

**FACILITIES USE
POLICIES FOR NON-FBC EVENTS
Revised 2018**

SCHEDULING:

Use of the Chapel, Worship Center, Parlor, Assembly Center, or Fellowship Hall is to be scheduled with the Facilities Supervisor. The Attic is not available for non-FBC events. Ministry related events not associated with FBC will be considered only as schedule of staff and facilities allow. Non-ministry related events will only be scheduled at the discretion of the Property Committee and the Facilities Supervisor. Non-FBC events may not be scheduled on the following days or times, and the church calendar always takes precedence.

1. Sundays
2. Wednesday evenings
3. Evenings after 8:00 p.m.
4. Holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day
5. Holiday weekends, contingent on availability of custodian
6. All events must be concluded and the building cleared by 10:00 p.m.

FEES FOR USE OF FACILITIES

FBC Members (anniversaries and similar occasions)

	<u>Chapel</u>	<u>Parlor</u>	<u>Worship Ctr.</u>	<u>Assem. Ctr.</u>	<u>F.H.</u>
Custodian	\$70	\$70	\$100	\$120	\$70
For up to a 3 hr opening; Additional open hrs-\$20 Hr.					
Sound	\$20		\$30	\$30	
Deposit-damage & extras (Refunded if not needed)	\$30	\$30	\$50	\$150	\$30

Large tablecloths \$30 each; round cloths \$20 each for those needing dry cleaned, and \$5 each for washable cloths. This covers cleaning costs which the church will have done. (A minimum fee of \$20 will be charged for washable cloths.)

Non-FBC Members and Non-FBC Events

	<u>Chapel</u>	<u>Parlor</u>	<u>Worship Ctr</u>	<u>Assem. Ctr.</u>	<u>F.H.</u>
Bldg Use Fee	\$100	\$50	\$300	\$300	\$100
Custodian	\$ 70	\$70	\$100	\$120	\$ 70
For up to a 3 hr. opening additional open hrs.--\$20 hr.					
Sound	\$ 20		\$ 30	\$ 30	
Deposit-damage & extras (Refunded if not needed)	\$30	\$30	\$50	\$150	\$30

The Pastor, Property Committee or the Facilities Supervisor may adjust building use fees for non-profit organizations whose ministries compliment First Baptist Church ministries to be the same as the custodian fee.

Costs are for use of this facility and adjoining bathrooms only. Failure to clean kitchen after use will result in an additional \$250.00 cleaning fee.

The event will be placed on the church calendar upon receipt of an approved Facilities Request form (available through church receptionist) and an accompanying \$50 deposit. All fees and calendaring notification are due two weeks prior to event. Payment will be refunded if cancelled two weeks before scheduled date.

The Parlor is not designed, nor furnished, to serve as a dining room, and refreshments served must be limited to items such as cake, punch, coffee, etc. Furniture in the Parlor may be tastefully rearranged with the exception of the piano and clock, neither of which is to be moved. If the furniture is moved, it should be put back in its proper place.

CUSTODIANS

The custodian fee provides for having a custodian on duty to open the building and to remain on the premises on the day of the event. Our custodians take care of their duties and see after the buildings, but they do not have the responsibility of being in charge of the guests to see that church policy is followed, nor do they represent the church in an official capacity. Those using the facility are primarily responsible for seeing that church policy is followed.

LIGHTS AND SOUND

When an event is in the Worship Center, a member of the Media Team will handle the lights and sound. A fee is charged for this service and is to be paid to the church office to be given to the committee person performing the service. It is the duty of the responsible party to contact the Media/Sound person; the Music Secretary will furnish the name and phone number.

CONDUCT

The buildings of First Baptist Church were built and dedicated to the glory of God. The presence of alcoholic beverages in any form is not permitted on the premises. Violation of this rule on the part of any guest shall be sufficient grounds for immediately canceling the event.

MUSIC

All music will be screened and/or approved by the Minister of Music.

EQUIPMENT

The church will have some tables available for off-campus use by church members only. Tables should be checked out by the Facilities Supervisor. No other equipment is to leave the campus.

First Baptist Church will not be responsible for the loss or theft of any valuables or personal property. These guidelines are subject to change without notice. Anything outside these guidelines will be at the discretion of the Pastor, the Property Committee and the Facilities Supervisor.