

Facility Use Guidelines | First Baptist Fairhope

rev.1a

Purpose: To establish a policy and procedure that applies to the use of all buildings and other facilities located on the property owned by First Baptist Fairhope.

General:

The Staff, Budget Committee and Deacons desire to be good stewards of the church facilities by making them available for a wide range of activities; however, part of the burden of stewardship must be born by those using the facilities. We operate with a limited janitorial staff; thus, we ask all those using the facilities must adhere to the guidelines as set forth herein.

Significant amounts of time and financial resources have been invested in First Baptist's facilities by generous contributors both members and friends. These facilities are a tool to be used to make an eternal impact in the lives of people. We desire that these facilities are:

- Available to effectively carry out the purpose statement of the church thru the scheduling and execution of quality events and activities.
- Protected against loss or misuse through risk management
- Maintained to extend the life of the facilities through proper maintenance.

The facilities of First Baptist are used not only for regular church services and activities, but also by all First Baptist ministries. In addition, various independent groups, organizations, and individuals not directly associated with any ministry arm of the church may request the use of the facilities.

How to reserve a room:

All groups, both church and non-church are required to complete and submit a "Request for Facilities & Equipment" form, completed with all necessary contact information. ALL EQUIPMENT, rooms, chairs, tables needed MUST be noted on this form or they will not be made available. Non-Church Groups are required to complete a "Building Use Agreement" to keep on file in the church office. These forms are available in the church office and online. The downloadable forms are available on the church's website: www.fbcfairhope.org

Once this form is completed, return the forms to the church office in person or via fax (928.8836). The Pastor's Administrative Assistant will check for availability and will clear the usage through the church staff at staff meeting. If there is a conflict, the primary user will be contacted. **The above mentioned forms must be in the church office no later than two(2) weeks prior to use or the necessary tables/chairs and other items may not be in place for your church event use.**

NON-CHURCH GROUPS: Be sure the starting date and ending date of your groups' meetings are on the paperwork you submit so the proper rooms and times may be reserved. Additionally:

- Use ONLY the rooms you have been assigned. If you need another room, please do not assume it is not in use, it may be in use the night you need it. You may check the use of additional rooms through the Pastor's Administrative Assistant.
- Please be sure that the rooms you use are back the way you found them when you leave. We rely on the rooms being set for church activities at the close of each day. Room set up and break down for non church groups is the sole responsibility of the group using the room.
- Make sure that the contact person's phone number (daytime) is on the paperwork in case there are any questions or emergencies concerning your use of buildings. ONE PERSON per organization should be the contact person. Multiple inquires from within one group creates confusion.

Primary Use of Facilities

The primary user of the church property is responsible for scheduling the use of the buildings desired, during normal use hours, in writing, and within the limitations established in this policy. The Pastor's Administrative Assistant is responsible for scheduling the building use of these facilities at any time and especially those outside of the church calendar. The Administrator is responsible for resolving scheduling conflicts that are otherwise unresolved. General information on use:

- a. Normal church office hours are 8:00-4:30 Monday through Friday.
- b. Regular church activities take precedence over special activities. Church-sponsored organizations have preference over non-members in scheduling. Non-members will not be permitted to schedule facilities more than **six (6) months** prior to the event, to allow church members the opportunity to receive first priority.
- c. Ministry meetings and events are scheduled at various times throughout the week, and are scheduled through the Pastor's Administrative Assistant in accordance with the church calendar.
- d. Each church group using the buildings must have an approved adult sponsor in attendance throughout the event. For weekend activities, each group is responsible for their own set up and breakdown, cleaning and preparing the room (if used on Sunday) for Sunday's use. If a group using the building is unfamiliar with the set up and clean up requirements, they need to meet with the Director of Housekeeping to discuss set up and clean up requirements.
- e. Turn off all lights before leaving the facilities.
- f. Sunday School classrooms may be used only when reserved through the proper form, and when these are used, they must be returned as they were found.
- g. Art and craft materials and supplies must be supplied by each group. Articles in the supply rooms throughout the church are for church use only.
- h. The Kitchen, Fellowship Hall, and Social Hall shall be cleaned immediately by individuals or groups. Any personal dishes shall be removed from the area and returned to their owners.
- i. The ice machine is available for groups to use.
- j. Children and youth are not allowed in the kitchen area without adequate supervision.
- k. Those using the facilities for conferences must use the waffle tape (available in the church office) or the bulletin boards within the rooms they are teaching. It is preferred that wall hangings and posters be placed on the bulletin boards and tack strips already mounted in rooms.
- l. Normally, other than weddings, the facilities are not available for non-church groups use on the weekends (Friday-Sunday). There may be other exceptions not noted here.
- m. Food and drink are prohibited in the sanctuary at all times.
- n. Extra care should be taken by members, staff, and outside groups to protect the floors and walls when moving heavy equipment into the Gathering Space and Sanctuary for concerts, seminars and in-house productions.

