

# FACILITY USAGE POLICY

909 US Highway 70 SW, Hickory, NC 28602 | (828) 328-9913 | info@hickorybiblechurch.org

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Hickory Bible Church (HBC) has been blessed with an excellent campus, which we purpose to steward to the end of making disciples of Jesus Christ for the glory of God. Thus, any event we host must serve this mission and embody our values, be in accord with what we believe, and treat our facilities with care and respect.

## ELIGIBLE USE

**Eligible Users.** Use of the facilities shall be restricted to the following users:

1. Official ministries of HBC (e.g., student and college ministries, men's and women's ministries, worship team, Life Groups, etc.);
2. Local or global outreach ministries supported by HBC (e.g., Safe Harbor, European Christian Mission, etc.);
3. Non-seasonal HBC staff (i.e., Pastors, Directors, Coordinators, & Assistants but not seasonal childcare workers);
4. Members of HBC who desire to host a wedding for an HBC member or a funeral for an HBC member or a family member of an HBC member. Special requests for anything outside of weddings and funerals will be decided on a case-by-case basis.

The following may not use the church facilities:

1. Any group or organization whose primary purpose is to engage in political advocacy;
2. Any political party or any group affiliated with any political party;
3. Groups or organizations operating for commercial gain, or individuals seeking use of the church facilities to promote any for-profit business; provided, however, that this restriction shall not apply to any invited guest of the church or to any musician, artist, filmmaker, writer, or speaker who supports himself or herself in that manner;
4. Groups or organizations whose activities or positions are in conflict with the mission, doctrine and core values of HBC as determined by the church, in its sole discretion, as an ecclesiastical matter, which determination shall be made by the HBC Elders or a staff member representing the HBC Elders (NOTE: Anyone applying to use church facilities agrees that this decision is purely an ecclesiastical matter that involves interpretation of church doctrine.);
5. Any group or organization whose use may be prejudicial in any way to the best interests of the church as determined by the church in its sole discretion;
6. Any group that fails to abide by the "User Responsibilities" and "User Restrictions" explained below.

**Priority Use.** In general, the following priority schedule is followed when our facilities are requested for use:

1. Official ministries of HBC;
2. Local or global outreach ministries supported by HBC;
3. HBC member-hosted weddings and funerals;

#### 4. HBC staff or member private events.

While the above hierarchy lists the general priority for resolving conflicts regarding requests for building use, HBC reserves the right to reject any individual or group should another event of higher priority arise. If an individual or organization has a special request that is hindered by this policy they can make their request known to the Director of Administration.

Our criteria to determine building usage:

- Is the activity consistent with who we are and what we believe?
- Is the space available? (e.g., How does the use impact our church programs/activities?)
- Are there safety/legal issues?
- Does the person/group understand and respect the primary purpose of the property requested?

By submitting a request to use the church facilities, the requesting party agrees that the HBC Elders or a staff representative may decide, in their sole discretion, whether the requesting party may use the church's facilities, and this decision will be final and not subject to challenge.

**Safety.** HBC may deny an application or cancel a calendar activity if determined that there is an unreasonable level of risk of injury to persons or property. A representative of the Church has the inherent authority to stop said event in progress if, in his or her opinion, such action is necessary in order to protect life, health, or property.

**Timeliness.** Requests for us must be made at least **30 days before** the event date; however, for optimal experience, requests should be made 60 - 90 days in advance. HBC reserves the right to cancel a scheduled event with 30 days notice to the user.

#### USER RESPONSIBILITIES

1. The user shall be responsible for all buildings, grounds, fields, and equipment incident to the use of the church's facilities, and the user agrees to hold harmless HBC as well as it's Elders, staff, and members for any damage, hardship, or injury caused by any of the user's participants, vendors, or attendees.
2. The user shall make no temporary or permanent modifications to any church property unless approved in advance by the Associate Pastor of Administration.
3. The user agrees to make use of the church facilities in accordance with all church policies, rules, and practices, and in compliance with all county, state, and federal laws, including fire codes.
4. The user is responsible for providing all necessary and appropriate safety instructions to all participants, vendors, or attendees at the user's event.
5. The user agrees to provide responsible adult supervision for their group at all times when facilities are in use. Any minors left unsupervised are the responsibility of the group or individual using the facilities.
6. The user agrees to leave the church property and facilities in a reasonably clean condition. Performance of clean-up by the church will not reduce the user's liability for damages, and the church may direct any extraordinary clean-up costs it incurs to the user for payment or reimbursement.

