

BAPTIST CONVENTION OF PA/SJ
VOLUNTEER HOUSE POLICY for Overnight Guests

Summary of Policy:

The Baptist Convention of PA/SJ (BCPSJ) offers use of the Volunteer House for overnight accommodations to cooperating churches and groups, missionaries, and volunteers when available. In order to utilize the house, cooperating churches and groups, missionaries, and volunteers must be in compliance of this policy.

House Use Policy:

1. OVERVIEW

The Volunteer 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 in this space.

2. PURPOSE

The purpose of the Volunteer 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 BCPSJ. The purpose of the Volunteer House Policy is to provide the expectations and requirements regarding the use of the Volunteer House Building.

3. PRIORITY OF USE (First to Least)

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

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

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

Group 4- Other Kingdom Initiatives (Other Christian Groups). These groups will be allowed usage upon special exception granted by the Administrative Team.

*Long-term reservations must be approved by the Administrative Team. Guests will be permitted an initial two-months stay with one-month extensions added at a time. The Administrative Team will communicate at least one month in advance of any extensions permitted.

4. BUILDING USE STANDARDS

The standards for building use are as follows:

1. Scheduling

- A. Reservations for use of the Volunteer House must be made with the house scheduler to ensure that the desired areas and dates are available. This is done by email (info@brnunited.org).
- B. The reservation will be made final when a completed Volunteer House Request form **and** either the contribution or deposit are submitted to the house scheduler.
- C. If there is a tentative reservation but no accompanying request form **and** contribution (or deposit), the requested space may be given to another group 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 BCPSJ, Attn: Financial Office, 4620 Fritchey Street, Harrisburg, PA 17109.

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- B. A Deposit of \$45.00 is required for reservations of three (3) to four (4) nights. A Deposit of \$100.00 is required for reservations of five (5) nights or more. A Deposit of \$250 is required for approved long-term reservations. 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. If the reservation is filled then the deposit will be applied towards your room contribution amount.
 - C. Facility usage suggested contributions:
 - 1) \$10.00/night/person for the bunk room
 - 2) \$15.00/night/person for a room with a shared hall bathroom (Rooms 21, 34, 35, 36)
 - 3) \$20.00/night/person for a room with a private bath (Rooms 22, 37, Apt 1, Apt 2)
 - 4) \$150.00/family per week (max. 2 rooms) or \$300 max. per month
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, BCPSJ reserves the right to ask the group to purchase such coverage. The BCPSJ 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 BCPSJ may ask to view this policy at any time while in agreement for usage of the Volunteer House. Groups from PA must be in compliance with Pennsylvania's Child Protective Services laws.
 - C. Minors must be supervised by an adult at all times.
 - D. Group size not to exceed 25 persons.
 - E. Parking is available at the Volunteer 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. Volunteer House parking in the front and back,
 - 2. BCPSJ office parking lot, and
 - 3. If additional parking is still needed groups should park on the street around the Volunteer 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
4. Use of BCPSJ Equipment/Property (Please see *Reference* at the end of this policy in order to view Volunteer House common areas.)
- A. All equipment and property furnished in the building are owned by the BCPSJ. These items are provided for the use of those using the facility, provided that they treat these items with care.
 - B. Any broken or damaged items must be reported to the BCPSJ immediately upon notice.
 - C. In the case of breakage or damage to property, the responsible party is expected to correct and pay for the damage.
 - D. No furniture or equipment belonging to BCPSJ 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.

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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 used 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 Girard Mission House. (Brick house; 4616 Fritchey Street)
8. Furniture in Virginia Room is reset to the provided diagram. (See attached.)

6. List of Usage Assessments

The facility will be inspected after a group leaves. Assessments are payable upon notification from the BCPSJ. In the instance a group arrives to the Volunteer House out of compliance with these guidelines, they should notify the BCPSJ 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. The group will hold BCPSJ harmless while using their facilities.
- C. BCPSJ will not be held liable of any falls or injuries incurred during use at the facility.
- D. BCPSJ will not be responsible for lost items left on the premises, or theft.
- E. It is a privilege to be able to use the facilities and this privilege can be revoked as deemed plausible. Failure to abide by the expectations set forth in this policy is grounds for revocation by the BCPSJ.
- F. Contributions for usage and 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 from 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.

Signature of Individual or Group Leader

Signature of Other Group Leader if applicable

Printed Name

Printed Name

Date

Revised 03/18/2015

REFERENCE
BAPTIST CONVENTION OF PA/SJ
VOLUNTEER HOUSE

MISSION STATEMENT

This home is provided with the prayer that it will minister to your needs so that you may, in turn, minister to the needs of others and point them to Christ.

REFERENCE

The Volunteer House is a beautiful home that has been restored and expanded to accommodate groups who are doing ministry in the area or who may be passing through to do service in another area. Volunteers have given of time and resources to make this home what it is, and volunteers continue to maintain this home.

The house is equipped with all necessary linens and will sleep 27 guests comfortably. Maximum capacity of the house is 27 people.

The home consists of a first floor, second floor, and basement area.

