



# **Facility Management Policy for External Events**

Revised –2024

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# **FACILITY MANAGEMENT GUIDELINES FOR BRENTWOOD BAPTIST CHURCH**

## **- STATEMENT -**

### **Church Facility Use Policy**

Brentwood Baptist's facilities at all campuses have been provided by God through people's tithes and offerings. The church desires that its facilities be used for bringing glory to God and to engage the whole person with the whole gospel of Jesus Christ, anywhere, anytime and with anybody.

Because of this, our facility will only be used by persons or groups holding, advancing, or advocating beliefs or practices that do not conflict with the church's faith or moral teachings, which are summarized in the church's constitution, bylaws, and the Baptist Faith and Message. Church facilities will not be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Executive Pastor, or his official designee, is the final decision-maker concerning use of church facilities.

This policy applies to all church facilities at each campus, regardless of whether the facilities are connected to the church's corporate worship space.

## EVENT REQUEST GUIDELINES & PROCEDURES

All event requests by members or non-members must be sponsored by a ministry/minister. Sponsoring ministers/ministries will be responsible for making sure that outside events meet mission and vision requirements. Unless stated within the approved application, the requesting organization does not have exclusive rights to the entire facilities and other events may be occurring at the same time in other areas of the facilities.

1. The sponsoring staff member and ministry, along with the Event Coordinator, will be responsible for ensuring the requesting organization complies with the guidelines of this policy and all other policies of the church. It is the responsibility of the sponsoring staff member and ministry, along with the Event Coordinator to supervise, oversee and direct the activity of the individuals participating in the planning and conducting of the event. A quote, agreement and invoice will be completed by the Event Coordinator and signed by the requesting organization prior to the event taking place, throughout the "Discovery Process" as led by the Event Coordinator and Campus Executive Pastor. Approvals are made by appropriate parties as determined by the Events Department.
2. Staff and ministry responsibilities for event sponsorship include but are not limited to the following: Physical on-site presence during the event, welcoming and hospitality, questions and answers, guideline and policy adherence, pre- and post-event communication with event leadership as requested by the Event Coordinator.
3. The sponsoring ministry staff member will designate a specific individual(s) to be the person(s) actively-in-charge of every event and notify the Event Coordinator of their name. This designated actively-in-charge person(s) will be on site during the preparation, during the event, and during the after-event takedown for the purpose of accountability. In some cases, the Event Coordinator will also be on site.

The facility of Brentwood Baptist exists to sustain and grow the ministries of the church. The ministries of the church have priority in reserving space and time in the facility. This means some accommodations on behalf of the visiting organization may have to be made. Ongoing ministry programming, as well as weddings and funerals will be made a priority.

Non-church events will not be placed on the calendar more than eighteen months in advance without the approval of the Event Coordinator and Brentwood Executive Pastor. Weddings will not be placed on the calendar more than 12 months in advance without approval of the Event Coordinator and Executive Pastor.

All event requests must be entered in eSpace for consideration and approval before the event is publicized. It is the Event Coordinator's responsibility to schedule and work out conflicts with the appropriate parties. All sections must be included before the event can be approved. Requests will be scheduled on a "first come, first serve" basis but are subject to change based on the broader needs/goals of the church.

- Requests for special events, use of the Worship Center, Baskin Chapel Hudson Hall and/or Wilson Hall will be approved by the Executive Leadership Team (or appropriate designee) contingent on completeness of information submitted.
- Use of specific ministry areas (Hudson Hall, Childcare Rooms, Deaf Ministry Rooms, Student Ministry Rooms, Choir Room, Worship Center, Baskin Chapel etc.) will be approved by the ministry that oversees that area of the facility before final Facility Office approval occurs.

- Simultaneous events will not be scheduled in the Worship Center and Baskin Chapel without the approval of the Worship Planning Team.

The following are the procedures for reserving dates, times and rooms in the Brentwood Baptist facility for Outside Events.

1. Organization contacts Ministry or Event Coordinator about hosting an event.
2. Organization completes Digital Event Request Form.
3. Event Coordinator receives the request and sends to Media for initial approval, catering if requested (minimal catering offered [e.g. coffee]), and checks facility availability. The EC will place appropriate holds on facility space in the reservation system.
4. Approval is requested from appropriate parties, if needed, and quotes are sent to the organization for approval.
5. The Event is taken off “hold” and officially placed on the calendar.  
Any exception to these procedures must be approved by the Event Coordinator, Executive Pastor and/or the Executive Leadership Team.

