



6520 Martin Road...Columbia, MD 21044...410-740-5030...church@atholton.us

## Facility Use Handbook

### Overview:

Atholton Seventh-day Adventist Church is a busy place. Its primary purpose is to carry on the ministry of the local church. Atholton Seventh-day Adventist Church has an active ministry to children, youth, adults, and senior adults. The programs and people are the top priority when it comes to building use.

Building use activities fall under the jurisdiction of the Church Board. **No commitment for building use is finalized until the *Facility Use Application Form* has been completed and turned in to the Church Administrator.**

Atholton Seventh-day Adventist Church is available for short-term use to long term use (see Types of uses below). Our first priority is to programs and membership needs of the church. Priority is then given to nonprofit groups that are supported by the church, and finally to other nonprofit organizations.

### General Facility Use Policies:

Atholton Seventh-day Adventist Church has the right to deny or cancel facility use applications if the policies are not followed and time limits are not met.

#### 1. Types of uses

- a. **Short term use** is defined as use of an area three times or less within a five week time span. These requests are handled by the Atholton Seventh-day Adventist Church Administrative Assistant provided criteria are met for use and approved by the Senior Pastor.(example: birthday party)
- b. **Medium term use** is defined as use of an area more than three times within a three month time span. These requests are handled by the Atholton Seventh-day Adventist Church Administrative Assistant provided criteria are met for use and approved by the Senior Pastor.(example: Health Ministries exercise class)
- c. **Long term use** is defined as use of an area for more than a three month time span. These requests are submitted to the Atholton Seventh-day Adventist Church Administrative Assistant and then reviewed for

authorization by the Pastoral Staff or Church Board. (example: weekly Collegiate Dodgeball)

- d. **Contract Long term use** is defined as a year or more contract with another church or non-profit organization to use the facility on a regular basis. These requests are submitted to the Atholton Seventh-day Adventist Church's Senior Pastor for review then taken to the Church Board for approval. Contract Long term use will include a signed contract by both parties. (example: Sunday Church rental)

## 2. Scheduling Facility Use

### a. Who may schedule use of facility (listed in order of priority)

- i. Atholton Seventh-day Adventist Church Ministries and Atholton Adventist Academy including but not limited to:
1. Class instruction
  2. Social fellowship
  3. Recreational programs
  4. Class and student programs
  5. Special church and Atholton Adventist Academy sponsored programs and activities

Note: The gym is scheduled only for Atholton Adventist Academy use during the regular school hours (6 am – 6 pm) of every school day unless approved by school administration.

- ii. Seventh-day Adventist entities other than Atholton Seventh-day Adventist Church and Atholton Adventist Academy
- iii. Other non-profit organizations approved in advance by the pastoral staff.

### b. How to schedule facility use

Complete a Facility Use Application Form (or the Quarterly Event Form if for an Atholton Church ministry or Atholton Adventist Academy). Forms are included in this handbook or you may obtain a form from the church office or on our website: [www.atholton.org](http://www.atholton.org). Attach any additional information you feel might be useful in helping us determine if we can accommodate your group. Return the form along with any fees/deposits, if required, to the Atholton Seventh-day Adventist Church Administrative Assistant. The request/application may be delivered by the following methods:

1. U.S Mail/hand-deliver: to Atholton Seventh-day Adventist Church, 6520 Martin Road, Columbia, MD 21044 (office phone: 410-740-5030)
2. Email: [church@atholton.us](mailto:church@atholton.us)

i. **Atholton Seventh-day Adventist Church Ministry Leaders and Atholton Adventist Academy Administration (AAA)**

Church Ministry Leaders and AAA Administration will submit activity calendars, identifying areas needed in the facility **on a quarterly basis**. All these requests should be received **no later than one month prior to each quarter**. [December 1, March 1, June 1, September 1] Included should be areas needed, time in/out, equipment needed, personnel needed.