Posting Material on the Church Campus:

- a. Posters desired to be placed throughout the church buildings are limited to predesignated places: Tack strips, bulletin boards, easels, free-standing acrylic frames.
- b. The following items are prohibited as a method of attaching any item or material to walls, furniture, pews, piano/organ, railings, ceiling, windows, molding in any part of the physical facility: tape, glue (both regular and hot), staples, pins, thumb tacks, nails, or similar devices.
- c. Posters may be placed for no longer than four (4) week in advance of event.
- d. It is the responsibility of the primary user placing the posters to remove them in a timely manner to keep the advertising places of the church up to date and uncluttered.
- e. For safety reasons, one pre-approved poster, may be placed at the West Building door (beside the door, not ON it) for **no longer than two (2) Weeks**. Placement of posters in this location limits view in case of an emergency exit. Posters and fliers that appear in this location without approval will be removed. Only one poster will be in this location at one time (first come-first approved).

EXCEPTION: In the case of groups needing instant notification of a change in an event upon arriving on campus, a letter-size flier sign may be placed on the doors for directional purposes. Signs of this type must be removed after the meeting/event.

e. Outside groups wishing to post materials on the bulletin boards of the church must leave their information in the church office for approval by the staff designee. Location will be determined at the time of approval.

f. "For-Profit" groups may not place posters on the FBC Campus.

General Decorating Guidelines:

It is necessary to use extreme care and strictly adhere to following the guidelines for the protection of the facilities.

1. Nails, tacks, staples, pins, adhesives or anything that may damage the furniture or woodwork may not be used.
2. Decorations or candles may **not** be placed on the piano or organ.
3. Dripless candles may be used in candelabra or candle holders. All candles must have glass or plastic under them to protect the furniture, rails and carpet.
4. Potted plants must have glass or plastic containers under them to protect the carpet.
5. Potted plants or ferns must be wrapped in foil or plastic or in appropriate containers before bringing them into the facilities to avoid water and dirt damage to the carpet.
6. Furniture is not to be moved without permission. The piano and organ and other instruments will not be moved by anyone other than authorized First Baptist personnel. The orchestra pit will not be cleared. Requests for repositioning instruments in the orchestra pit must be made directly to the Minister of Music **eight (8) weeks** prior to event.
7. Any damage incurred from the act of decorating will be the responsibility of the primary user.
8. User must remove all decorations, flowers, plants and greenery after event in a timely manner.
9. The decorator or applicant engaging the facilities will be responsible for cleaning up debris left from all decorations, flowers and displays.
10. The following *non-contractor construction activity is generally not allowed in the sanctuary, gathering space, fellowship hall, bride's room, groom's room, and prayer room: Painting (spray or other methods), sawing, drilling gluing, etc. (all such activities are to take place in the backstage work areas or outdoors as much as possible) *This does not apply to contractor-performed construction activity.
11. Furniture, chairs, tables, etc. may be moved within the room they are located. For permission in moving tables/chairs and other furniture across property, arrangements must have prior approval from the Administrative Assistant to the Pastor or the Housekeeping Director.
12. Tile floors are to be cleared of litter; dust mopped, and spills wet-mopped. Carpeted areas should be vacuumed. If a function occurs on Saturday, this is especially important because of the regular use of the building for Sunday.
13. If candles are used in the windows, glass globes must be used to cover the candles and plastic sheeting must be used under the window decorations.
14. Trash must be placed in plastic garbage bags (double bagged please) and deposited in the dumpster.
15. Each group must dispose of or remove from the church premises any left over food.
16. Each group must provide its own table coverings, napkins, place settings, decorations, etc.,.
17. The use of an open flame (candles) without the knowledge and expressed permission of the church staff is strictly prohibited.
18. First Baptist is not responsible for any items left by the decorator or user.
19. Decorations may also be used on the doors and outside lamp fixtures using only ribbon or approved door hangers. All exterior decor must be removed following the event.
20. Should any of the above mentioned items not be in full compliance, an appropriate clean up fee will be applied.

Limitations on Use

Facilities are for the primary use of First Baptist activities and events. Non-church groups may inquire about building use, and with the proper paperwork in place, may reserve a meeting place at First Baptist as a one-time use or as a standing reservation. Those making standing reservations will need to understand that events that First Baptist plans that encompasses a room they have reserved may, on occasion, require an alternate meeting place.