7. The user must remove all of its materials from the church facilities within 2 hours after the event is concluded, absent another approved arrangement with the HBC staff. Any item or material left at the church facilities more than 10 days after an event is concluded shall be deemed abandoned and shall become property of HBC to be used or disposed of as the church alone determines.

#### USER RESTRICTIONS

*Alcohol, Tobacco, Drug, and Vapes.* HBC prohibits the presence and/or use of alcohol, tobacco, illegal drugs, vapes, or any controlled substances on campus. This policy also precludes flagrant misuse of prescription drugs as well as the use of hemp, CBD, and marijuana products for recreational or non-prescribed use.

*Furniture.* No furniture (tables, chairs, etc.) or equipment belonging to the church may be loaned or removed from the building. Users may use tables, chairs, and lecterns, as their set up requires, but they should not move items unless cleared by the Facilities Coordinator.

*Technology.* Any use of audio-visual equipment in any of the church's environments requires a church-approved A/V tech, compensated at an hourly rate by the user (c.f., "Room Arrangements and Fees" below). This includes the use of microphones, amplifiers, speakers, recording equipment, televisions, video game consoles, etc.

*Weapons, Explosives, and Fire.* No weapons are allowed on church property, including: BB guns, air rifles, air pistols, tasers, Bowie knives, sling shots, switchblade knives, daggers, ninja stars, fireworks, guns, rifles, pistols, or any other firearms, without express permission from the HBC Elders. No open flames are permitted at any event, without express permission from HBC staff.

*Weddings and Funerals.* All weddings and funerals must comply with HBC's relevant beliefs articulated in our Doctrinal Statement ([www.hickorybiblechurch.org/beliefs](http://www.hickorybiblechurch.org/beliefs)). Particularly for weddings, all weddings on HBC's campus must comport with what we believe the Bible teaches about manhood, womanhood, and sexuality (see "Manhood, Womanhood, & Sexuality"). Moreover, final approval for weddings and funerals resides with the HBC Elders, and during the respective ceremonies, the presiding HBC Pastor possesses final authority regarding the event's liturgy, including but not limited to the order of service, Scripture readings, poems, songs, vows, and sermon.

## PROCEDURE FOR REQUESTING FACILITY USE

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If you do not represent an Official HBC Ministry (Positively: You are in one of the categories of Eligible Users 2-4 above) and wish to use the church facilities, then complete the following steps at least 30 days before your proposed event (applying at least 60 - 90 days in advance is preferable):

1. Read the "Facility Use Policy" above and HBC's Doctrinal Statement ([www.hickorybiblechurch.org/beliefs](http://www.hickorybiblechurch.org/beliefs)).
2. Contact Kyle Cerrito ([kyle@hickorybiblechurch.org](mailto:kyle@hickorybiblechurch.org) or 828-328-9913 x107). He will take down your information and do an initial calendar check to see if the date is available for your event.
3. Fill out the following "Application for Facility Use" and submit it to Kyle Cerrito. He will inform you if the Elders or a staff representative have approved your request
4. Set an appointment with Cindy Clontz ([cindy@hickorybiblechurch.org](mailto:cindy@hickorybiblechurch.org) or 828-328-9913 x110). At your meeting, you will make detailed arrangements for your event, agree to the usage fees for your event, and sign the "Facility Use Agreement." See next page for possible room arrangements and fees.