The Pastoral Staff will review/approve the requests. The Atholton Seventh-day Adventist Church Administrative Assistant will enter approved requests into the official facility usage calendar and acknowledge approval in writing no later than two weeks prior to the quarter beginning.

ii. **Atholton Members**

Atholton members will submit use requests/applications **no later than 20 days prior to the requested use date**. These will be reviewed by the Pastoral Staff. Requests accepted/denied will receive notification in writing. If accepted, information will then be added to the official facility usage calendar of activity including time in/out, area being used, responsible person and how to contact them.

iii. **Others**

All other submitted use requests/applications should **be received no later than 30 days prior to the requested use date including any registration fee and security deposit**. Once the form, fee, and deposit are received, they will be reviewed by the Pastoral Staff. Requests accepted/denied will receive notification in writing. If accepted, information will then be added to the official facility usage calendar of activity including time in/out, area being used, responsible person and how to contact them.

iv. **Emergencies**

Emergency requests such as Funerals or unforeseen venue cancellation, are handled on an individual basis.

3. **Fees and Payments**

- a. **Atholton Seventh-day Adventist Church Ministries or Atholton Adventist Academy:** No fee is charged for use by the church ministries or the AAA Administration.

- b. **Atholton Seventh-day Adventist Church Members:** No fee for room usage is charged for active Atholton Seventh-day Adventist Church members for authorized family functions. However, fees will need to be paid if any of the following is required: host, AV technical host, equipment rental, musician, and cleaning fees. Fee payment, if required, is due 7 days prior to the event.
- c. **Others:** Expenses incurred by other Seventh-day Adventist entities or non-profit organizations will be paid by the group using the facility. These expenses include: Registration fee (non-refundable if event approved), security deposit (refundable after the event provided the facility is found to be reasonably clean/orderly and free and clear of damage, and that it is apparent the rental regulations have been followed), use/rental fee, AV technical host, equipment rental, musician fees. The registration fee and security deposit is to be included with the application. Other fees are due 10 days prior to the event.
- d. **Wedding Use**  
Wedding applications are turned into the church office along with the Registration fee (non-refundable if event approved), security deposit (refundable after the event provided the facility is found to be reasonably clean/orderly and free and clear of damage, and that it is apparent the rental regulations have been followed). All other fees are due 30 days prior to the wedding. Any additional fees are required following wedding, such as additional time for use of the sanctuary, the contact person will be notified and payment of additional fees are due asap.
- e. **Fee Details**

Note: Hourly rates are calculated per hour or fraction thereof (in 15 minute intervals).

Facility Room/Item	Non-Atholton SDA Church Member/Organization	Atholton SDA Church Member/Ministry
Sanctuary	\$160 per hour (includes facility host fee)	No charge
Gymnasium	\$40 per hour (2 hour minimum)	No Charge
Kitchen	\$30 per hour	No Charge
Classroom	\$30 per hour	No Charge
Facility host	Included with room	\$20 per hour
AV technical host	\$30 per hour (2 hour minimum)	\$30 per hour (2 hour minimum)
Registration Fee	\$10 (non-refundable if event approved)	No charge

Security Deposit	\$100 (refundable as noted above)	No charge
Wedding –Sanctuary	\$575 for 5 hours of use including rehearsal, decorating, and wedding services. Additional time needed will be \$160 per hour.	\$250 for 5 hours use including rehearsal, decorating, and wedding services. Additional time needed will be \$50 per hour.
Wedding – Sanctuary Accessories:		
• 2 Spiral Candelabra	\$25	No Charge
• 6 pair Aisle Candelabras	\$30	No Charge
• Fancy Kneeling Bench	\$20	No Charge
• 1 Fan Candelabra	\$15	No Charge
• 1 plain Kneeling Bench	No Charge	No Charge
• Unity Candle Base	No Charge	No Charge
Wedding - Gymnasium & Kitchen	\$200 for 5 hours of use	No Charge
Wedding host/hostess	\$20 per hour	No Charge

#### 4. Available Areas (see map)

- a. Sanctuary
- b. Mother's Room
- c. Classroom A
- d. Classroom B
- e. Classroom C
- f. Gymnasium
- g. Kitchen

