



Avenue Road Baptist Church

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Lead Pastor: **Lucas Jervis**

Office Administrator: **Lynn Minor**

Youth & Family Pastor: **Janelle Arnold**

Worship Pastor: **John Willoughby**

Regulations for the use of the building of Avenue Road Baptist Church

Avenue Road Baptist Church (ARBC) is a place dedicated to the worship and service of God. The building provides a functional place for ministry to the congregation and the community.

1. Use of the building must not misrepresent ARBC or its ministries.
2. The building should be left in the condition in which it was found. Basic clean up should be done by the rental group unless otherwise agreed to.
3. Smoking, consumption of alcohol, illegal substances, gambling activities (including bingo, lottery, 50/50 draws etc.) are not permitted on the premises.
4. Fire and health regulations must be adhered to at all times.
5. Off-limits areas at all times include: Pastors' offices, main office, furnace and electrical rooms, sound tech room and areas not prearranged for use.
6. The baptistery is off-limits, except when the sanctuary is being rented for the purpose of a baptism. Rental of the sanctuary does not automatically entitle the use of the baptistery.
7. **Thermostats are not to be adjusted.**
8. Bulletin boards are for the use of ARBC only. Any other use requires consent by the Church.
9. Musical instruments and electronic equipment on site, not owned by the rental group, are not to be tampered with, played, or used in any way.
10. Sound equipment, piano, keyboard media equipment and sports equipment may be used only with prior arrangements. Groups using multi-media and sound equipment must have a qualified individual approved by ARBC to operate them.
11. Tables and chairs may be arranged for events, but must be returned to their original places after use. Decorations and floral arrangements may not be moved without prior approval. Nothing may be attached to walls or ceilings and tape is not to be used on floors or windows.
12. Telephones are only available for emergency purposes if a staff person is present.
13. Use of the appliances in the kitchen must be requested and approved before use. Food, condiments, etc. stored in the kitchen may not be used.
14. Cooking of meals is not permitted, but pre-prepared food may be warmed. If the kitchen is required for meal preparation, arrangements must be made with the Hospitality Committee. An additional fee may be charged.
15. Soiled footwear should be removed at the entrances.
16. Groups renting the facility are responsible for removal of excess garbage and recycling.
17. Confetti, rice or any other celebratory item of that nature is not permitted inside the building.
18. Candles or open flame are not permitted.
19. Each group should have an evacuation plan in case of fire or other emergency and ensure that all individuals using the facilities during the rental period know the evacuation plan and exit routes.
20. Use of copyrighted material is the responsibility of the rental group not ARBC.
21. A damage deposit may be required at the discretion of the Board of Management.
22. If necessary, arrangements for a key will be made prior to the rental date. When the custodian is on-site during the rental, he/she will provide access to areas agreed upon for the rental.
23. The Lead Pastor must approve all weddings and funerals.
24. ARBC reserves the right to cancel/modify pre-arranged bookings at their discretion.