## REQUESTS FOR PHOTO/VIDEO SHOOTS

At times members or non-members may request the use of our facilities for a photo/video shoot. All such requests will be made to the Communications Director via the Digital Event Request Form or an email including the following:

1. Purpose of the photo/video shoot, including how it will be used upon completion
2. Date and time needed, including projected length of the photo/video shoot
3. Space requested, indicating why Brentwood Baptist is the best venue
4. Special set-up needs to be furnished by Brentwood Baptist
5. Special sound tech or media related needs to be provided by Brentwood Baptist

Depending on the nature of the request (room usage, special equipment/lighting/set-up, hours to be used) a facility fee may be required prior to usage. The Communications Director will notify the Event Coordinator of approval and the Event Coordinator will determine appropriate fees. The space will be scheduled in eSpace by the Event Coordinator.

## GENERAL USE POLICIES

**The following list is to be read, understood and adhered to by all users.**

1. All users are to use only the rooms assigned due to the set-up, preparation, and clean-up for other events within the facility. The conduct of all persons attending programs is expected to be respectful of the environment of the church. When children are in attendance, they must be always under the control of their parents or adults and are not permitted to roam freely on church property.
2. Smoking and the use of alcoholic beverages or illegal substances are not permitted on church property.
3. The event organizers assume liability for damage to church property and agree to submit a certificate of insurance for the facility or property usage listing Brentwood Baptist Church as the additional insured. A copy of the *Certificate of Insurance* is required to be attached to this Agreement, and shall remain in force for the duration of the event.
4. An assigned custodian will be on duty during the time of building usage. This service is included in the room fee. This includes basic room set-up and clean up after the event. Additional services will be charged to the user on a cost recovery basis.

5. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. Brentwood Baptist Church assumes no responsibility for any equipment, merchandise or property left within the facility or on the property. This includes shipments to and from the facilities and storage of equipment and merchandise.
6. If furniture or equipment is to be moved, it must be requested through the Specific Setup Instructions section of eSpace and/or an approved excel request sheet as approved by the Event Coordinator for outside events or the Facility Coordinator for internal. Furniture must be moved exclusively by church personnel to prevent damage to the building and church furniture and equipment. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
7. The furnishings and equipment (tables, chairs, etc.) owned by Brentwood Baptist are available to be used by outside groups, but must be properly cared for and maintained. Damages are the financial responsibility of the group using the furniture and equipment, and a security deposit may be required at the time of reservation. If damaged, arrangements should be made for replacement or repair by the user group.
8. No furniture or equipment may be removed or used away from the facility without the written permission and approval of the Facilities Management Office.
9. Use of musical equipment must be approved by the Music & Worship Instrumental Minister.
10. Media equipment, i.e., TV/DVD, projectors, screens, and/or AV equipment is subject to availability and approval and must be agreed upon prior to the event. These items require approval from the Media Team. Additional fees may be assessed for use of AV equipment. To start this request, the Event Coordinator will submit a Tech Request.
11. Dining or the serving of food is limited to pre-approved designated areas.
12. Any publicity or promotion by the facility user must be approved by the Brentwood Baptist Communications Director. In addition, signage required within the building should be coordinated with the Brentwood Baptist Communications Department.
13. No flyers, windshield advertising, or solicitation of any kind will be permitted on church property.
14. There will be no decorations affixed to the walls, moveable partitions, or surfaces in the classrooms without the consent and approval of the Facilities Management Office and/or Event Coordinator. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the church without the approval of the Facilities Manager and/or Event Coordinator.  
Nails, screws, tacks, glue, or cellophane tape, duct tape and gaffing tape may not be used on the walls, carpet, furniture, tile floor, or woodwork. Please use the grip-it strips, Mavelous Tape and/or Painters Tape to hang items. The ministry department or organization will provide their own of these items.
15. The Facility Department or Media Department will provide cable channels and the appropriate tape for cable and electrical cords used on the ground for safety reasons. The facilities team will not provide extension cords for outside organizations.
16. All scenery or props must be free-standing. No nails, screws, or stage hooks may be used anywhere on the church premises, without the approval of the Facilities Manager and/or Event Coordinator.
17. Brentwood fire codes prohibit the use of candles: except for the use in worship services. Use of candles in worship services must be approved by the Facilities Manager.