#### 5. Facility Use Rules and Regulations

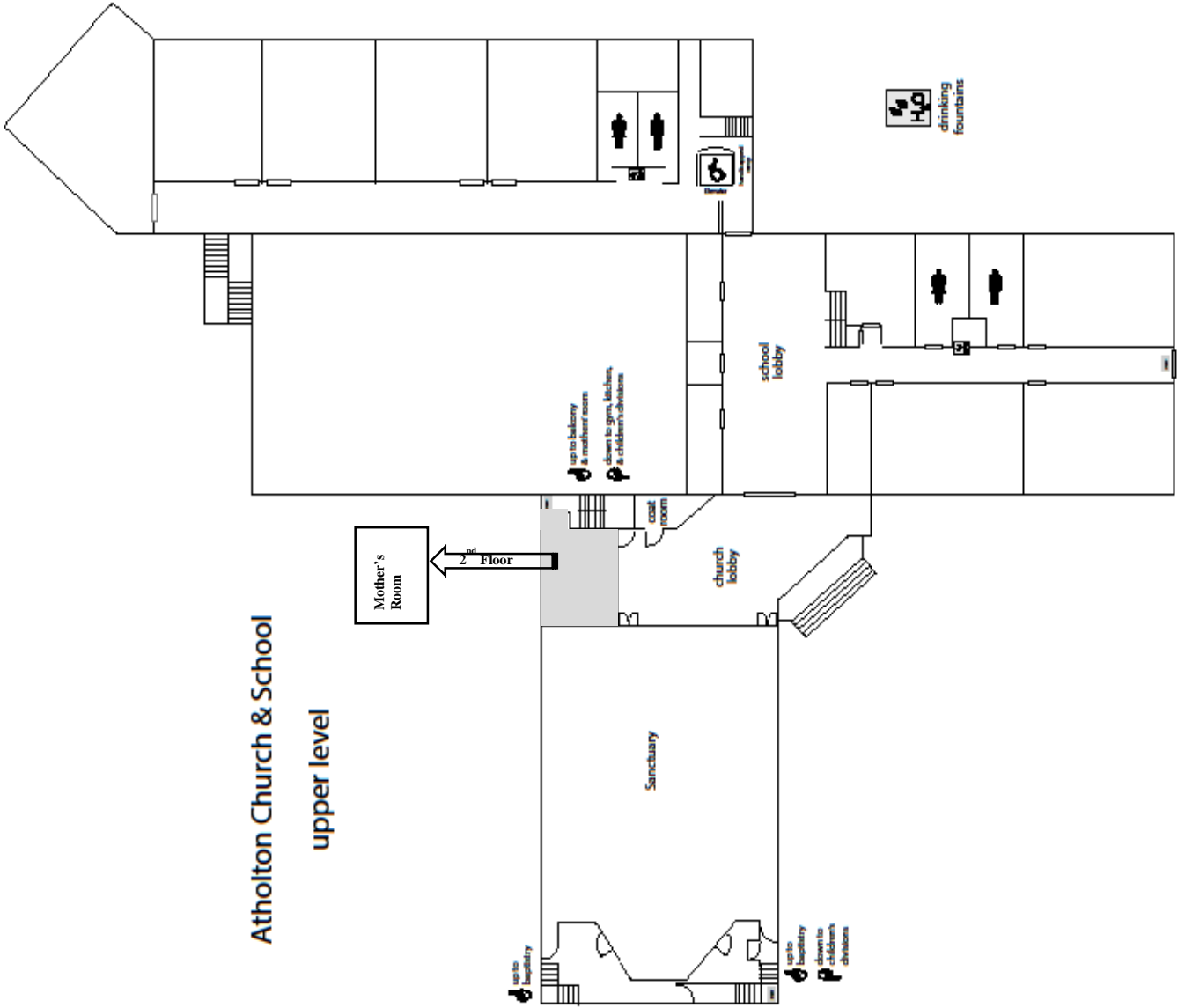
- a. A contact person will be designated by each facility user. The contact person's responsibilities are:
  - i. complete and submit request form with deposit (if deposit is required)
  - ii. submitting complete rental payment at least ten days prior to rental and 30 days for wedding
  - iii. security and loss control during rental time
  - iv. orderliness, tidiness and cleanliness during rental time
  - v. picking up any trash in bathrooms, hallways, and rental area
  - vi. removing all trash, using wheeled bin, to blue dumpster outside
  - vii. reviewing check list with facility host at end of rental

