

**Maple Springs Baptist Church
4131 Belt Road
Capitol Heights, Maryland 20743**

POLICY FOR USE OF FACILITIES

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PART A: GENERAL

Maple Springs Baptist Church (MSBC) maintains facilities as a place of religious worship. This policy is to ensure the proper use and maintenance of the facilities. The Trustee Ministry must approve all usage of the facility.

I. General Terms Defined

1. Request Contract – refers to the Activity Facility, Transportation, and Contract Services Request which is submitted by a church ministry or the REQUEST FOR USE OF FACILITIES CONTRACT-WEDDING which is submitted by persons renting the church for a wedding and or wedding reception.
2. Fellowship Hall – refers to the Frank V. Myles Fellowship Hall
3. Pastor – refers to the Pastor of the Maple Springs Baptist Church or the person(s) designated by him to make decisions on particular matters.
4. Requester – refers to the person(s) making the request to rent the church for a wedding or the church ministry requesting space or service for an approved church activity.
5. Church Activity – refers to an onsite function that has been approved by the Pastor. These activities are covered by the church insurance policy and the space or service contracts have been approved by the Trustee Ministry.
6. MSBC – refers to Maple Springs Baptist Church, 4131 Belt Road, Capitol Heights, MD 20743
7. Requester – refers to the person(s) or church ministry that is requesting the church space or contract services via the Activity Facility, Transportation, and Contract Services Request or the REQUEST FOR USE OF FACILITIES CONTRACT-WEDDING.
8. Activity – is an event that is happening at the church.
9. Church – refers to Maple Springs Baptist Church, 4131 Belt Road, Capitol Heights, MD 20743

II. MSBC Meetings and Rehearsals and Ministry Activity

1. All members of MSBC will adhere to the policy outlined in this document.
2. The Trustee Ministry will approve the use of facilities and dates for meetings and rehearsals. The Trustee Ministry will approve the use of facilities for activities that have been approved by the Pastor.

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III. Wedding Rental Policy

1. The REQUEST FOR USE OF FACILITIES CONTRACT-WEDDING and a copy of the signed "POLICY FOR USE OF FACILITIES" must be filled out by the requester and returned to the Trustee Ministry for approval forty-five days before the activity. Facilities may be reserved six months in advance.
2. The Trustee Ministry will approve all requests for rental of facility.
3. There will be a fee for use of facilities to cover operating expenses. The requester will also pay or reimburse the church for any unusual expenses incurred because of activity.
4. All fees are due upon the approval and acceptance of the request contract.
5. MSBC must receive written cancellation notice from the requester 30 days prior to the activity for full refund of fees. If activity is canceled less than 30 days before the scheduled date, only 50% of fees will be refunded.
6. MSBC will conduct a facility/property inspection after the activity. Damages or unclean areas will be noted for assessment. If damage to church and/or equipment due to negligence occurs, requester will be required to pay the cost of repair or replacement.
7. All food must be prepared by licensed caterers when a rental agreement is in effect. Refer to Part A; Section VIII for requirements of a caterer. If the caterer in a rental agreement changes after the initial request contract is signed, the request contract is put on hold until the new caterer's documents are reviewed and accepted.
8. All persons or entities renting the church will adhere to the policies set forth in this document.

IV. Activity Guidelines

1. Smoking, alcoholic beverages, drugs, and dancing is prohibited on church property. Music that is not spiritually oriented or activities that would be disrespectful in a place of worship are prohibited.
2. Cars should be parked in the main parking lot first and all restricted parking signs must be obeyed. Parking on Belt Road should be limited to the church side only and only when the parking lot is full as church security does not extend to Belt Road. Do not park on both sides of Belt Road.
3. Food and drink are restricted to the kitchen and the Fellowship Hall. Do not eat or drink in the hallways, classrooms, meeting rooms, or sanctuary.

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4. A responsible adult must be present at all times during an activity. All areas of the church used for the activity shall be left in the same condition as it was at the beginning of the activity.

