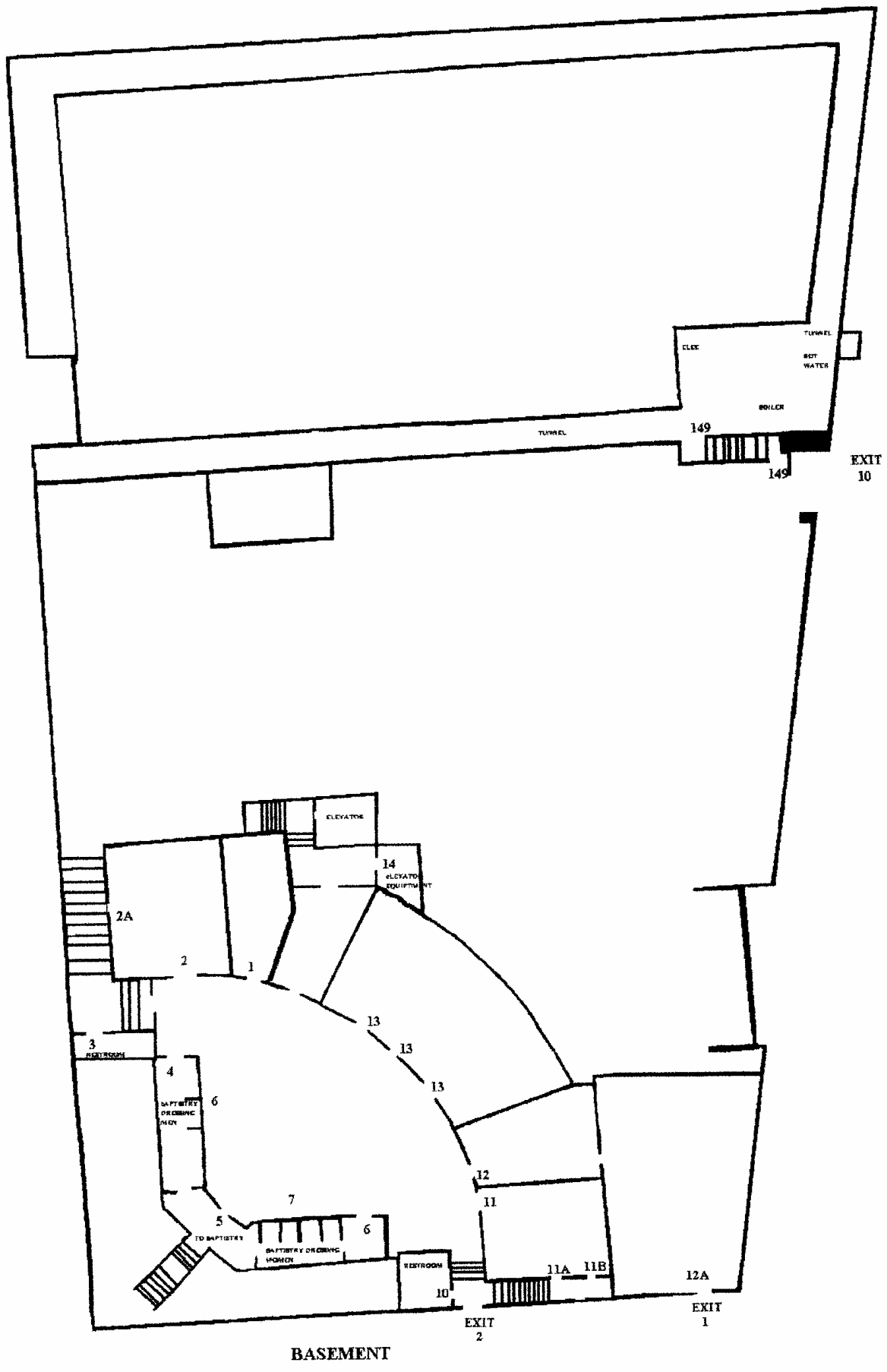
## **Check List for Closing Building**

1. Leave the facilities in as good, if not better shape, as found. Facilities must be cleaned up after use.
2. Put all furniture and equipment back in its original location. Sweep up and/or mop up the floor and wipe surfaces clean if needed.
3. Take away or throw away all items you brought (coats, hats, books, papers, cups, etc.).
4. Carry trash out and place it in the dumpster.
5. Remove all candles from the building.
6. Make sure all lights are off, including in bathrooms.
7. All toilets should be flushed and not running.
8. Make sure coffee makers and associated heating units are turned off or unplugged.
9. Ensure that the Parking Lot and Grounds are clean.
10. Close and lock all windows and all doors and set the security system before leaving.

