



Summary of Policy:

The Baptist Resource Network (BRN) offers use of the Harrisburg Volunteer Mission House for overnight accommodations to cooperating churches and groups, missionaries, and volunteers when available. In order to utilize the house/property, cooperating churches and groups, missionaries, and volunteers must be in compliance of this policy.

House Use Policy:

1. OVERVIEW

The Harrisburg Volunteer Mission House is a gift from God and should be treated as such. The building shall be used joyfully but must also be well cleaned and taken care of. With the use of this facility also comes the expectation that the house will be cared for while in use and left in great shape so that others can minister effectively through this space.

2. PURPOSE

The purpose of the Harrisburg Volunteer Mission House is to provide cooperating churches and groups, missionaries, and volunteers with overnight accommodations in order to conduct nearby ministry and events that will further their purpose, and to support the ministry of the BRN. The purpose of the Harrisburg Volunteer Mission House Policy is to provide the expectations and requirements regarding the use of the Harrisburg Volunteer Mission House Building. This property must be used in alignment with the BRN statement of faith and the most recent version of the *Baptist Faith and Message* as adopted by the Southern Baptist Convention in annual session.

3. PRIORITY OF USE (First to Least)

Group 1- BRN functions, meetings, staff, facility repair, or any other BRN sanctioned event.

Room 22 is reserved for staff priority.

Group 2- Churches, groups, or organizations that work or act in cooperation with the BRN or the SBC.

Group 3- Sub ministries of the groups referenced in Group 2.

Group 4- Other Kingdom Initiatives (Other Evangelical Christian Groups). These groups will be allowed usage upon special exception granted by the Director of Finance & Operations and/or Executive Director.

Note: Guests will be permitted to stay up to two-weeks at a time assuming the house is available. Requests for longer stays should be brought by the house scheduler to the Director of Finance & Operations and/or Executive Director-Treasurer for review and decision.

4. BUILDING USE STANDARDS

The standards for building use are as follows:

1. Scheduling

- A. Reservations for use of the Harrisburg Volunteer Mission House must be made with the house scheduler to ensure that the desired rooms and dates are available. This is done by emailing helpdesk@brnunited.org.
- B. Reservation requests may be submitted online. The scheduler will be in contact about the request.
- C. The reservation will be made final when both a completed Harrisburg Volunteer Mission House Request form **and** a reservation deposit are submitted to the house scheduler.

BAPTIST RESOURCE NETWORK OF PA/SJ Harrisburg
Volunteer Mission House - House Use Policy



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- D. If there is a tentative reservation but no accompanying request form **and** deposit, the requested space may be given to another group/individual that is able to provide both required items.

2. Contributions

- A. Contributions are to be paid when making reservations and should be made online at www.brnunited.org OR mailed to BRN, Attn: Financial Office, 4620 Fritchey Street, Harrisburg, PA 17109.
- B. A Deposit is required to secure reservations.
1. The BRN reserves the right to request a larger deposit for larger groups or for longer stays. BRN will communicate differing deposit rates to the party during the reservation process.
 2. In the instance you cancel your reservation, a deposit is refundable until two weeks prior to your stay, at which time it becomes non-refundable.
 3. Deposits for groups are not considered tax-deductible contributions. Rather they are one-time fees for reserving lodging space.
- C. Facility usage suggested contributions:
- Groups:
- 1) \$15.00/night/person for the bunk room
 - 2) \$20.00/night/person for a room with a shared hall bathroom (Rooms 21, 34, 35, 36)
 - 3) \$25.00/night/person for a room with a private bath (Rooms 22, 37, Apt 1, Apt 2)
 - 4) Whole House rental: \$500 per night
 - 5) Deposit Fee Amount = \$50. Deposit is in addition to the per night cost in consideration of reserving the house for the group.
 - 6) Meeting Room: \$40 per usage/day (For groups not utilizing the house)
- Individuals (non-group):
- 1) Individual – Single Rate: \$25/night
 - 2) Individuals – Couple Rate: \$35/night
 - 3) Family Rate (max. 2 rooms and up to 5 family members): \$55/night
 - 4) Family Rate (max. 2 rooms and up to 5 family members): \$350.00/per week
 - 5) Deposit Fee Amount shall be the first night's stay.

3. Facility Requirements

- A. Any group representing an organization is required to possess Liability Insurance with a minimum of \$1 million in coverage. In cases where the group does not maintain this coverage, BRN reserves the right to ask the group to purchase such coverage. The BRN also reserves the right to view the Liability Insurance at any time.
- B. Any group that is using the facilities where children are involved will have a child protection plan in place and in writing. The BRN may ask to view this policy at any time while in agreement for usage of the Harrisburg Volunteer Mission House. Groups from PA must be in compliance with Pennsylvania's Child Protective Services laws (keepkidsafe.pa.gov). By signing this Use Policy, the group acknowledges they have appropriate child protective policies in place.
- C. Minors must be supervised by an adult at all times.