- b. All equipment and fixtures are to be used appropriately with care and returned to original location.
- c. Recreational use of the gymnasium requires shoes with non-marking soles.
- d. Smoking or tobacco use in any form is prohibited on the campus.
- e. Alcoholic beverages, including wine, or illegal drugs of any kind are prohibited on the campus.
- f. The facility is not available for commercial purposes.
- g. Only authorized audio visual personnel are permitted to operate the audio visual equipment.
- h. The facility host or church designated representative will orient the user to the facility and its rules.
- i. Areas identified as 'off limits' or 'no admittance' or 'no food/beverages' must be observed.
- j. The facility host or church designated representative will meet with group contact person before rental begins and at end of rental. A check list will be reviewed and signed.
- k. Contact person will be responsible for supervising all people, including children/youth, in their group at all times and be confined to the rental area only.
- l. Facility must be vacated no later than 11:00 pm unless advance approval has been obtained.
- m. Occupancy limits must be observed: Sanctuary seating capacity is 400; 16 pews on each side of middle aisle; Gymnasium capacity is 375
- n. Food and beverages, other than water, are not allowed in the sanctuary without prior authorization.
- o. Limited kitchen facilities are available. Food served cannot be prepared on the Church premises. Following the health practices upheld by the Seventh-day Adventist denomination unclean meat may not be served. (Ask for clarification if needed.)
- p. Kitchen (if used) will be cleaned per the check sheet posted in the kitchen.

