

# First Baptist Church

## Facility Use Policy

Date Adopted by FBC: October 17, 2012

Date Amended by FBC: July 17, 2013

Date Amended by FBC: January 13, 2016

### **Our Vision**

**We seek to grow in Christ through vibrant worship and deep discipleship. We seek to share His love through warm fellowship and broad mission work.**

### **Our Mission**

**Growing In Christ, Sharing His Love.**

**All activities should honor the spirit of this mission and respect the sacred nature of this facility.**

#### **1. GENERAL GUIDELINES:**

- a. All requests should be made through the church office at least 14 days in advance and no more than 6 months prior to the event pending approval. Requests that are made for a long-term commitment (6 months with at least weekly use) will require a vote of the church at a business meeting for approval. All other requests will be approved by church staff.
- b. Any request for a lease arrangement or long-term use of any FBC facilities must be presented to the Board of Trustees for review and consideration prior to being presented to the FBC at a business meeting for their review and approval/denial.

#### **Usage Priority**

**1 – Church Functions**

**2 – Church-Related Ministry Functions**

**3 – Church Member Use**

**4 - Non-Member Use**

- c. All requestors should complete a **Facility Use Application Form**, obtained from the church office or website: [www.fbcmboro.org](http://www.fbcmboro.org).
- d. Prohibited activities include political events and secular fundraisers.
- e. No alcohol, drugs, firearms or gambling are allowed in any church building or anywhere on church property.
- f. Smoking is prohibited in all church buildings and on the grounds at all times.
- g. Ongoing use is at the discretion of the church and is reviewed annually.
- h. All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and incurring additional fees. The full cost of any damage to

church property or equipment resulting from use of facility shall be billed to the person who reserved the facility space.

- i. **Opening Outside Doors:** For the security of the facility, we request that you do not prop outside doors open to let others in. If people will be entering the church through a door which is normally locked, a person should be stationed at that door to admit people as they arrive. Failure to comply will result in an immediate termination of the contract with all monies being non-refundable.
- j. If any decorations are used, they should not be installed with nails, tacks or any other means that will leave holes or other damage to walls, etc.
- k. Any organization using the linen table cloths must pay a fee in advance of \$2.00 per table cloth. The only exceptions to this policy are:
  1. If a Church member agrees to take the table cloths home immediately after the event, launder them and return them; or
  2. Church-wide events such as the Pops Concert or the Ladies Spring Banquet.
- l. At the conclusion of the event, the requestor/sponsor is responsible for the following:
  1. Return the set-up of the room to the condition found upon arrival.
  2. Rooms shall be broom swept and any liquid spills shall be wiped up. Broom and mops can be found in the Custodial Closet.
  3. All leftover food, paper products, etc. shall be properly disposed of in trash bags. The janitorial fee does not include garbage removal. The reserving parties are responsible for garbage removal from the facility to the dumpster that is located behind the CLC @the corner of Academy and Vine Street.
  4. All lights in room used, bathrooms, and hallways shall be turned off when leaving if event takes place after normal working hours.
  5. All room doors and exterior doors (if group has key) shall be locked upon leaving. The key should be returned to the church by next business day.
  6. All decorations (if any) shall be taken down and properly disposed of.

## **2. MINIMUM MAINTENANCE FEES FOR NON-CHURCH RELATED FUNCTIONS**

1. Fees apply to non-profit organizations, civic groups, clubs, and individuals who reserve and use any FBC facility. Fees will increase on an hourly basis determined by usage and time for custodial staff.
2. Fees may be reduced when multiple events are scheduled at one time.
3. Any request for a sound operator must be made at least 2 weeks prior to the event and a fee will be charged.
4. Fees are assessed to cover the general upkeep and utilities for FBC facilities.
5. No one is permitted to use the kitchen of the FBC Fellowship Hall for food preparation. If a requesting party requires access they must contact the church food service coordinator and make arrangements with them.
6. Sanctuary use is reviewed on a *case-by-case* basis (i.e. recitals, special ceremonies, etc.).
7. No piano shall be moved without permission.