Non-church groups using the facility must complete a "Building Use Agreement", no **later than two (2) weeks** before proposed date of use. These will be kept on file in the church office and a copy given to primary user.

First Baptist facilities are NOT available to any "For-Profit" group or Political Group. This puts the tax exempt status of the church in jeopardy.

The Facilities of FBC are not available to groups that may conflict with the mission and doctrine of the church.

Helpful information:

1. The Fellowship Hall accommodates 250 people seated at round tables. This number increases greatly when using 8' rectangle tables. This room accommodates 400-500 people, chairs only.
2. The Gathering Space accommodates a large number of people, but no arrangements for seating.
3. The Social Hall accommodates 150 people seated at 8' tables 200 chairs only.
4. FBC has 22 long tables 8 feet in length.
5. FBC has 30 round tables 8' feet in diameter.
6. FBC has a limited supply of cloth tablecloths available for members' use. Prior arrangements must be made with the Pastor's Administrative Assistant. Information on cleaning and returning will be shared when these are reserved.

Fees for Usage

Generally, there is no cost to church members or First Baptist Church groups using any of the facilities. The exceptions are weddings and special events like receptions, baby showers, bridal showers, etc. that require set up / break down and cleanup on weekends.

Special Events by Outside Groups: Concerts, Conferences, Seminars etc.

Outside groups that initiate a request for the use of facilities will be asked to pay the usual fees and the fees for set up and clean up of facilities depending on the area(s) used. These fees may be waived by the church at the staff's discretion.

In addition to the usual utilities and set up and clean up fees, **groups needing sound, lighting, or media techs will pay the same fee as for weddings (\$75.00 per person)**. Funds for sound, light and media techs will be paid directly to the person performing the service in cash whenever possible, not through the church and should be made available at the time of the event (approved by vote of church).

Depending on the nature of the non-church event, a deposit to secure the facility may be required as it is for weddings. This is determined at time of booking.

Special Events: Receptions, Baby Showers, Bridal Teas, Anniversary Receptions, etc.

These events, like all other events, must be scheduled through the Pastor's Administrative Assistant.

For events held in the Social Hall, the group hosting the event is responsible for set up prior to the event, break down and general cleanup following the event if it is held at night or over the weekend as

housekeeping staff is not typically available. There is usually no fee charged for the use of the Social Hall by church members. A fee may be charged if there is a quick turn around due to another event immediately following where FBC housekeeping staff must be used. This fee will be \$30 - \$50 depending on the time required and is payable to the housekeeping person contracted to do the work. This is paid before the event, to the Pastor's Administrative Assistant and delivered to the maintenance personnel after the event.

There is a fee for members and non-members using the Fellowship Hall for weekend events if the event requires the setup or breakdown of the operable wall panels and cleanup since this room is a multipurpose room used by Sunday School and other groups. The operable wall panels may only be set up and broken down by trained and approved FBC staff as they must be done correctly or they can be damaged.

The fee for using the Fellowship Hall for members and non-members for weekend events which require the set up and / or breakdown of the operable wall panels is as follows and is payable to the FBC housekeeping staff person contracted to do the work:

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| -Fee for set up or breakdown of operable panels, tables & chairs, etc. | \$30 |
| -Fee for both set up & breakdown of operable panels, tables chairs, etc. | \$60 |
| -Fee for cleanup is in addition to the above fees | \$25 |

There is no charge to members for events in the Fellowship Hall which do not require any special set up or moving of the operable wall panels or clean up prior to normal Sunday and weekend events.

Additionally, members desiring to use the buildings for non-church events, may do so by completing the necessary paperwork and provided the date is clear on the church calendar. Every group (member and non member) using the building for events MUST abide by the aforementioned policies on decorating and clean up and set up.

Wedding usage involves an entirely different set of policies. This policy booklet is available from the Pastors Administrative Assistant.

Non-Church groups that use First Baptist Fairhope generally compensate the church for use of the buildings in an effort to help with building costs.

Other forms accompanying this policy:

- Request for Facilities Triplicate form
- Building Use Agreement (for non-church groups)
- Diagram of Fellowship Hall & Social Hall
- Checklist for operation & clean up of Kitchen area.

These policies may be changed/altered without notice.

Contact Information:

Church Office: 928.8685
Fax: 928.8836
email: info@fbcfairhope.org
Website: www.fbcfairhope.org

Approved in Business Meeting May 23, 2007

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