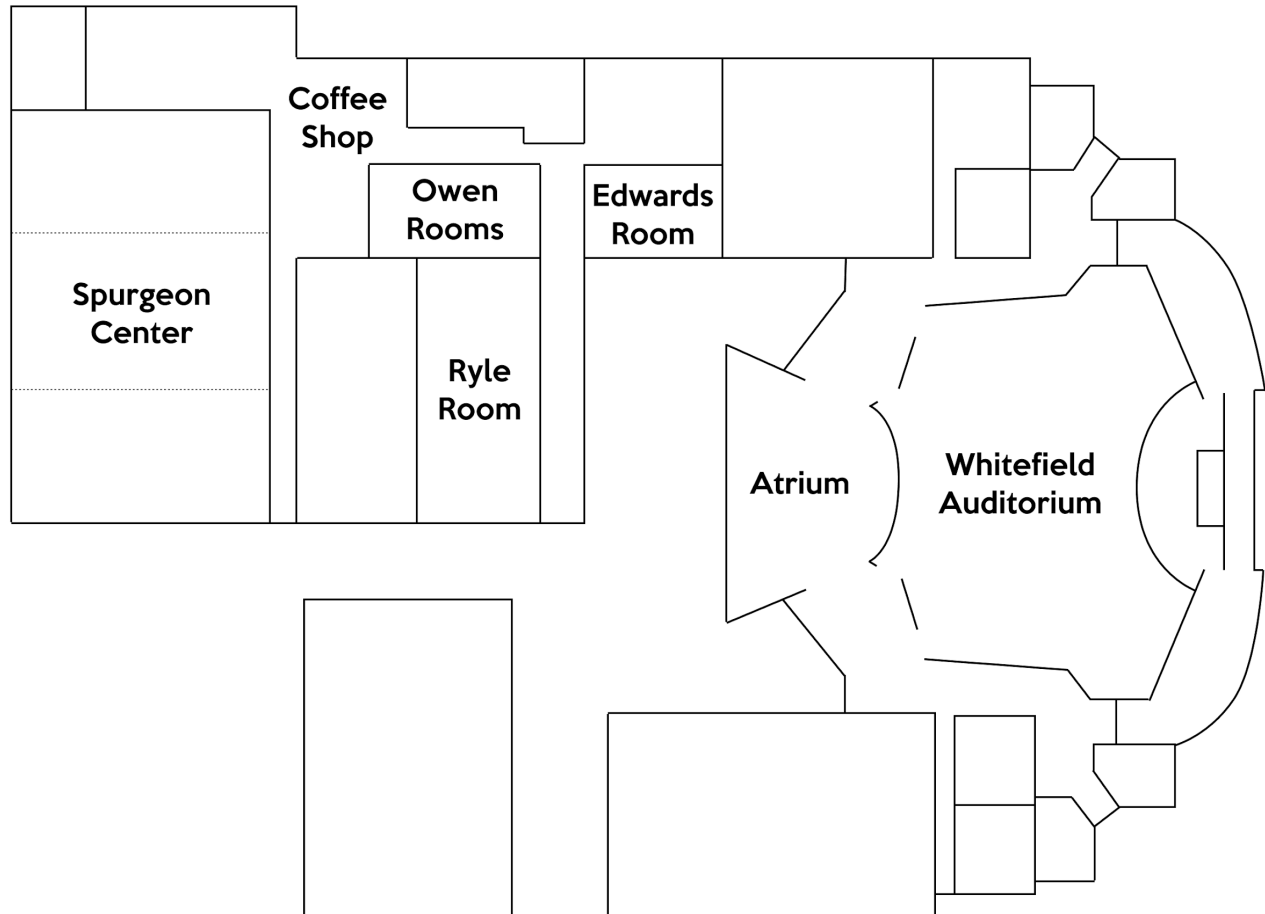
If you do represent an Official HBC Ministry and wish to use the church facilities for an event consistent with your ministry's purpose, then complete the following steps:

1. Contact the Elder or staff person overseeing your ministry, and request their approval and endorsement for your event.
2. If approved, contact Kyle Cerrito ([kyle@hickorybiblechurch.org](mailto:kyle@hickorybiblechurch.org) or 828-328-9913 x107). He will take down your information and do an initial calendar check to see if the date is available for your event.
3. If necessary, set an appointment with Cindy Clontz ([cindy@hickorybiblechurch.org](mailto:cindy@hickorybiblechurch.org) or 828-328-9913 x110) to make arrangements for your event.

