

Imperial Berean Church General Building and Property Use Policy

Imperial Berean Church (IBC) wishes to serve and to engage the community of Chase County. Therefore, we do not require theological alignment in order to use our church's building or property(facilities). However, the pastor, elder board or deacon board reserves the right to refuse the use of IBC facilities to any person or group for any reason.

Any organization, family or individual that uses any space within the church campus, including any part of the premises or the building of which the facilities are a part of or the parking facilities on or adjacent thereto, agrees to indemnify and hold harmless IBC. The organization or individual using any space will be held responsible for damages to the facility incurred by any member of their group.

No fees are required for the use of IBC facilities.

IBC has established the following policy to govern the use of its facilities (for non-weddings; see also Wedding Policy):

1. Members and regular attenders of IBC may freely use church facilities for exercise, or meeting in small groups to talk, study, eat or exercise at any time unless already in use. Please leave all facilities in the condition you found them.
2. Use of IBC facilities for any other reason must be scheduled with the pastor ahead of time. Scheduled and non-scheduled (i.e. funerals) services, meetings and ministries of IBC will take precedence over all other requests, even if prior permission has been granted. Purpose, time and date of use must be clearly stated in the request, and facilities may only be used during that time, on that date, and for the requested purpose. Permission for one use should not be considered permission for subsequent use.
3. For times with potential scheduling conflicts, building use will be prioritized in the following order: members, regular attenders, school groups, community service/charitable organizations, everyone else. However, once permission is given for building use, it will generally not be revoked should a group/individual higher in priority request conflicting use.
4. For graduation receptions: We will limit our facility to use by 8 total graduates. Members and regular attenders will have until January 1 of their child's senior year to reserve reception space. Beginning January 2, members, regular attenders and non-attenders will be allowed to sign up on a first-come, first-serve basis, until the max of 8 is reached.
5. The following are prohibited at all times at IBC facilities: tobacco, alcohol, gambling, dances, for-profit business meetings and parties, glitter, animals indoors

(except those assisting disabled persons), rice, birdseed indoors. Confetti may be used, but you are responsible to ensure it vacuums up.

6. Thermostats may be placed at a comfortable temperature. Do not use the HOLD feature—this will keep the thermostat from resetting to its regular schedule. When you are done, hit “Cancel” on the thermostat and it will return to its regular schedule.
7. Any/all doors may be “dogged” open (unlocked) from the inside for the duration of your event. There is a hex-key hanging inside each door. The double-doors of the NORTH building have written dogging instructions on each door; please follow them for both unlocking and locking. All other doors are dogged by depressing the panic bar and turning the hex key to the right while the bar is depressed. To lock them, reverse the process. It is your responsibility to ensure all doors you unlocked are locked at the conclusion of your event.
8. Feel free to use any tables and chairs where you want them for your event. You are responsible for cleaning them and returning them to the places you found them.
9. Feel free to use our kitchens, dishes, appliances and utensils. You are responsible for cleaning and putting away everything you use. You may also load dishwashers, start them, and leave without waiting to put away clean dishes from there.
10. Please do not allow children to play in any rooms unattended.
11. Please try to use, if possible, either the north building or the south building, not both.
12. All upstairs rooms are off limits without prior permission.
13. No use of IBC’s audio/video equipment is allowed without special permission, above and beyond permission to use facilities.
14. You are responsible to return each room used to the condition it was in before your event started. Vacuums are stored in the furnace room (door is on the east wall of the north building fellowship hall by the thermostat).
15. Please put all trash in trash cans (under islands in kitchens) and take trash out to toters in alley behind the north kitchen. Replacement trash bags can be found in northwest cupboard of north kitchen and northeast cupboard of south kitchen.
16. Before leaving, ensure thermostat changes have been cancelled, all lights are off, all rooms have been left in the condition they were in before your event, including all tables and chairs being returned, and all doors you unlocked are locked.
17. Exceptions to these policies can be made by a majority vote of the elder board or deacon board.