18. At no time, should chairs, equipment, etc. to block or obstruct any aisles, entries, passages, halls, or openings required for the standard or emergency flow of people. Questions about these requirements can be directed to the Facilities Manager.
19. For the physical protection of the church staff and the facility, exterior doors will remain locked until the appointed set-up time for an event. The main weekday entrance is Door G of the Connection Center with Door B being available when communicated. All other exterior doors will remain locked for the protection of the staff and children.
20. The transfer or passing on of permission to use church facilities to those other than to which this agreement was made is strictly prohibited.
21. Sponsoring Ministries and other Church Staff should have access to all places being used by the event. No area should be marked as off limits to any staff members within reason.
22. Church childcare facilities are not available to activities, events, programs, or classes that are not a "Ministry of the Church." Any exceptions (including weddings) must be approved by the Preschool Minister and Executive Leadership Team.
23. AV equipment in any performance venue must be operated by church technicians approved and trained by the Media Department unless otherwise agreed upon prior to the event. Charges for technicians are listed in the fee schedule.
24. The Facilities Manager shall have the right to determine and acquire the use of outside security and firemen in the event they are required. Charges for these services will be added to usage fees.
25. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. No events shall be held that: promote anti-Christian values or teachings, teach anti-Baptist doctrine, or endorse actions that oppose the church's statement of faith.
26. Report any maintenance problems and damages to the Facilities Management Office immediately.
27. The sponsoring minister and/or Event Coordinator (or designee) shall inspect the facility to assess the condition of the building and equipment which was used to verify that rooms and furnishing were returned to proper order. If the condition of the building and/or equipment is not left in proper order, the sponsoring ministry will be assessed for the cost of additional cleaning or services required to restore to original condition.
28. Failure to honor the above regulations may result in additional custodial and/or restitution fees.
29. For all gatherings, organizations are responsible for communicating changes in events being held (for weather, for location changes, etc.) to the Event Coordinator and ministry sponsors as soon as possible.

Any exceptions to these policies must be approved by the Event Coordinator, Executive Pastor and/or the Executive Leadership Team.

## **Space Usage Information**

### **Time of Use**

Facilities may be available for use on Monday-Friday from 8:00 a.m. until 9:00 p.m. and on Saturday from 8:00 a.m. to 8:00 p.m., except for Hudson Hall which is only available until 5:00 p.m. on Saturday. Any facility requests for approved church holidays (listed below) must be approved by the Executive Leadership Team and may result in surcharges for rooms and support services. If the facility is needed outside the normal schedule, arrangements must be made at time of booking, which could result in a surcharge for rooms and/or spaces used.

## **HOLIDAYS:**

New Year's Day (January 1)

Martin Luther King Jr. Day (third Monday of January)

Good Friday (Friday before Easter)

Memorial Day (last Monday in May)

Independence Day (July 4)

Labor Day (first Monday in September)

\*Thanksgiving (fourth Thursday in November)

\*Day after Thanksgiving

\*Christmas Week (December 25- December 31)

*\*No outside events will be scheduled from the day after Thanksgiving through New Year's Day.*

## **All Space information**

- All furnishings and equipment must be moved by approved Brentwood Baptist personnel. Furniture should not be moved from area to area or room to room. Contact the Facilities Management Office if your pre-arranged room set up is not appropriate.
- There will be no decorations affixed to the walls, pews, moveable partitions, catwalks or other surfaces in the building without the consent and approval of the Facilities Management office.
- Any use or movement of musical or stage equipment will require approval through the Media and Worship Ministries. Facilities staff will not move any musical equipment or tech booths.
- While we know that glitter is a fun addition to crafts and activities, please limit your use in the building as it is difficult to remove from the carpets and areas around the building.

## **Hospitality Suite**

The Hospitality Suite is available for meetings, Bible studies, and family gathering place prior to funerals held at Brentwood Baptist. (Wedding use is detailed in the Wedding Policy document.) The Hospitality Suite may be reserved following the Event Request procedures through eSpace. The user is responsible for the care and condition of the room and its furnishings.

- The Hospitality Suite should be left in the same condition as it was found.
- In the case of weddings, Bridal parties should not bring cosmetics, curling irons, or hair dryers into the Hospitality Suite. These items are limited to the Bride's Room.
- There will be no food preparation in the Hospitality Suite. (Please use the catering kitchen.)

