

FBC Building Usage Policy

To request the use of First Baptist Church or any of its facilities, please:

- Read the attached policy
- Fill out the attached form
- Hand to one of the Facilities Team Members or the Church Secretary

Whenever possible, requests should be made far enough in advance to allow the Facilities Team time to discuss the request at one of its regularly scheduled meetings. (These meetings generally take place on the 2nd Tuesday of each month.) You should not consider your date reserved and usage of the facilities approved until you receive a copy of your request back, signed by one of the Facilities Team members. If the request for building usage regards a wedding, please do not consider a returned form an agreement by FBC to perform your wedding. Wedding arrangements are made with the Pastor of FBC on an individual basis. If you are planning on getting married, contact the Pastor or the Elders.

First Baptist Church

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Phone: (908) 688 - 4975

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The buildings and grounds of First Baptist Church are a valuable asset to our ministry and represent a considerable stewardship responsibility. The care and use of the church property is the responsibility of the Facilities Team. The Buildings and grounds are available to the members of First Baptist Church for church and family events (Baptism, Dedications, Weddings, Funerals, Receptions and so forth) as normally occur within the life of the congregation and church members. This offer also extends to the members of Union Community Bible church for as long as they share our facility. Contributions from members would gratefully be accepted for special functions to help underwrite such costs as utilities and custodial services. We ask that you bring your own paper goods and foods (e.g. sugar, coffee, paper plates). Organist fees for weddings and rehearsals are set by and paid directly to the organist. Arrangements with the organist should be made directly with her and are not handled by the Facilities Team.

Requests for the use of church facilities will be reviewed and granted by the Facilities Team if there are no conflicts with already scheduled events on the church calendar. The Team reserves the right to refuse a request for any reason. It is not a policy of First Baptist Church to discriminate against anyone, but we will not allow questionable religious groups or groups that have practices that are in contradiction to our ministry and church policies to hold functions in this church. The use of the facilities for religious functions is to be determined by the Pastor. The Elders may act on his behalf only if the Pastor is not available.

As a condition of use, you may be asked to provide a Certificate of Insurance. We may require that First Baptist Church be listed as an Additional Insured.

1. Fire Regulations: All aisles and exits must be kept clear at all times. Use of lighted candles requires prior permission from the Team. If permission is granted, a candle snuffer must be used to extinguish the candles. Nonflammable decorations may be used but may not be attached to church property without expressed written consent of the Facilities Team.
2. Sound System and Instruments: The piano in the sanctuary is available. However, any request for use of the church sound system will require contracting one of the church sound technicians for the event. Arrangements for a sound technician will be made by the Facilities Team and a nominal fee may be charged. Permission to use the church organ must be received from the church organist.
3. Doors and Locks: The contact person for your group may be issued a key. We ask that as you leave the building you ensure that all doors are closed securely and locked. All keys remain the property of First Baptist Church and must be returned upon the completion of the use of the facilities.
4. Windows & Lights - Please close all windows and turn off all lights when your group is finished.
5. Set Up and Clean Up:
 - 1) It is the general policy of the church that all "outside groups" clean up after themselves. You should attempt to leave the facility in the same or better condition than I was when you arrived.
 - 2) We generally will not "set up" rooms for outside groups, but will attempt to ensure that the tables and chairs or equipment are in close proximity to the room for your use. Please return the tables and chairs to their original location when you are done.
 - 3) If your group requires FBC to setup and or clean up after them, they may make the request to the Facilities Team and we will make an attempt to secure a custodian for the event *with a suggested stipend amount to be paid directly to the custodian.*

- 4) Please make sure that all trash is bagged and tied when you are done, and placed by the collection area in between Fellowship Hall and the Nursery facilities. Please clean up any spills or mess in this area.
- 5) Please report any damage to any equipment or the facilities in the event any is observed.
- 6) Other Important Guidelines and Policies:
 - a. No alcoholic beverages are allowed on the premises. No food or beverages are allowed in the sanctuary.
 - b. No smoking is allowed in the building.
 - c. Use of any of the nursery rooms requires that a responsible adult be present at all times. All toys must be put away when you are finished. Please make sure that any dirty diapers or trash are also taken out before you leave. Please leave the nursery the way you found it.
 - d. Minors must be under adequate adult supervision at all times anywhere in the building.

No animals of any kind are permitted without prior permission, with the exception of service animals, which are always welcome.

This policy will be reviewed and updated as needed.

Building Usage Request Form

Date of Request: _____ Date of Event: _____

Time of Event: _____ To: _____
(Include setup and cleanup time)

Purpose of Event: _____

Location at FBC (mark with an "x")

Entire Building Youth Room
 Fellowship Hall Old Church
 Kitchen Nursery

Special Arrangements: _____

By signing below, you are indicating that you have read and agree to abide by the Building Usage Policy

Event Hosts: _____

Signature: _____

Address: _____

Phone Numbers(s): _____

Official Use Only:

Approved by the Facilities Team:

Signature: _____ Name (Printed) _____

Custodian: _____ Yes/No Fee: \$ _____

Sound Room Tech: _____ Yes/No Fee \$ _____