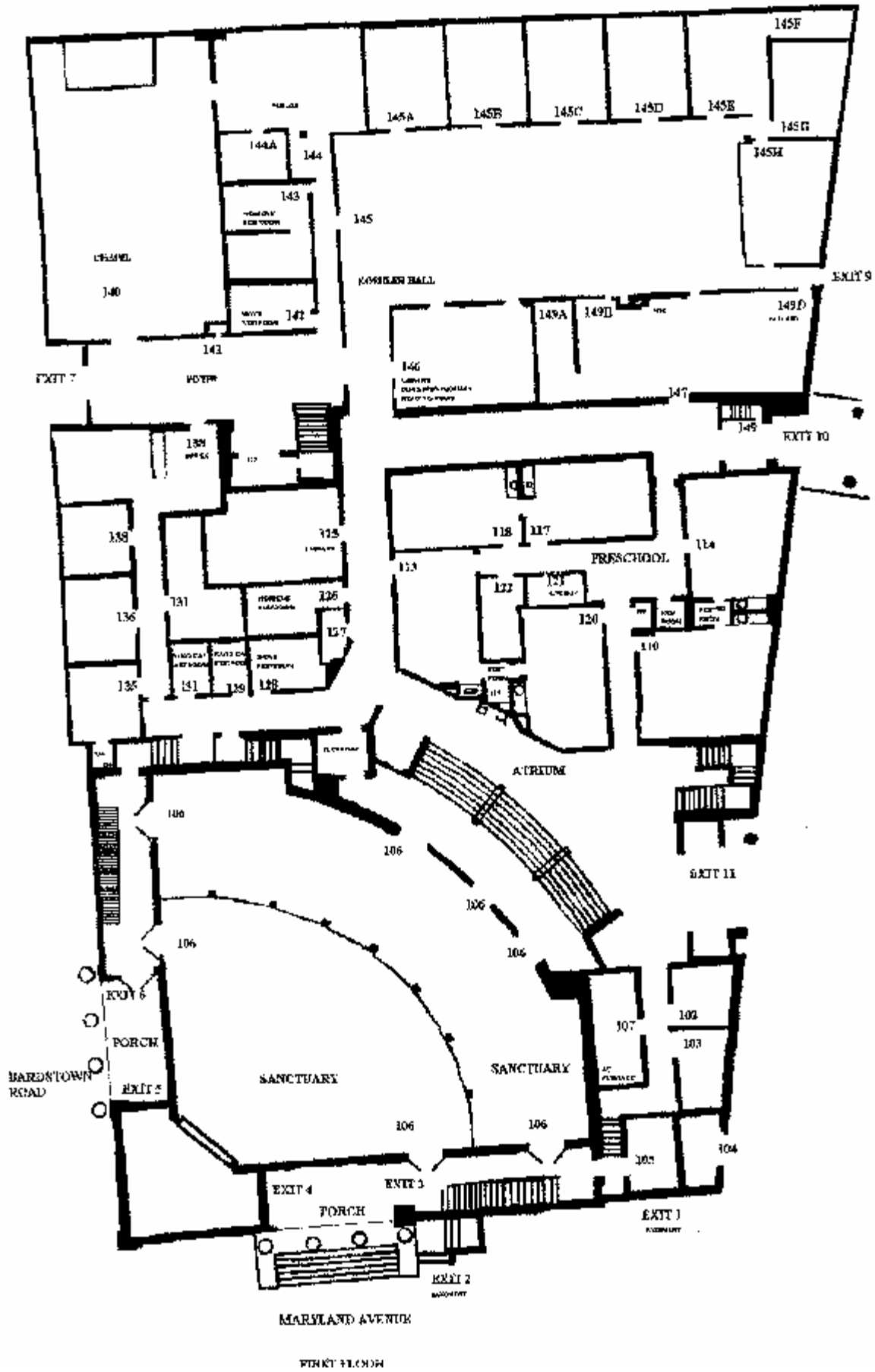
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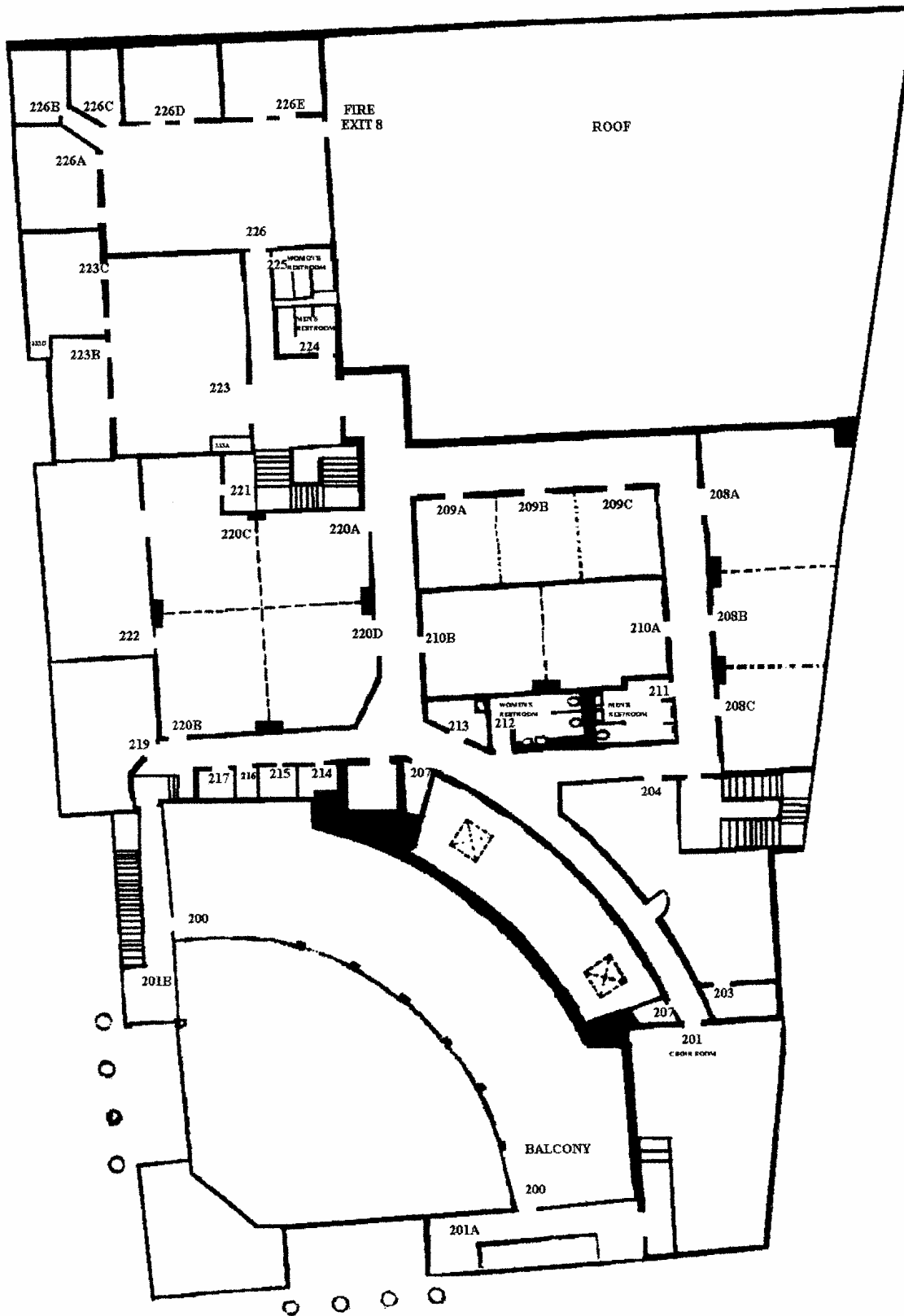
## **Checklist for Closing Kitchen**