## **Worship Center**

The Worship Center is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of the Worship Center should not exceed 2,000 people at any time. The Worship Center may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of the Worship Center will be approved first through the Worship Department and then Executive Leadership Team or their designee.

- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please work with the Worship Department and Tech Services before submitting set up requests to the Facilities Coordinator. Fees may apply.
- Movement of equipment, instruments, chairs, and stands on the platform must be approved by Worship Staff. All furnishing and equipment must be moved by approved Brentwood Baptist personnel only and may result in an extra charge.



## **Baskin Chapel**

Baskin Chapel is to be a house of prayer and worship. All those who enter should respect it and conduct themselves accordingly. The capacity of Baskin Chapel should not exceed 250 people at any time. Baskin Chapel may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Baskin Chapel will be approved through the Executive Leadership Team or their designee.

- The Worship Office will be notified of every request to use Baskin Chapel for approval.
- There will be no food or drink allowed in Baskin Chapel except for the Lord's Supper.
- Movement of equipment, instruments, chairs, and stands on the platform must be approved by Worship Staff. All furnishing and equipment must be moved by approved Brentwood Baptist personnel only and may result in an extra charge. The piano and organ may not be removed.

## **Classrooms**

- There will be no coffee pots, toaster ovens, or small appliances kept in or brought into the classrooms.
- Food and soft drinks may be served in classrooms. All leftovers are to be removed immediately following the event. All trash must be placed in the appropriate trash receptacles.

## **Choir Room**

The Choir Room is available for groups of 200 or less. The use of the Choir Room will be approved by the Worship Office.

## **Wilson Hall**

Wilson Hall is available for receptions, productions, dinners, and large gatherings. The capacity of Wilson Hall should not exceed 1,000 people at any time. Space within Wilson Hall may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Wilson Hall will be approved through the Executive Leadership Team or their designee.

- To set up for Sunday morning LIFE Groups, users must be out of Wilson Hall by 8:00 p.m. on Saturday evenings. If the facility is needed past 8:00 p.m., arrangements must be made at time of booking and will result in a surcharge for rooms and/or spaces used.
- All food service must be coordinated through the Event Coordinator.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please contact the Facilities Coordinator or Facilities Office and for media services, the Media Department.

## **Hudson Hall**

Hudson Hall is available for receptions, productions, dinners, and large gatherings. The capacity of Hudson Hall should not exceed 1,140 people at any time. Space within Hudson Hall may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Hudson Hall will be approved through the Connection Center Team.

- No activities may be planned in Hudson Hall on Wednesdays due to Wednesday night programming. Exceptions can be made by the Facilities office and/or Connection Center Team on a limited basis.

- To set up for Sunday morning Worship and LIFE Groups, users must be out of Hudson Hall by 5:00 p.m. on Saturday evenings. If the facility is needed past 5:00 p.m., arrangements must be made at time of booking and will result in a surcharge for rooms and/or spaces used.
- If your event might need bleachers, please contact the Facilities Manager before any agreements or plans are made. Events requiring the use of the center bleachers may not extend past 5:00 p.m. on Saturday. Use of bleachers should be discussed with the Facilities Manager.
- The stage set-up on the day the user views the venue may not be what it will look like on the day of the event. If a special set-up is needed, please follow the General Use Policies on page 7.

## **Inman Deaf Chapel**

Inman Deaf Chapel is available for seminars, teaching space, and worship. The capacity of Inman Deaf Chapel should not exceed 280 people at any time. Inman Deaf Chapel may be reserved following the Event Request procedures. The user is responsible for the care and condition of the room and its furnishings. Use of Inman Deaf Chapel will be approved through the Deaf Ministries Office.

- There will be no food or drink allowed in Inman Deaf Chapel except for the Lord's Supper.

## **Instrument Usage**

- The harp, organs, electronic keyboards, percussion equipment, and other musical instruments are not available on a regular basis for Outside Events. However, in certain circumstances permission may be granted for use. The following guidelines apply to those certain circumstances in which permission is granted:
- It is the responsibility of the party interested in using an instrument to inform the Event Coordinator of what is needed and he/she will connect appropriate parties.
- The church does not provide a player for any instrument. It is the responsibility of the party using the equipment to contract separately for someone to play it.
- No flowers, ribbons, or decorations of any kind may be affixed in any way to ANY church-owned musical instruments.

