

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

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**Summary of Policy:**

The Baptist Convention of PA/SJ (BCPSJ) offers use of the Warren 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 Warren 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 Warren 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 Warren House Policy is to provide the expectations and requirements regarding the use of the Warren House Building.

**3. PRIORITY OF USE (First to Least)**

Group 1- BCPSJ long-term church planters/volunteers.

Group 2- BCPSJ mission teams.

Group 3- Meetings and groups passing through.

Group 4- BCPSJ state staff and pastors.

**4. BUILDING USE STANDARDS**

The standards for building use are as follows:

1. Scheduling

- A. Reservations for use of the Warren House must be made with the house scheduler to ensure that the desired areas and dates are available. This is done by email ([info@brnonline.org](mailto:info@brnonline.org)).
- B. The reservation will be made final when a completed Warren 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.brnonline.org](http://www.brnonline.org) OR mailed to BCPSJ, Attn: Financial Office, 4620 Fritchey Street, Harrisburg, PA 17109.
- 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

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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) \$15.00/night/person
- 2) \$25.00/night/couple
- 3) \$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 22 persons.
- E. Parking is available at the Warren House in the front and back. If additional parking is still needed groups should park on the street around the Warren House.
- 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

- 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.
- 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. Entrancesways 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 trash cans.
  8. Furniture in the meeting room is reset to look neat and presentable.

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6. List of Usage Assessments

The facility may be inspected after a group leaves. Assessments are payable upon notification from the BCPSJ. In the instance a group arrives to the Warren 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