V. Usage Guidelines

1. Equipment and furniture owned by MSBC will not be removed from the property.
2. Rearrangement of equipment and furniture must be approved by the Trustee Ministry prior to activity.
3. The requester must obtain prior permission to use personal equipment on the property. The personal equipment can be brought to the church up to twenty-four hours prior to activity. This access to the church must be stated in the request contract.
4. All guidelines in Part C, Guidelines for the Use of Specific Areas must be followed.

VI. MSBC Liability/Responsibility

1. MSBC will not be held liable for the loss or damage to equipment not owned by the MSBC or personal injury caused by such equipment.
2. MSBC will not be responsible for loss or damage of personal items.
3. MSBC will ensure facilities are properly maintained so as not to present opportunity for personal harm.
4. MSBC shall provide custodian to maintain the property during use; all problems must be referred to custodian or onsite church official. No attempt to repair property shall be made by requester or by requester's guest(s).
5. The Trustee Ministry will inform the custodian to have the church opened a minimum of one hour prior to beginning time of activity stated in request contract. Any additional time needed must be documented in the request contract.
6. Requester shall be informed of any planned activities immediately before and after the requested activity.
7. MSBC will have an onsite wedding coordinator present during wedding services and receptions to ensure timelines of the activity comfort of the guests and proper usage of church and church equipment.
8. The Trustee Ministry will approve use of and review with requester proper usage of kitchen, related equipment and supplies. The requester will be informed of health standards set by the State of Maryland and adopted by the Prince George's County Health Department.

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VII. Time Guidelines

1. All activities involving extensive use of facilities, cleanup and set-up will end by 9:30 P.M., Sunday through Friday. Later use must be approved by Trustee Ministry and/or Pastor and noted on the request contract.
2. All activities involving extensive use of facilities, cleanup and set-up on Saturday will end by 7:30 P.M. so that the church can be prepared for Sunday worship services. Special exceptions must be approved by the Trustee Ministry and noted on the request contract.
3. Activity time period specified on the request contract must be adhered to.
4. For church rental, activity fees will be charged for each half an hour that the activity exceeds past scheduled ending time.

VIII. Caterer Policy

1. Terms Defined

- a. **Food Service Facility** – a food operation in a church, catering kitchen, or a similar place in which food or drink is prepared for sale or for service on the premises or elsewhere, and has been issued a valid permit issued by the Prince George’s County Health Department. Also it is any other operation where food is served or provided for the public with or without charge. This applies to all caterers that are in the State of Maryland or operate in the State of Maryland (Reference(s): 1,2)
- b. **Catering Service** – means the preparation or provision and the serving of food or drink by a food service facility for service at the provider’s premises or elsewhere in connection with a specific event or a business or social function or affair.
- c. **Caterer** – means a food service facility that offers catering services or person(s) that identifies themselves as a caterer. Both are defined by the following documents;
 1. A valid Prince George’s County Health Department Food Service Facility License. This is documentation that the caterer has a commercial kitchen licensed by Prince George’s County, in which to operate their business. (Reference(s): 1,2)
 2. Valid Prince George’s County Certified Food Service Manager license. This documentation that the caterer has completed and passed training according to the standards set by the Prince George’s County Health Department (Reference(s): 2)
 3. A liability insurance policy for \$1,000,000.

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- d. Certified Food Service Manager (CFSM)** – shall mean a person in a supervisory capacity who has obtained training in food sanitation or has otherwise demonstrated knowledge of good food handling, practices, and has obtained the certification document issued by the Prince George’s County Health Department. (Reference(s): 2)
2. All church activities and rental agreements involving the preparation and serving of food by a caterer must follow the standards set by the State of Maryland and adopted by the Prince George’s County Health Department. The church requires that the following documents be submitted with a church rental request or with a church activity request; valid Prince George’s County Health Department Food Service Facility Permit, valid Prince George’s County Health Department Food Service Facility Permit, valid Prince George’s County Food Service Manager card, and an insurance certificate for \$1,000,000 liability insurance.

