

ROCK SPRINGS BAPTIST CHURCH OF WOODSTOCK, GEORGIA, INC.

FACILITY USAGE RULES AND REGULATIONS

SECTION I. GENERAL CONSIDERATIONS

The rules and regulations set forth herein have been established by the Board of Deacons of Rock Springs Baptist Church of Woodstock, Georgia, Inc. for the purposes of ensuring that the facilities of Rock Springs Baptist Church of Woodstock, Georgia, Inc. (hereinafter the “Church”) are used in a manner consistent with the principles established in the Church Bylaws and to preserve and maintain the integrity of Church facilities for future generations of Church members. The primary purposes of Church facilities are for use as a place of worship and as the regular meeting place for Church worship services. Prior to a member reserving Church facilities or a non-member submitting a request for use of Church facilities for reasons other than regular worship services and Church sanctioned events, due consideration to the primary purposes of Church facilities should be given by the member or non-member. Where used in these rules and regulations, the term “Church facilities” shall by definition be inclusive of all real property owned by the Church and all buildings, structures, fixtures, furnishings and all like or similar items or structures located on the Church property.

SECTION II. DECISION MAKING AUTHORITY

The Board of Deacons (hereinafter the “Board”) shall have sole decision making authority to permit or deny use of Church facilities for a private function and shall enact rules and regulations related to use of Church facilities for private functions. The decision of the Board shall be final and shall not be subject to appeal or review. All reservations and requests for use of Church facilities for private functions shall be considered independently and the Board reserves the right to grant special hardship waivers or exemptions to established rules and regulations on a case-by-case basis. The Board retains the right to amend and revise the rules and regulations as it deems necessary.

SECTION III. PROCEDURES FOR FOR USE OF CHURCH FACILITIES FOR PRIVATE FUNCTIONS

The procedures for use of Church facilities for private functions by members and non-members shall be as set forth herein.

A. PRIORITY OF USE OF CHURCH FACILITIES

Regularly scheduled worship services and Church sanctioned events shall always take priority over any use of Church facilities for a private function. In the event of conflicts between a Church member reserving Church facilities and a non-member requesting the use of Church facilities, the member’s reservation shall have priority over the non-member’s request.

B. REQUESTS FOR USE OF CHURCH FACILITIES BY CHURCH MEMBERS

All Church members are authorized to reserve Church facilities for use for private functions. Members should post their reservation in the Facility Usage Calendar Book and are encouraged to do so as far in advance of the date of the reservation as practicable to avoid conflicts.

C. REQUESTS FOR USE OF CHURCH FACILITIES BY NON-MEMBERS

Non-members of the Church shall be permitted to request use of Church facilities for private functions. A request for use of Church facilities for private functions by a non-member shall be made in writing by submitting a completed "REQUEST FOR USE OF CHURCH FACILITIES" form along with the required security deposit and facilities usage charge to the current Chairman of the Board. If for any reason the completed form and required payment cannot be submitted to the Chairman of the Board, submission may be made to any current member of the Board. Forms will be available at the Church or may be obtained from any current member of the Board. Failure to submit a completed form or provide the required payment may result in a request for use of Church facilities not being considered or being denied. The Board shall make reasonable efforts to render a decision on all requests in as timely a manner as is practicable.

Any request by a non-member must be sponsored by a Church member. The sponsoring Church member assumes all responsibility for ensuring that the non-member's function is conducted in a manner consistent with the principles set forth in Section I of these rules and regulations. The sponsoring member shall be responsible for providing access to Church facilities for the non-member's function and is expected to be present at the Church during set-up for the private function, during the private function and after the non-member's private function to ensure compliance with these rules and regulations. The sponsoring member shall be responsible for compliance with all rules and regulations for use of Church facilities by a non-member.

D. SECURITY DEPOSIT AND FACILITY USAGE CHARGE

(i) Members are not charged any security deposit or facilities usage fee.

(ii) A non-member's request for use of Church facilities shall include a security deposit and facility usage charge in accordance with the schedule set forth below. No request will be considered by the Board, absent a showing of hardship accepted by the Board, unless payment in full of the security deposit and facility usage charge is made at the time the request is submitted. Should a request for use of Church facilities be denied, the security deposit and facility usage charge will be refunded in whole within a reasonable time period. The Board reserves the right

to impose a security deposit and facility usage charge greater than those listed herein depending on the nature of the private function and the expected number of people attending the function.

(iii) NON-MEMBER SECURITY DEPOSITS

Any request for use of Church facilities made by a non-member shall include payment of a security deposit in the amount of \$500.00. Following the function, the required security deposit will be returned within a reasonable time period if no damage was done to the Church as a result of the function and the Church was returned to its pre-function condition in a timely manner following the function. Cleaning and returning Church facilities to its pre-function condition shall be done as required in these rules and regulations.

