

Brisbane Chinese Alliance Church

Facility Use Policies and Guidelines

This document is a set of policies and guidelines for efficient use of facilities that include rooms, furniture, audio visual equipment and kitchen utilities available for ministry activities and meetings. This document will be periodically revised.

The new and revised versions of the policies and guidelines should be approved by the Executive Board of Brisbane Chinese Alliance Church (Church) before implementation.

The purpose of the policies and guidelines is

- to ensure proper recording and monitoring of use of facilities.
- to set up procedures of booking facilities.
- to ensure safe use of the facilities.
- to ensure good conditions of the facilities after use.

1. Facility Use Record System

- 1.1 A history of the use of facilities has to be recorded on an Excel spreadsheet. The Excel file is stored in the Church server and website.
- 1.2 The Church administrator will
 - 1.2.1 be responsible for inputting and updating records on the Excel spreadsheet.
 - 1.2.2 upload on every Sunday to the Church website the Excel file showing the facilities booking status.
 - 1.2.3 post up every Sunday on the Church notice board the facilities booking status.
- 1.3 Users¹ must
 - 1.3.1 check the facilities booking status from either the Church website or the Church notice board before making booking.

2. Booking Facilities

- 2.1 The use of facilities requires advanced booking. This is to ensure availability of facilities and proper monitoring of the use of facilities.
- 2.2 The use of facilities will be on first-book-first-use basis, and therefore early booking is essential. However, the priority of using facilities may be given to activities that are determined by the Executive Board as more important and necessary.
- 2.3 Users are defined as
 - 2.3.1 the Church leaders², who normally have access right to the Church buildings, AND
 - 2.3.2 the persons who will book the facilities, AND
 - 2.3.3 the persons who will use the facilities on the date(s) and time(s) being booked.
- 2.4 The use of facilities must relate to church ministry activity and meeting.
- 2.5 Use of facilities for personal and non-church activity:

¹ Refer to Section 2.3 for the definition of users.

² Church leaders include **pastors, elders, deacons, ministry coordinators, fellowship leaders, English Ministry Pastoral Care Group members, cell group leaders, and committee coordinators.**

- 2.5.1 Person must get approval from the Executive Board of the use of facilities for personal or non-church activity using the following procedures.
 - 2.5.1.1 Requestor must submit a written note to the Executive Board Secretary detailing the nature and programs of the activity at least two months prior to the activity.
 - 2.5.1.2 The Executive Board Secretary will sign on the written note after the request is approved by the Executive Board and return to the requestor.
- 2.5.2 When the activity has been approved,
 - 2.5.2.1 if the requestor is an eligible user (defined in 2.3), he/she can follow 2.6 below to submit the Facility Use Request Form. The written note signed by the Executive Board Secretary must attach to the Facility Use Request Form.
 - 2.5.2.2 If the requestor is NOT an eligible user (defined in 2.3), he/she must get an eligible user to complete, sign and submit the Facility Use Request Form. The written note signed by the Executive Board Secretary must attach to the Facility Use Request Form.
- 2.6 Users will
 - 2.6.1 firstly identify the capacity of facility required for the activity. It is not recommended to use the facility whose capacity exceeds the actual requirement, for example, use a large room for a small group meeting.
 - 2.6.2 check from the Church website or the Church notice board if the required facilities have not been booked on the date(s) and time(s) when the activity will occur.
 - 2.6.3 make booking if the facilities are available
 - 2.6.3.1 either download from the Church website or obtain from the Church administrator the Facility Use Request Form.
 - 2.6.3.2 complete the Facility Use Request Form.
 - 2.6.3.3 either email or hand in the completed Facility Use Request Form to the Church administrator.
- 2.7 The Church administrator will
 - 2.7.1 check if the requested facilities are available.
 - 2.7.2 notify users if the facilities are not available.
 - 2.7.3 confirm the booking with the users if the facilities are available, and input the booking details to the Excel spreadsheet.
 - 2.7.4 upload to the Church website the updated Excel file showing the facilities booking status.

3. Changes to Booking Details

- 3.1 If the user wishes to cancel booking or change the booking details before the requested date, the user should immediately inform the Church administrator about the changes.
- 3.2 If the user uses on the requested date the facilities different from those on the Facility Use Request Form, for example, use Room B2 instead of the booked Room B3, the user should amend the booking details with the Church administrator immediately after using the facilities. This practice is not encouraged.
- 3.3 The Church administrator will
 - 3.3.1 delete the booking record on the Excel spreadsheet if the booking is cancelled.
 - 3.3.2 update the booking details on the Excel spreadsheet if the booking details change.

- 3.3.3 upload to the Church website the updated Excel file showing the facilities booking status.

4. Access to and Leaving Buildings³

- 4.1 If the user is the first one arriving at the building and has the access right to it, unlock and disarm ONLY the building that will be used. For example, if the ADMIN building is used, unlock and disarm only the ADMIN building and NOT all buildings.
- 4.2 If the user is the last one leaving the building, arm and lock ONLY the building where the user is leaving. For example, if the user leaves the ADMIN building, arm and lock only the ADMIN building and NOT all buildings.
- 4.3 The building should NOT be locked from inside if there are people inside the building.

5. Booked Facilities Not Actually Used

- 5.1 If the user does not actually use the booked facilities, the user should inform the Church administrator as soon as possible that the facilities have not been used on the requested date(s) and time(s). This allows proper monitoring of actual use of facilities.
- 5.2 The Church administrator should make a note on the user's booking record on the Excel spreadsheet.

6. Safe Use of Facilities⁴

- 6.1 Users are to make sure that all attendees will safely use the booked facilities, and, if required, give attendees a briefing on safe use of facilities.
- 6.2 Proper behaviour is required to avoid unnecessary accident to occur.
- 6.3 The tables, chairs, electrical cables and other items in the room should be put properly to minimise the risk of accident.
- 6.4 No attendee should operate any electrical and electronic equipment unless the attendee is familiar with their operations⁵.
- 6.5 No attendee should try to repair any damaged items.⁶

7. Responsibility for the Conditions of Facilities

- 7.1 Users are fully responsible for the conditions of the rooms, furniture, audio visual equipment, kitchen utilities and other items.
- 7.2 Users should take note of the notices in the room and make sure the room is clean and tidy after use.
- 7.3 Users may take chairs and/or tables from other rooms provided that they are not used by other people.
- 7.4 All tables and chairs must be returned to their original positions and locations after use. For instance, if a chair was taken from other room, the chair must be returned to the room where it was taken.
- 7.5 Users should make sure that the furniture, audio visual equipment, kitchen utilities and other items are functional after use.
- 7.6 The audio visual equipment and other items taken from the store rooms must be returned and locked in the store rooms.

³ Also refer to the Building Access Policies and Guidelines.

⁴ Users are strongly recommended to read the **Workplace Health and Safety Act, Child Wellbeing and Safety Act, and Emergency Procedures**.

⁵ The equipment's User Manual can be obtained from the Church Administrator.

⁶ Read also Section 7.8.

- 7.7 Only the trained and designated people are allowed to operate the audio visual equipment in the main hall.
- 7.8 Any damage of the facilities must be reported immediately to the Property Management Committee either directly or via the Church administrator.
- 7.9 Before leaving the room, make sure
 - 7.9.1 all windows are securely closed.
 - 7.9.2 all lights and fans are switched off.
 - 7.9.3 all doors are closed.
- 7.10 If the user is the last one leaving the building, make sure the building is locked and armed.⁷

⁷ Refer to Section 4. Access to and Leaving Buildings.