## ROOM ARRANGEMENTS AND FEES

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Refer to this campus map as you consider the various rooms and arrangements available.



### FEES

In order to provide excellent facilities for events that serve the mission and vision of HBC, there are four categories of fees: Room Fees, Set Up/Tear Down Fees, Cleaning Fees, and A/V Technician Fees. Check payment for these fees should be made out to Hickory Bible Church.

**ROOM FEES.** This charge is to help HBC provide maintenance and utilities for the space, so that we can preserve the quality and usefulness of the facilities God has given us.

Whitefield Auditorium	\$600/day
Whitefield Atrium	\$300/day
Coffee Shop	\$100/day
Spurgeon (Entire Room)	\$450/day
Spurgeon 1, 2, or 3	\$150/day

Ryle	\$200/day
Owen (Entire Room) Owen 1, 2, or 3	\$150/day \$50/day
Edward's Training Room	\$50/day

*SET UP/TEAR DOWN FEES.* Every room and every arrangement available for using HBC's facilities requires time and expertise to set up the appropriate tables, chairs, sofas, drink carts, etc. for an event. These items are easily damaged during the process of setting up and tearing down, so they may not be moved without the oversight of the Facilities Coordinator or another responsible person paid by HBC. This fee is to pay for these items to be set up and put away before and after your event. Please note that you are welcome to discuss with the Facilities Coordinator how you can help HBC's paid set up/tear down team in order to reduce this fee.

Equipment/Furniture Movers	Cost/hr*
1	\$20/hr
2	\$40/hr
3	\$60/hr
4	\$80/hr

\* Note: Minimum cost for equipment/furniture movers is 1 hour's worth of labor.

*CLEANING FEES.* While cleaning may take longer or shorter depending upon your arrangement and number of attendees, the following chart gives the estimating cost that HBC will incur in cleaning and sanitizing the space after your event.

Whitefield Auditorium	\$200
Whitefield Atrium	\$200
Coffee Shop*	\$50
Spurgeon (Entire Room) Spurgeon 1, 2, or 3	\$200 \$100
Ryle	\$75
Owen (Entire Room) Owen 1, 2, or 3	\$75 \$25
Edward's Training Room	-

\* This fee is waived if you rent Spurgeon as well.

**AUDIO/VISUAL TECHNICIAN FEES.** The following are hourly fees designated for an Audio/Visual (AV) Technician. The cost of the AV Technician will be based on the requirements, needs and specific duration of the particular event. A final cost will be determined once clarification of needs has been verified. HBC has staff, members, and outside contractors who are trained to come in and work the events.

AV Technician	\$40/hr
AV Technician (Wedding ceremony only)	\$150.00 flat

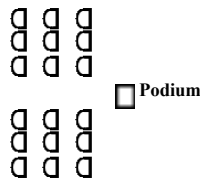
**ROOM ARRANGEMENTS, CAPACITIES, AND FEATURES**

<b>Whitefield Auditorium</b> <i>Max Capacity: 950</i> <i>Equipped with full music &amp; tech</i>	<b>Spurgeon</b> <i>Entire Room</i> <u>Seating Type      Capacity</u> Banquet            400 Rows                450 Seminar             250  <i>Per Section</i> <u>Seating Type      Capacity</u> Banquet            120 Rows                150 Seminar             80  <i>Sections divided by full privacy panels, providing light to moderate soundproofing</i>  <i>Spurgeon 1 (Rock Stage) is equipped with full Music &amp; Tech</i>	<b>Ryle Room</b> <u>Seating Type      Capacity</u> Banquet            100 Rows                120 Seminar             80  <i>Portable A/V equipment available</i>	<b>Owen</b> <u>Seating Type      Capacity</u> Banquet            60 Rows                100 Seminar             64  <i>Per Section</i> <u>Seating Type      Capacity</u> Banquet            20 Rows                25 Seminar             16  <i>Sections divided by full privacy panels, providing light to moderate soundproofing</i>  <i>Whiteboards in Owen 1 &amp; 3</i>
<b>Coffee Shop</b> <u>Seating Type      Capacity</u> Banquet            80 Rows                120 Seminar             60  <i>Portable A/V equipment available</i>	<b>Edward's Training Room</b> <u>Seating Type      Capacity</u> Rows                60 Seminar             40  <i>Wall-mounted whiteboard</i> <i>Portable A/V equipment available</i>		