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2. Make sure the gas is turned off under steam table. Steam table should be drained and cleaned.
3. Coffee pot should be off and plugged into electrical outlet.
4. Dishes used must be cleaned and put away.
5. Turn off dishwasher with circuit breaker on back side of dishwasher wall.
6. Drain all water from the dishwasher.
7. Clean the three strainers in the dishwasher and the strainer in the prewash sink.
8. Turn off the dishwasher vent fan. The switch is located next to the door.
9. Turn off air conditioners.
10. Clean all surface areas. Sweep the floor. Take out trash to the dumpster.
11. Put new trash bag in trashcans.
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**BASEMENT**







## Security Sensors

Sensor Number	Location
1	Boiler Room Exterior Door (Door Sensor)
2	Basement Exterior Door (Door Sensor)
3	Maryland Sanctuary Exterior Door (Door Sensor)
4	Foyer by Exit 7(Motion Detector)
5	Chapel Motion Detector (Motion Detector)
6	Bardstown Sanctuary Exterior Door (Door Sensor)
7	Bardstown Foyer Exterior Door (Door Sensor)
8	Bardstown Foyer Exterior Door (Door Sensor)
9	Kitchen Exterior Door (Door Sensor)
10	Alley Exterior Door next to Kitchen Room 149 (Door Sensor)
11	Alley Exterior Door next to Kitchen Room 149 (Door Sensor)
12	Alley Exterior Door in Atrium (Door Sensor)
13	Alley Exterior Door in Atrium (Door Sensor)
14	Alley Exterior Door in Atrium (Door Sensor)
15	Alley Exterior Door in Atrium (Door Sensor)
16	Front Fellowship Hall Room 145 (Motion Detector)
17	Back Fellowship Hall Room 145 (Motion Detector)
18	Elevator (Motion Detector)
19	Atrium (Motion Detector)
20	Sanctuary - Maryland side (Motion Detector)
21	Sanctuary – Bardstown Road side (Motion Detector)
22	Basement (Motion Detector)
23	Outside Room 223 at top of steps (Motion Detector)
24	Office Room 138 Hallway (Motion Detector)
25	Exit 10 (Motion Detector)
26	Preschool Room 114 (Motion Detector)