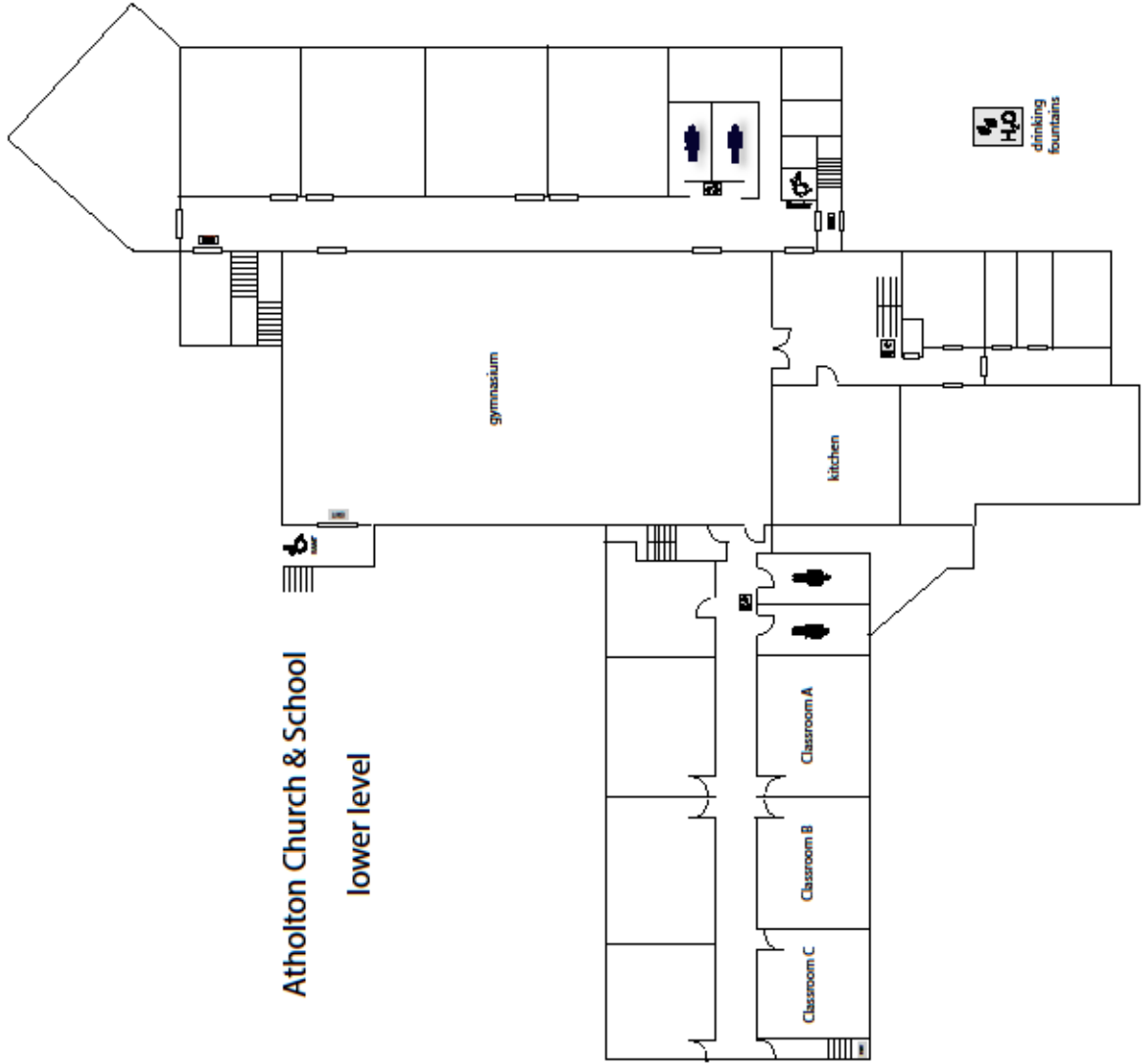
## 6. Wedding Rental Information

- a. Runner for middle aisle should be 75 feet
- b. Candles needed:
  - i. spiral candelabra ---- 30 non drip candles (lexan should be placed underneath)
  - ii. fan candelabra ---- 15 non drip candles
  - iii. aisle candelabra ---- 12 candles that are 2cm
- c. Masking tape or painters tape may be used.
- d. Wedding activities outline should be submitted thirty days prior to rehearsal date for review by the wedding facilitator and the Atholton Seventh-day Adventist Church pastor.
- e. Only bird seed may be used outside. No rice, confetti, or other items to be thrown inside or outside.
- f. Traffic attendant, for the day of the wedding, should be designated by rental party.
- g. Rehearsal items:
  - i. NO rehearsals during Sabbath hours (sundown Friday to sundown Saturday)
  - ii. Start rehearsal on time per Facility Use Agreement
  - iii. Rehearsal should not exceed 1 ½ hours
  - iv. Musicians will practice with AV personnel during the scheduled rehearsal time
  - v. Organist may need to be oriented by an Atholton Seventh-day Adventist Church organist.
- h. Gymnasium items:
  - i. 8 round tables, 40 six foot tables, 5 eight foot tables and 232 chairs are available.
  - ii. Rented tables and chairs must have specific pre-approved delivery and pick up times
  - iii. Kitchen facilities are limited
  - iv. Gym dimensions are 90 feet long and 75 feet wide

# Atholton Church & School upper level







# Atholton SDA Church Ministries/Atholton Adventist Academy Quarterly Event Form

*Note: Form is due quarterly [December 1, March 1, June 1, September 1]*

Ministry/AAA Group: \_\_\_\_\_

Ministry/AAA Leader: \_\_\_\_\_

Contact Information:      Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Event	Date(s)	Facility(s) Needed	Begin Time	End Time	Other Needs
		<input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen <input type="checkbox"/> Gym <input type="checkbox"/> Classroom A <input type="checkbox"/> Classroom B <input type="checkbox"/> Classroom A&B <input type="checkbox"/> Classroom C <input type="checkbox"/> Other: _____ _____ _____			<input type="checkbox"/> Host (\$20/hour) <input type="checkbox"/> AV Technical Host (\$30/hour) <input type="checkbox"/> Musician <input type="checkbox"/> Other: _____ _____ _____ _____
		<input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen <input type="checkbox"/> Gym <input type="checkbox"/> Classroom A <input type="checkbox"/> Classroom B <input type="checkbox"/> Classroom A&B <input type="checkbox"/> Classroom C <input type="checkbox"/> Other: _____ _____ _____			<input type="checkbox"/> Host (\$20/hour) <input type="checkbox"/> AV Technical Host (\$30/hour) <input type="checkbox"/> Musician <input type="checkbox"/> Other: _____ _____ _____ _____
		<input type="checkbox"/> Sanctuary <input type="checkbox"/> Kitchen <input type="checkbox"/> Gym <input type="checkbox"/> Classroom A <input type="checkbox"/> Classroom B <input type="checkbox"/> Classroom A&B <input type="checkbox"/> Classroom C <input type="checkbox"/> Other: _____ _____ _____			<input type="checkbox"/> Host (\$20/hour) <input type="checkbox"/> AV Technical Host (\$30/hour) <input type="checkbox"/> Musician <input type="checkbox"/> Other: _____ _____ _____ _____