Failure to properly or timely clean and return Church facilities to its pre-function condition may, in the sole discretion of the Board, result in a forfeiture of all or part of the required security deposit. Should the Church incur cleaning costs in returning Church facilities to its pre-function condition, the non-member requesting use of Church facilities shall be liable to the Church for the full amount of the cleaning cost, even if said sum exceeds the required security deposit. The Board, in its sole discretion, may utilize outside vendors or internal resources to clean. Payment in full for the cost of any cleaning necessary to return Church facilities to its pre-function condition shall be due immediately upon being presented with a request for payment from the Board and any non-member requesting use of Church facilities for a private function agrees to accept the amount of any such request for payment from the Board as representing the fair, reasonable and necessary cost of cleaning.

(iv) NON-MEMBER FACILITY USAGE CHARGES

Any request for use of Church facilities made by a non-member shall include payment of a facility usage charge in the amount of \$500.00 per day for each day the Church facilities are used. Days used for preparation of the function, the function and clean up after the function shall each be subject to the per day facility usage charge.

SECTION IV. RESPONSIBILITIES ACCOMPANYING USE OF CHURCH FACILITIES

A. CLEANING OF CHURCH FACILITIES FOLLOWING A PRIVATE FUNCTION

Following a Church member's or non-member's private function, the Church shall be cleaned and returned to its pre-function condition within a reasonable time period. All cleaning and other activities necessary to return Church facilities to its pre-function condition must be completed prior to the next scheduled Church worship service or Church sanctioned event. Cleaning supplies and equipment located at the Church may be used for clean up. At a minimum, cleaning shall consist of the following:

- (i) all trash from the private function will be collected from interior and exterior Church facilities, bagged and deposited in trash cans located outside the Church;

- (ii) every interior area of the Church facilities used in any way in connection with the private function must be vacuumed and cleaned as necessary to return it to its pre-function condition;
- (iii) all signs, banners, tents or other temporary items placed on Church facilities as part of the private function must be promptly removed and properly disposed of;
- (iv) all kitchen facilities, dishes, glasses, utensils and tables shall be thoroughly cleaned and returned to its pre-function condition and
- (v) all bathrooms shall be thoroughly cleaned and returned to its pre-function condition.

B. LIABILITY FOR DAMAGE TO CHURCH FACILITIES

All damage to Church facilities shall be reported immediately to the current Chairman of the Board or, if the Chairman is unavailable, to any other current member of the Board. The Church member or non-member requesting use of Church facilities shall take reasonable action to lessen or mitigate damage to Church facilities once any such damage has occurred.

Any Church member or non-member using Church facilities for a private function shall be liable to the Church for the full cost, even if said cost exceeds the required security deposit, of repairing any damage caused to its pre-damaged condition, including labor and materials necessary to make the repair. The Board, in its sole discretion, may utilize outside vendors or internal resources to repair damage. Payment in full for the cost of any repair, after application of the required security deposit, shall be due immediately upon being presented with a request for payment from the Board and any Church member or non-member requesting use of Church facilities for a private function agrees to accept the amount of any such request for payment from the Board as representing the fair, reasonable and necessary cost of repair.

C. SPECIFIC RULES FOR USE OF CHURCH FACILITIES

All Church members and non-members using Church facilities for a private function shall strictly adhere to the following rules unless written permission is obtained from the Board. The Board retains the right to enact new rules or additional rules as it deems necessary depending on the nature of the private function.

- (i) alcoholic beverages and illegal drugs are strictly prohibited from Church facilities and shall not be served or consumed at any private function;
- (ii) food and beverages of any kind are strictly prohibited in the Church sanctuary and are only allowed in the kitchen and common area of the Fellowship Hall;
- (iii) smoking is strictly prohibited in the interior of all Church facilities;

- (iv) all persons attending any private function utilizing Church facilities shall conduct themselves in a lawful and orderly manner and shall make reasonable efforts not to disturb the Church's neighbors;
- (v) marriage ceremonies using Church facilities shall only be the marriage of one man to one woman; same sex marriage ceremonies are strictly prohibited from Church facilities;
- (vi) marriage ceremonies using Church facilities shall be performed by a licensed, male minister of the same faith and order;
- (vii) the piano and organ shall not be moved or defaced;
- (viii) no furniture, fixtures, wall hangings or similar items shall be moved, removed or altered in any way whatsoever unless a specific written request is submitted to the Board and the Board issues a written approval of said request and
- (ix) no permanent or temporary structures, tents, signs or banners may be erected on Church facilities unless a specific request is submitted to the Board and the Board issues a written approval of said request.

SECTION V. KEY ACCESS TO CHURCH FACILITIES

Keys to Church facilities shall be distributed by the Board. All Church members may have a key to Church facilities by making a request for a key to the Board. Keys to Church facilities shall not be issued to non-members unless, in its sole discretion, the Board determines that the issuing of a key to a non-member is in the best interests of the Church. Keys to Church facilities may be issued to local funeral homes so that preparations may be made for funerals held at the Church. All doors to Church facilities shall be locked and secured upon final exit from Church facilities.