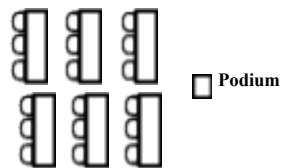
**#1 Banquet Seating Seating**



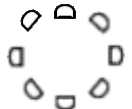
**#2 Row Seating**



**#3 Seminar Seating**

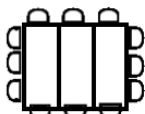


**#4 Circle**



**#5 Table Seating** – configuration options below (adjusted for number of attendees)

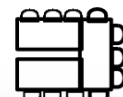
**Option A—Adjoining Tables**



**Option B—Open Rectangle**



**Option C—horseshoe**



# APPLICATION FOR FACILITY USE

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### INSTRUCTIONS

- Read the "Facilities Use Policy," "Procedure for Requesting Facility Use," and HBC's Doctrinal Statement ([www.hickorybiblechurch.org/beliefs](http://www.hickorybiblechurch.org/beliefs)).
- Complete this application. Initial statements and sign in the box on the last page.
- Return completed application to the HBC Office.

Date \_\_\_\_\_

### APPLICANT INFORMATION

Name \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### Which of the following best describes you?

5. Official ministry of HBC (e.g., men's ministry, women's ministry, worship team, Life Group, etc.);
6. Local or global outreach ministry supported by HBC (e.g., Safe Harbor, European Christian Mission, etc.);
7. Non-seasonal HBC staff (i.e., Pastors, Directors, Coordinators, & Assistants but not seasonal childcare workers);
8. Member of HBC who desires to host a wedding for an HBC member or a funeral for an HBC member or a family member of an HBC member.

**Will you be the primary contact person for this event?** \_\_\_\_\_ (If not, please provide their contact info below)

Name \_\_\_\_\_ Email \_\_\_\_\_

Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

### EVENT INFORMATION

Name of Event \_\_\_\_\_ Number of Attendees Expected \_\_\_\_\_

Description of Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



**Days and Times**

- Fill out the appropriate box below.
- Final Set-up times will be determined by HBC Staff.

<b>Single Day Event</b>		
Date:	Start Time:	End Time:
When do you want to set up for your event? (date and time)		

<b>Multiple Day Event</b>		
Day 1 (Date):	Start Time:	End Time:
Day 2:	Start Time:	End Time:
Day 3:	Start Time:	End Time:
Day 4:	Start Time:	End Time:
Day 5:	Start Time:	End Time:
When do you want to set up for your event? (date and time)		

**Rooms**

- Please indicate which area(s) you wish to reserve.
- Refer to "Room Arrangements and Fees" below for locations, capacities, fees, and set-up options.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Whitefield Auditorium  | <input type="checkbox"/> Spurgeon (Entire Room)  | <input type="checkbox"/> Owen (Entire Room) |
| <input type="checkbox"/> Whitefield Atrium      | -or-   |   |
| <input type="checkbox"/> Edward's Training Room | <input type="checkbox"/> Spurgeon 1 (Rock Stage) | <input type="checkbox"/> Owen 1             |
|   | <input type="checkbox"/> Spurgeon 2              | <input type="checkbox"/> Owen 2             |
| <input type="checkbox"/> Coffee Shop            | <input type="checkbox"/> Spurgeon 3 (Gym)        | <input type="checkbox"/> Owen 3             |
|   | <input type="checkbox"/> Ryle Room               |   |

Preferred Arrangement \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Service Requests