## Atholton SDA Church Facility Use Application Form

### Request Information:

Name of Person or Group requesting: \_\_\_\_\_

Are you a member of Atholton SDA Church?  Yes  No

Date(s) of Facility Use: \_\_\_\_\_

Purpose/Event: \_\_\_\_\_

Time Building to be Open: (no earlier than 6:00 AM) \_\_\_\_\_

Time Building to be Closed: (no later than 11:00 PM) \_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Additional Date Requested (for example: for rehearsal, decorating, setup): \_\_\_\_\_

Time Building to be Open: (no earlier than 6:00 AM) \_\_\_\_\_

Time Building to be Closed: (no later than 11:00 PM) \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

### Contact Person Information:

Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

### Alternate Contact Person:

Name (First and Last): \_\_\_\_\_

Phone(s): \_\_\_\_\_

**Facility Needs Information:** Note: Hourly rates are calculated per hour or fraction thereof (in 15 minute intervals).

<b>GENERAL USE</b>		
<b>Facility Room/Item</b> (check the box next to item requested)	<b>Price for Non-Atholton SDA Church Member/Organization</b>	<b>Price for Atholton SDA Church Member/Ministry</b>
<input type="checkbox"/> Sanctuary: time in:_____ out:_____	\$160 per hour (includes facility host fee)	No Charge
<input type="checkbox"/> Gymnasium: time in:_____ out:_____	\$40 per hour (2 hour minimum)	No Charge
<input type="checkbox"/> Kitchen: time in:_____ out:_____	\$30 per hour	No Charge
<input type="checkbox"/> Classroom A: time in:_____ out:_____	\$30 per hour	No Charge
<input type="checkbox"/> Classroom B: time in:_____ out:_____	\$30 per hour	No Charge
<input type="checkbox"/> Classroom C: time in:_____ out:_____	\$30 per hour	No Charge
<input type="checkbox"/> Classroom A-B: time in:_____ out:_____	\$60 per hour	No Charge
<input type="checkbox"/> Facility Host	Included with room	\$20 per hour
<input type="checkbox"/> AV Technical Host	\$30 per hour (2 hour minimum)	\$30 per hour (2 hour min.)
<input type="checkbox"/> Registration Fee (Required)	\$10 (non-refundable if event approved)	No Charge
<input type="checkbox"/> Security Deposit (Required)	\$100 (refundable per policy requirements)	No Charge
<b>Audio Visual Options</b>		
<input type="checkbox"/> AV System in Sanctuary		
<input type="checkbox"/> Sound System in Gymnasium		
Number of Hand-Held Microphones (6 available) _____		
Number of Over-the-Ear Microphones (4 available) _____		
Other: _____		
Are you bringing something? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? (example: CD, DVD, USB, Phone) _____ Comments: _____		
Are you using Church equipment (example: Piano, Keyboard...)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? _____ Comments: _____		
Other Specifications: _____		

I have read the Atholton Seventh-day Adventist Facility Use Handbook information and rules and regulations and agree to the terms and regulations pertaining to the rental and use of the facilities/equipment of the Atholton Seventh-day Adventist Church and agree to pay the fees as outlined. User will be held responsible for paying repair and/or replacement costs for damaged property or equipment.

