



Building / Facility Policy

For over 60+ years our philosophy is while maintaining the buildings and grounds for our worship, Bible study, and church activities/events/programs, Providence allows other groups (Non-Providence Groups...i.e., Outside Groups) the use of our facilities when possible. Providence's basic rule for these groups is simple...our facilities mutually benefit not-for-profit and/or community-related organizations when they engage in not-for-profit activities/events/programs.

The Church Administrator (CA) oversees all building/facility-use applications. All facilities (buildings, grounds, equipment) are used "as-is" unless setup instructions have been approved by the CA.

As time permits, the CA reviews fee schedules with the Finance Committee and the wear and tear of facilities, equipment/furnishings with the Property Committee and Grounds Committee.

All requests and reservations for use of Providence facilities must be made through the CA by using the hospitality forms designated for building/facility-use. The CA issues a user permit and places the event/group on the church's master calendar when the application is approved. The user permit must be kept with the group at all times. The original permit is filed by the CA and the details are distributed to the appropriate staff and departments.

All groups (Providence Groups and Outside Groups) must complete the hospitality forms in order for their request to be considered.

No individuals or groups are permitted to use Providence buildings/facilities on when the Providence campus is closed due to designated holidays, inclement weather, etc.

Providence Baptist Groups

Providence Groups are defined as any group formed within our congregation and/or any group approved and sponsored by Providence as a ministry action or event. Providence Groups have priority and preempt Outside Groups. In the event that a Providence Group desires to use an assigned facility after it is scheduled to an Outside Group, the CA is charged with seeking a remedy.

Outside Groups

Outside Groups are defined as a group that is not formed within the Providence congregation which have a purpose/policy consistent with Providence policies and are approved by the CA. Examples of outside groups include support groups, civic groups, neighborhood watch groups, other church groups, etc.

For-profit activities, solicitation, enlistment, fund raisers, sales and promotions, **are not** allowed.

Storage facilities are not available for outside groups.

The CA is responsible for collecting fees and/or collecting the repair and/or replacement value of equipment/property that is damaged. For more information, refer to the Fee Schedule and see the CA.

All outside groups must provide proof of insurance via a "Certificate of Insurance" showing Providence Baptist Church-Charlotte NC as an additional insured as part of their completed application. Failure to provide the certificate voids the application process and cancels the event/group.

Selling and Sales Promotion (Not Allowed)

The above policy does not conflict or revise the 1980 Providence policy forbidding the sale or promotion of merchandise/services on church property (or the use of church property for those purposes) by outside groups.