- *This page will give us a general idea of staffing required for your event. If you are uncertain about the extent of your needs, please indicate the "most" you may need. For example, if you're deciding between pre-packaged snacks or heavy hors d'oeuvres, check "hor d'oeuvres." It is easy to simplify your initial requests, but we may not be able to accommodate additional services.*
- *A line for "details" is provided with each category, if you wish to include more information. Service and staffing requirements will be discussed at your meeting with the Event Coordinator if your event is approved.*
- *All services are subject to staff and facility availability, and must be overseen by HBC Support Staff.*
- *With Event Coordinator's approval, you may line up volunteers to assist Support Staff in selected areas. See "Volunteers" below.*
- *All outside Providers (caterers, musicians, volunteers) are subject to departmental approval and oversight.*

**Food**       None       Light, pre-packaged snacks       Heavy Hors d'oeuvres       Full Meal(s)  
 Various food services needed throughout the event, including meals and snacks  
 Outside Caterer  
 Details \_\_\_\_\_

**Decorations**       None       Event-specific decor (birthday party, bridal/baby shower, special ceremony)  
 Casual Decor (disposable tablecloths, "minimal" or no centerpieces, etc.)  
 Formal Decor (cloth tablecloths, fresh flowers, etc.)  
 Details \_\_\_\_\_

**Music**       None       Pre-recorded (CD)       HBC musicians       Outside musicians  
 Details \_\_\_\_\_

**Tech Support**       None       Audio (mic/sound system)       Video (Projector & screen, PointPoint, etc.)  
 Details \_\_\_\_\_

**Volunteers**      *Will you provide volunteers to help with this event? If so, in what capacity will they assist?*  
 None       Set-up       Decorate       Clean and reset room  
 Food Service       Event Greeter       Other  
 Details \_\_\_\_\_

**SIGNATURE**

- *Initial beside each statement.*
- *Sign at bottom.*
- *If this is an application for a ministry or business, an officer or Board Member must sign.*

_____	I hereby request to use the premises and facilities of Hickory Bible Church for the dates and purposes specified in this application.
_____	I have read the Facilities Use Policy of Hickory Bible Church, and I (and my group) will abide by the terms set forth in that policy.
_____	I have read the Doctrinal Statement of Hickory Bible Church, and I (and my group) agree to speak and act in accordance with this statement and never contrary to it during the promotion, execution, and publication of the event.
_____	I understand that this application will be evaluated in accordance with the Facilities Use Policy.
_____	I understand that I (and my group) will be required to sign a Facilities Use Agreement, detailing the terms of usage including costs associated with this event.
Signature _____	Date _____
Print Name _____	
Title or Position _____	

**OFFICE USE ONLY**

Usage Approved \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date \_\_\_\_\_

Elder Signature \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

# FACILITIES USE AGREEMENT

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With this agreement Hickory Bible Church (HBC) grants (User's Name) \_\_\_\_\_  
(User's Address) \_\_\_\_\_ the ability to use the (Area Reserved) \_\_\_\_\_ for the purpose of (Purpose of Use) \_\_\_\_\_  
\_\_\_\_\_ for the following days: (Dates of Use) \_\_\_\_\_,

provided that the following terms and conditions are met:

1. The User agrees to uphold the Responsibilities and Regulations stipulated in HBC's Facilities Use Policy.
2. The User agrees to pay HBC (Amount) \_\_\_\_\_ for the use of the facilities.
3. The User agrees to hold harmless, indemnify and defend HBC (including HBC's agents, employees, and represen- tatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/ communicable disease, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for the User's purposes, regardless of whether such injury or damage results from the negligence of the HBC (including HBC's agents, employees and representatives) or otherwise
4. The User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
5. The User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
6. This agreement may be canceled unilaterally by either party with 30 days notice to the other party. In the event that HBC must cancel this agreement, the User will be entitled to any deposit the User has paid. However, in no event will HBC be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of the User's inability to use the above described premises, even if HBC has been advised of the possibility of such damages.
7. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

**HICKORY BIBLE CHURCH**

**USER**

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_