BAPTIST RESOURCE NETWORK OF PA/SJ Harrisburg
Volunteer Mission House - House Use Policy



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- D. **House Occupancy may not to exceed 25 persons** (Fire Code & sewer mandated).
 - E. Parking is available at the Harrisburg Volunteer Mission House in the front and back. In instances where this parking space is not sufficient for the group's needs, parking should occur in the following priority order:
 - 1. Harrisburg Volunteer Mission House parking in the front and back,
 - 2. BRN office parking lot (Please let BRN staff know you will be parking in the BRN lot so your vehicles are not towed), and
 - 3. If additional parking is still needed groups should park on the street around the Harrisburg Volunteer Mission House and the BRN office building.
 - F. The following are prohibited:
Alcohol; smoking in buildings or on grounds; firearms; inappropriate language; tape on floors, walls, and tables; lit candles or open flames; illegal drugs and/or activities. Animals/pets are strictly prohibited!

4. Use of BRN Equipment/Property

- A. Use of BRN property is a privilege to guests. This privilege should be recognized by the guest and can be revoked if deemed necessary by the BRN.
- B. All equipment and property furnished in the building are owned by the BRN. These items are provided for the use of those using the facility, provided that they treat these items with care.
- C. Any broken or damaged items must be reported to the BRN immediately upon notice.
- D. In the case of breakage or damage to property, the responsible party is expected to correct and/or pay for the damage.
- E. No furniture or equipment belonging to BRN may be loaned or removed from the premises.

5. Cleanup & Reset

- A. All areas of use should be cleaned, free of debris and trash, and look presentable.
- B. Before each group leaves, the following must be addressed:
 - 1. Counter and sink are clean of food, dishes, etc.
 - 2. Rooms used are cleaned and swept. (Vacuum and broom are available for use.)
 - 3. Entranceways are locked, even if other groups remain in the building.
 - 4. Lights and ceiling fans in the rooms are turned off.
 - 5. Small appliances are turned off and unplugged.
 - 6. Bathrooms are cleaned and left in acceptable condition.
 - 7. Trash and recycling are taken out to the dumpster behind the BRN Guest House. (Brick house across the street next to BRN Office Building; 4616 Fritchey Street).
 - 8. Furniture in the Meeting Room is reset to an orderly fashion.

6. List of Usage Assessments

The facility will be inspected after a group departs. Assessments are payable upon notification from the BRN. In the instance a group arrives to the Harrisburg Volunteer Mission House and the house is out of compliance with these guidelines, they should notify the BRN within 24 hours.

- 1. Excessive cleaning required fee: \$50.00 per occurrence
- 2. Damaged or broken property: The cost of repair or replacement plus time to repair
- 3. Other assessment fees to be determined and applied as deemed appropriate



7. Policy Agreement - The individual/group agrees to the following items:
- A. The group agrees to all items explained in this policy.
 - B. In exchange for the use of the house, the group acknowledges that all members of the group, their heirs, assigns, or personal representatives agree to hold BRN harmless while using the house and agree to waive, discharge, and covenant not to sue the Baptist Resource Network, its Executive Board, directors, officers, employees, and agents. This shall include any and all claims including negligence resulting in personal injury, accidents, or illness, death, and property loss arising from the use of the house.
 - C. The group and all individual users are responsible for their actions. By signing this agreement, or using the facilities, users recognize they are assuming all risk related to their use of the facility.
 - D. BRN will not be held liable of any falls or injuries incurred during use at the facility.
 - E. BRN will not be responsible for lost items left on the premises, theft, or any other damage or loss to personal items.
 - F. BRN will not be responsible or liable for any costs associated with cancellation or termination of a reservation or a determination of non-availability.
 - G. It is a privilege to be able to use the facilities and this privilege can be revoked at the discretion of the Executive Director or their designee. Failure to abide by the expectations set forth in this policy is grounds for revocation by the BRN.
 - H. The individual's or group's Contribution for usage is given freely and not coerced.
 - I. Payment for assessments will be given promptly.

5. AGREEMENT & SIGNATURE

I/We the undersigned party agree to the above stated facility use policy statement. We will to the best of our ability abide by the guidelines and standards set forth in this policy. We understand that our actions should reflect Christ and that it is a privilege to use these facilities. We recognize that this building is a gift from the Lord that has come to be because of the sacrifice of many people and organizations. We will use it joyfully and with respect. We also recognize that others will be using the facilities so we will leave it in acceptable condition.

Individual or Group Name: _____

Signature of Individual or Group Leader

Signature of Second Group Leader (if applicable)

Printed Name

Printed Name

Date

Please also sign the *BRN Communicable Disease Consent Form*