Brentwood Baptist Church reserves the right to refuse use of any instrument in the event of a schedule conflict. In addition, no instrument can be moved from the church building. Musical Instruments inside the building are not to be moved for any reason. If a move is required, only persons approved by the Worship Instrumental Minister are to be used. Rooms with a piano may be reserved for any event following the standard policies. Regular piano tunings are done on all pianos in the building. If a special tuning is needed for a group, the fee will be \$95.00 and the tuning will be coordinated by the Worship Assistant with one of our approved piano tuners.

## **Catwalk and Lift Usage**

Only persons trained and approved by the Facilities Management Office are allowed to work in the catwalks or in a Brentwood Baptist provided lift.

## **Funeral and Wedding Information**

### **Funerals**

- Funeral services will be provided to the members of Brentwood Baptist Church and their immediate families. Exceptions to this rule will be made by the Pastor, Executive Pastor, and/or the Campus and Care Pastor.
- Funeral scheduling is to be coordinated through the Congregational Care Coordinator at 615.324.6109.
- The Worship ministry team will work closely with the Congregational Care Coordinator to respond to the desires of the family. All musical elements will be approved by the Worship ministry team.
- Request for an order of service, printed program, musicians, technical needs, etc. will be communicated through the Congregational Care Coordinator.

### **Weddings**

Please contact the Brentwood Campus Event Coordinator for wedding inquiries. A separate policy guide will be provided.

## FEE SCHEDULE FOR SPACE USE

Brentwood Baptist offers use of its facilities to members provided the activities are in keeping with the church’s mission statement and sponsored by a Brentwood Baptist ministry. Occupancy fees cover room set-up and custodial services within normal limits. If additional custodial services are necessary, they will be charged on a cost recovery basis. These fees do not include childcare, sound, lighting, graphics, musicians, security, or other personnel.

<b>Room</b>	<b>Half Day (Up to 6 Hrs.)</b>	<b>Whole Day (7-12 Hrs.)</b>
Choir Room	-	\$100
Wilson Hall Rooms when divided (per room)	\$75	\$150
Wilson Hall G (only)	\$100	\$200
Classrooms	\$35	\$70
Hospitality Suite/Catering Kitchen	\$75	\$150
Wilson Hall (when used as one room)	-	\$1,000
Worship Center	-	\$1,000
Hudson Hall	-	\$1,000
Baskin Chapel	\$300	\$600
Inman Deaf Chapel	\$150	\$300
Welcome Center	\$125	\$250
Wilson Hall Kitchen	See Kitchen Use Policy – APPENDIX D	

- Any exception to this fee schedule must be approved by the Event Coordinator, Executive Pastor and/or Business Administrator.
- Due to the worship schedule of Brentwood Baptist, Saturday and Sunday events may be subject to additional charges. Space will be charged on a cost recovery basis if it extends beyond the fees listed above.
- Events requiring the clearing of the worship platform will be billed an additional fee over and above the half and whole day through Tech Services/Media Team.
- Reservations for any event require the user to go through the Event Coordinator by filling out the digital Event Request Form an following the appropriate protocol.
- The Event Coordinator and/or Business Administrator reserves the right to ask for a security deposit for any event.
- For use of the specific rooms for extended periods of time, utilities and supplies may be charged on a cost recovery basis.
- Media and technical support fees will be billed at rates listed on page 13-14

## Media Production Systems Fee Schedule

<b><u>Personnel</u></b>	\$50/hr. per person
<b><u>Worship Center</u></b>	
Audio/Lights	\$200/day
LED Walls	\$200
Stage Reset*	\$650
(5) Technicians required	\$500/person (day rate)
<b><u>Hudson Hall</u></b>	
Audio/Lights	\$100
Projectors	\$100
Stage Reset*	\$300
(3) Technicians required	\$500/person (day rate)
<b><u>Wilson Hall</u></b>	
All Systems**	\$100
(1) Technician required	\$500/person (day rate)
<b><u>Baskin Chapel</u></b>	
All Systems	\$100
(1) Technician required	\$500/person (day rate)
<b><u>Inman Chapel</u></b>	
Audio/Lights	\$50
Projector	\$75
(2) Technicians required	\$500/person (day rate)
<b><u>Choir Room</u></b>	
All Systems	\$50
(1) Technician required	\$500/person (day rate)
<b><u>Marketplace</u></b>	
All Systems	\$50
(1) Technician required	\$500/person (day rate)
<b><u>Room 2103 (combined only)</u></b>	
All Systems	\$50
(1) Technician required	\$500/person (day rate)