IX. Sports Policy Use Guidelines

The Maple Springs Multi-purpose facility is located at 4131Belt Road. The Facility can hold 500 people and contains the flooring to support church sporting activities limited to volleyball, basketball, kickball, and tabletop tennis. Use of the MSBC Multi-purpose facility for sports is subject to the condition of the Activity Facility, Transportation, and Contract Service Request Form and the following rules and regulations set forth in the policy.

1. General Policy

- a. Activity Leader reserving facility must remain onsite throughout event and must ensure the facility is cleaned following usage
- b. Activity Leader reserving facility is responsible for maintaining orderly conduct among all persons attending and participating in the approved activity.
- c. The approved Activity Facility, Transportation, and Contract Services Request Form entitles the requestor to exclusive use of the facility on the dates and times indicated on the Form.
- d. The Activity Leader must have the Activity Facility, Transportation, and Contract Services Request Form on-site during the approved activity. The Form must be shown to MSBC custodian or other church officials upon request.
- e. The number of persons in the approved sports activity must not exceed the maximum group size stated on the Activity Facility, Transportation, and Contract Services Request Form.
- f. The reserved facility is subject to inspection at any time by authorized MSBC personnel to verify compliance with rules and regulations.
- g. Activity participants are not allowed to collect admission fees, sell, or offer for sale, any merchandise including the food and beverages.
- h. Activity participants are not allowed to practice, carry on, conduct or solicit for any trade occupation, business or profession, or to exchange monies or tickets in connection with the permitted activity.

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- i. The presence or consumption of beer, other alcoholic beverages, or the use of tobacco is forbidden.
- j. Scheduled event must commence and conclude during hours of reservation (setup and clean-up time is included in reserve time)
- k. Non church member will limit their access to the Multi-purpose facility and adjacent restroom facilities
- l. Glass containers are not allowed during sporting events
- m. Vehicle parking is permitted in the south parking (lot adjacent to Multi-purpose facility) lot and only in designated parking area

2. Activity Rules

- a. Proper attire is required. Shirt and shoes must be worn at all times (T-shirt with sleeves must be worn at all times).
- b. Clean athletic or track shoes must be worn.
 - ° Inclement weather – A second pair of shoes is mandatory before entry to the Multi-purpose room to participate in sporting event.
- c. Absolutely no food or beverage allowed on the floor during competition.
- d. Loud conversations directed to persons on the courts will not be allowed.
- e. Any persons deliberately hitting balls toward the upper structure, window, or kitchen facility lose their privileges for one calendar year.
- f. Loud or offensive music, or any excessive noise, which disturbs the peace, is prohibited in any Church area.
- g. Roller blades, skateboards, roller-skates, bikes and/or any other types of recreational equipment is not allowed.
- h. All the rules and regulations set forth in the Policy for Use of Facilities must be adhered to by all the participants.

3. Reservation Policy

- a. Activity Leader must submit a Activity Facility, Transportation, and Contract Services Request Form to reserve facility for any sports activity.
- b. The Activity Leader assumes personal liability for the cost of excessive cleanup, loss, breakage or removal of Church property resulting from the approved activity.
- c. MSBC reserves the right to can any approved activity.
- d. Violation of any rule or condition of the approved Activity Facility, Transportation, and Contract Services Request Form is cause for immediate revocation of the Form, and loss of usage privileges.
- e. Authority to host league or practice events with non-church teams is not allowed.
- f. MSBC is absolved of all responsibility and liability for any damage, injury and/or loss sustained by persons or property as the result of negligence behavior of anyone participating in the group activity.

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- g. In the event of an emergency or any occurrence/problem that interferes with the permitted group's access to or use of the permitted Church activity, contact the Maple Springs Baptist Church Space Coordinator.