Registration Fee (Non-refundable if event approved) \_\_\_\_\_

Security Deposit (Refundable based on policy requirements) \_\_\_\_\_

Use/Rental Fees (refer to policy for due date) \_\_\_\_\_

*Note: Make checks out to **Atholton Seventh-day Adventist Church***

\_\_\_\_\_  
Contact Person's Signature

\_\_\_\_\_  
Date Submitted



# Atholton SDA Church Facility Use WEDDING Application Form

## Request Information:

Name of Bride: \_\_\_\_\_

Is bride a member of Atholton SDA Church?  Yes  No  
If no, enter church membership and denomination: \_\_\_\_\_  
\_\_\_\_\_

Name of Groom: \_\_\_\_\_

Is groom a member of Atholton SDA Church?  Yes  No  
If no, enter church membership and denomination: \_\_\_\_\_  
\_\_\_\_\_

Wedding Date: \_\_\_\_\_

Time Building to be Open: (no earlier than 8:00 AM) \_\_\_\_\_

Time Building to be Closed: (no later than 11:00 PM) \_\_\_\_\_

Time Event Begins: \_\_\_\_\_ Time Event Ends: \_\_\_\_\_

Rehearsal Date Requested: \_\_\_\_\_

*\*Note: Rehearsal not to take place during Sabbath hours.*

Time Building to be Open: (no earlier than 8:00 AM) \_\_\_\_\_

Time Building to be Closed: (no later than 11:00 PM) \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

## Other Information: (Please provide name of individual or company)

Are you participating in pre-marital counseling?  Yes  No  
If yes, with whom? \_\_\_\_\_

Minister: \_\_\_\_\_

Florist: \_\_\_\_\_

Photographer: \_\_\_\_\_

Organist: \_\_\_\_\_

Pianist: \_\_\_\_\_

Other Musicians: \_\_\_\_\_

Caterer: \_\_\_\_\_

Baker: \_\_\_\_\_

**Contact Person Information:**

Name (First and Last): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_

**Alternate Contact Person:**

Name (First and Last): \_\_\_\_\_

Phone(s): \_\_\_\_\_

**Facility Needs Information:** Note: Hourly rates are calculated per hour or fraction thereof (in 15 minute intervals).

<b>WEDDING USE</b>		
<b>Facility Room/Item</b> (check the box next to item requested)	<b>Price for Non-Atholton SDA Church Member</b>	<b>Price for Atholton SDA Church Member/Ministry</b>
<input type="checkbox"/> Sanctuary	\$575 for 5 hours of use including rehearsal, decorating, and wedding services. Additional time needed will be \$160 per hour	\$250 for 5 hours of use including rehearsal, decorating, and wedding services. Additional time needed will be \$50 per hour
<input type="checkbox"/> Gymnasium & Kitchen	\$200 for 5 hours of use	No Charge
<input type="checkbox"/> Wedding Host/Hostess	\$20 per hour	No Charge
<input type="checkbox"/> AV Technical Host	\$30 per hour (2 hour minimum)	\$30 per hour (2 hour minimum)
<b>Sanctuary Accessories:</b>		
<input type="checkbox"/> 2 Spiral Candelabra	\$25	No Charge
<input type="checkbox"/> 6 Pair Aisle Candelabras	\$30	No Charge
<input type="checkbox"/> Fancy Kneeling Bench	\$20	No Charge
<input type="checkbox"/> 1 Fan Candelabra	\$15	No Charge
<input type="checkbox"/> 1 Plain Kneeling Bench	No Charge	No Charge
<input type="checkbox"/> Unity Candle Base	No Charge	No Charge
<b>Audio Visual Options</b>		
<input type="checkbox"/> AV System in Sanctuary		
<input type="checkbox"/> Sound System in Gymnasium		
Number of Hand-Held Microphones (6 available) _____		

Number of Over-the-Ear Microphones (4 available) _____
Other: _____
Are you bringing something? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? (example: CD, DVD, USB, Phone) _____ Comments: _____
Are you using Church equipment (example: Piano, Keyboard...)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what? _____ Comments: _____
Other Specifications: _____

I have read the Atholton Seventh-day Adventist Facility Use Handbook information and rules and regulations and agree to the terms and regulations pertaining to the rental and use of the facilities/equipment of the Atholton Seventh-day Adventist Church and agree to pay the fees as outlined. User will be held responsible for paying repair and/or replacement costs for damaged property or equipment.

Registration Fee (Non-refundable if event approved) \_\_\_\_\_

Security Deposit (Refundable based on policy requirements) \_\_\_\_\_

Use/Rental Fees (refer to policy for due date) \_\_\_\_\_

*Note: Make checks out to **Atholton Seventh-day Adventist Church***

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Contact Person's Signature

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Date Submitted