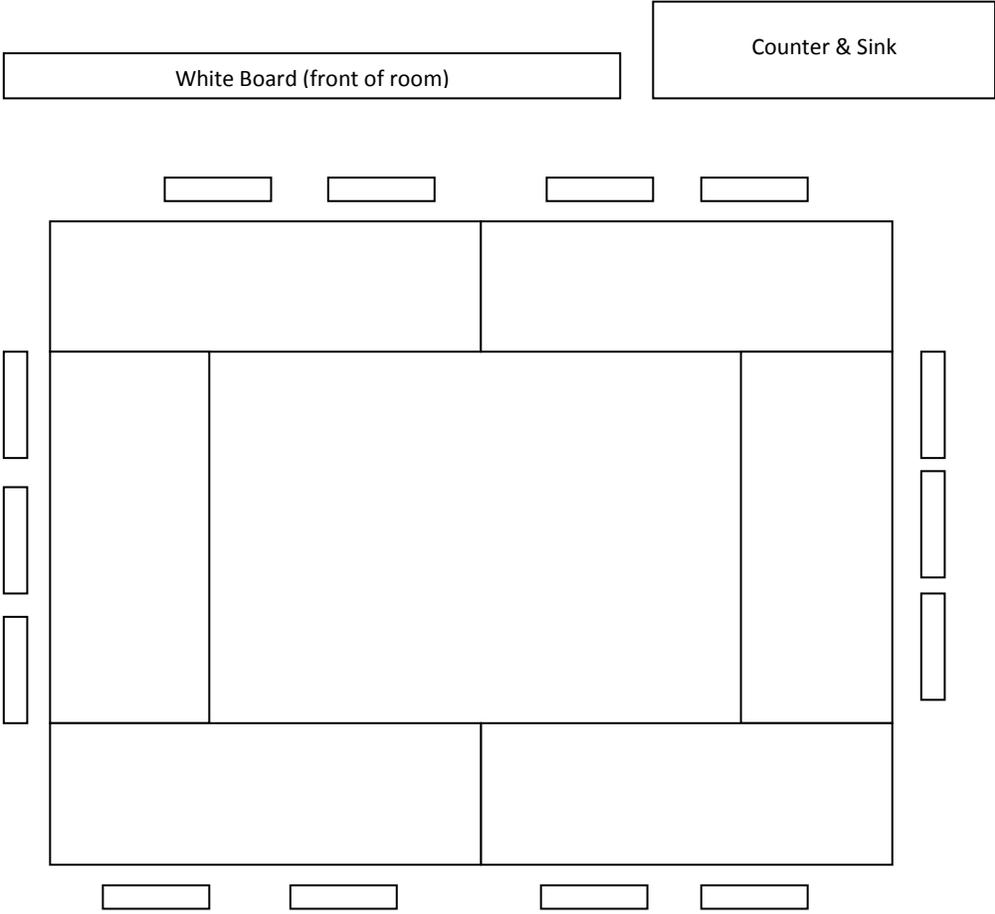
The first floor consists of the following common areas: living room; dining room, bathroom, eat-in kitchen, washroom, and Virginia Room (a meeting room used for small churches, organizations, and groups).

The second floor consists of the following common areas: bathroom.

The basement consists of the following common areas: shower area that has two showers, two bathroom stalls, and a urinal; gathering area with a couch and chairs; and laundry area that has washer and dryer, a table, and refrigerator.

Please note that all bathrooms are unisex.

Virginia Room Diagram



Please stack all extra chairs in the back corner.



Harrisburg Volunteer House Other Things to Know

- KEY** The key to the Volunteer House will be available for you in the realtor lockbox when you arrive. You will receive an email containing the combination after you complete the Volunteer House Request Form and we receive your contribution.
- LAUNDRY** A washer and dryer are provided for your use in the basement or off the kitchen. We ask for a \$1.50 donation per washer load to help cover the cost of detergent and dryer sheets.
- LIVING ROOM** The living room television must be used in such a manner that it will not disturb others. Please do not eat or drink in this room.
- BATHROOM** Except for rooms that have a private bath, all bathrooms will be shared. Schedule showers and bathroom use with others. Please keep them clean.
- KITCHEN** You may use all appliances in the kitchen. **Clean up after yourself.**
- Place rinsed dishes in the dishwasher to be run. Wash pots and pans, and plastic items by hand.
 - Empty trash in the dumpster behind the Girard Mission House.
 - Line receptacle with new trash bags.
 - Remove your food from the refrigerator upon departure.
 - Clean stove, counter tops and sink with provided cleaning items.
 - Wipe down the microwave.
- LINENS** Bathroom cabinets have a supply of linens, towels, toilet tissue, cleaners, etc. **Take all dirty sheets and pillowcases to the designated laundry room and place in the marked containers. Basement bedding and towels should be placed in marked containers in the basement.**
- VIRGINIA ROOM** Wipe down tables in VA Room if used. Clean the white board if used. (The white board markers leak through paper and leave marks on tables – use only on the white board.)