Part B – Guidelines for the Use of Specific Areas

I. Sanctuary

1. The Sanctuary may be used by individuals or groups for religious services or wedding ceremonies.
2. If the sound system is required the Tape Ministry must be contacted for approval by the Trustee Ministry and must be noted in request contract.
3. Pastoral approval must be obtained before the pulpit or communion table/equipment can be used or moved and must be noted in request contract.
4. All personal supplies should be removed from the Sanctuary at the closure of the activity.
5. The musical equipment cannot be rearranged without prior permission of the Trustee Ministry.

II. Fellowship Hall

1. Recreational use on Sunday is prohibited.
2. If the sound system is required the Tape Ministry must be contacted for approval by the Trustee Ministry and must be noted on request contract.

III. Kitchen

1. The Trustee Ministry must approve use of the kitchen, related equipment and supplies upon receipt of a request contract.
2. The kitchen operates under a Permit to Operate a High Hazard Analysis and Critical Control Point Priority Food Service Facility by the State of Maryland, pursuant to Code of Maryland Regulations 10.15.03 and/or Subtitle 12 of the Prince George's County Code. All of the statutory provisions including all applicable rules and regulations must be followed.
3. All health standards set by the State of Maryland and Prince Georges County Health Department Regulations shall be adhered to and the Trustee Ministry shall inform the requester of these standards. (Reference(s): 1,2)

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4. A MSBC Certified Food Service Manager (CFSM) must be present in the kitchen whenever food is prepared and/or served at a church activity.
5. The kitchen must be left clean after each use. A checklist will be provided to instruct on what should be cleaned after each use. The custodian will check the kitchen prior to and after each use. For church activity use, any unclean area will be reported to the Ministry group who last used the kitchen for follow-up cleaning. For rental agreements, damages or unclean areas will be noted for assessment and if damage to church and/or equipment due to negligence occurs, the renter will be required to pay the cost of repair or replacement.
6. All food and personal supplies for an upcoming activity should be labeled and not stored more than two days onsite in the kitchen.
7. All excess food and all personal supplies should be removed from the kitchen at the closure of an activity.
8. Caterers or catering services must meet standards as defined in Part A; Section VIII of this document. If the caterer changes after the initial contract is signed, the contract is put on hold until the new caterer's documents are reviewed and accepted.
9. The size of the MSBC kitchen limits the number of staff working at one time in the kitchen to six people maximum.
10. The Trustee Ministry will assign a MSBC Certified Food Service Manager to be present during any rental agreement event where food is being served.
11. Any church member will be allowed to cook and serve at a church activity so long as a MSBC Certified Food Service Manager is present in the kitchen or fellowship hall area.
12. The MSBC Certified Food Service Manager will perform duties as outlined in the MSBC Certified Food Manager Responsibility Checklist, when present during activities where food is prepared or served.
13. The MSBC Trustee Ministry will maintain all equipment, stock all cooking utensils, dishes, cleaning supplies, and paper supplies (except paper or plastic eating utensils) for the kitchen for church activities. The Trustee Ministry will maintain basic condiments, which will be listed on the information board in the kitchen. Each church ministry must provide and purchase themselves all of their food supplies, paper or plastic eating utensils, non-cloth tablecloths, or any other supplies they need (food or non-food).

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14. All equipment instructional manuals are maintained by the Trustee Ministry and are on file in the kitchen and must not be removed from the notebook or kitchen. Equipment training can be requested from the Trustee Ministry. Please report any equipment malfunctions to the Trustee Ministry on the Kitchen Incident Form.

15. The Trustee Ministry will maintain a list of church members who are Certified Food Service Managers and will assign one to a church activity if the sponsoring ministry does not supply one on the request contract.

Part C: References

1. Title 10 Department of Health and Mental Hygiene, Subtitle 15 Food, Chapter 03 Food Service Facilities. Authority: Health-General Article, 18-102, 21-211, 21-234, 21-235 and 21-304; Agriculture Article, S4-311; Annotated Code of Maryland

2. Prince George's County Health Department Regulations Governing Food Service Facilities, Subtitle 12. Health, Division 2. Food Service Facilities, Subdivision 1. State Regulations Adopted