**Broadcast Video Systems**

Equipment (Production Control Room + Broadcast Audio)	\$200 System Fee
Engineer in Charge	\$500 (day rate)
Personnel	\$500/person (day rate)
Camera Operators	
1/2 Day	\$200/person (1/2 day rate)
Full Day	\$400/person (day rate)

**Additional Items**

Portable Projector	\$25
Small Portable Sound System	\$50
Portable TV cart w/Blu-ray and HDMI	\$25
Stand-alone Video or Audio Recording	Quote (please contact Media Dept.)

**Exceptions**

Holiday Pay (for personnel when offices are closed)	\$75/hr.
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**Wedding Personnel**

Wedding + Rehearsal (Baskin and other campuses)	\$150 (flat rate)
Wedding + Rehearsal (Brentwood Worship Center)	\$175 (flat rate)
Reception	\$75 (flat rate)
Rehearsal Dinner	\$75 (flat rate)
Funerals	\$500/person (day rate)

## **APPENDIX A – SUPPORT SERVICES**

### **Childcare**

We are unable to offer childcare for outside events due to our ongoing ministry programming.

### **Ushers/Parking Lot/Security**

For events at Brentwood Baptist with an expected attendance of 500 or more, arrangements for ushers, ticket takers, greeters, parking lot/traffic flow, medical help and police/security should be directed through the Connections Ministry. A meeting with the Connections Team to assess the needs should be scheduled no later than 90 days before the event. The Event Coordinator can help coordinate these conversations and will consult the organization if needed for more information if requested.

Once the event has been approved/calendared and the above information is received, the Connections Team will secure the proper ushers, parking lot personnel, greeters, medical support and security/police.

Police coverage for traffic flow and security is required for certain events and events of a certain size. Please check with the Event Coordinator and/or the Connections Team for more information. The current rate for Brentwood Police coverage is \$75.00 with a four (4) hour minimum required by the Brentwood City Police Department.

### **Internet/IT Requests**

Do you need Internet for your event? If you need internet for your event, above and beyond the daily use we always have, please submit a request to Enable. Some questions to consider as you communicate with them:

- Where you need the Internet within the facility? Do you need it in multiple locations?
- How many IP addresses do you need?
- Are you (or the outside group you are working with) bringing your own networking gear?

Please note:

- Due to interference with our wireless network, additional access points are not permitted.
- The guest wireless Internet is not for primary production needs at events.
- We cannot guarantee bandwidth for the guest Wi-Fi.

## **APPENDIX B – FACILITY GUIDELINES**

### **Additional Facility & Fire Code Requirements**

1. All hallways and corridors are to be kept free of materials that could pose a potential hazard in an emergency situation. (NFPA101)
2. Use of pipe and drape is required to be 18 inches from the ceiling due to fire code. If you have questions about fire code compliance, please communicate with the Facility Management Office.
3. Set-up for all events should be given to the Event Coordinator at least one week prior to the event for final set up approval from the Facilities Department. If there is a change in set up, please alert the Event Coordinator immediately.
4. Black table skirts are available for round tables and 8 foot tables but will not exceed 40 due to supply. Coverings can only be provided for Brentwood Baptist Church tables.

5. Vendor and registration tables are welcome but are subject to fire code compliance. Questions regarding appropriate placement can be directed to the Event Coordinator and/or the Facilities Manager.
6. Vendors and outside organizations should not move tables provided for vendors without permission of the Facilities Manager.

## **APPENDIX C – SEVERE WEATHER**

In case of inclement weather, we have two primary concerns: your safety and good communication.

If changes to the building's schedule is deemed necessary, the appropriate team at Brentwood will convene to make that decision and updates will be given accordingly via the Event Coordinator. For outside events, the organization can make the determination for cancellations, but the decision of the Church Executive Team is the final answer. Please communicate all plans with the Event Coordinator to receive final church approval.

## **APPENDIX D – Wilson Hall Kitchen & Catering**

If your event needs use of our kitchen, coffee station support or catering to be brought in, please discuss this with the Event Coordinator during your pre-event meetings.