

Bob

Policies and Regulations Governing Church Building and Equipment Use

Faith Baptist Church
116 Pocahontas Trail
Georgetown, Kentucky 40324

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The Trustees Committee is responsible for maintaining and operating the Faith Baptist Church building, and acting as legal representative of the church regarding this property. This includes responsibility of furniture and equipment owned by the church. The Trustees Committee has established these policies regarding use of church facilities.

Policies Regarding Use of Church Facilities

It is the policy of Faith Baptist Church to make its facilities available to appropriate groups and individuals, when not being used by the church. Any consideration for special use will be guided by the fact that the church facilities are dedicated to worship, Bible teaching, evangelism, character building and related activities. We shall endeavor to bring as many people as possible inside the Church building in order to, in some way, influence them toward Christ.

Areas that may be available for special use are the Sanctuary, Reception Area (RA), the Family Life Center (FLC), and various educational rooms throughout the building. Adjacent to the Family Life are a kitchen and ten (10) educational rooms. Adjacent to the Reception area are a kitchenette and a single educational room. The education wing of the building contains eight (8) classrooms and a nursery. See attached church layout.

The following policies apply to such special use of church facilities.

1. **All groups or individuals** seeking to use church facilities shall complete and submit an Application for Use of Church Building and Equipment and pay a deposit equal to 20% of the estimated fees. Cancellations must be made ten (10) days in advance, in order to receive a refund on the deposit.
2. **All groups or individuals** using church facilities shall pay usage and custodial fees as defined this policy. The usage fee will be waived for a church member, with the exception that a **church member** who receives payment for services provided while using church space must pay all fees. A **church member** is a person listed on the current active church membership roster.
3. **All groups and individuals** using church facilities shall sign an agreement regarding that use. The application becomes that agreement. Any agreement for long-term usage, will be reviewed and renewed annually.
4. Unless otherwise dealt with in the agreement, the final payment of all fees plus a \$50 key deposit is due upon picking up the key. The key must be returned within three (3) business days after the event. The key deposit will be refunded upon return of the key.
5. Profit-making organizations **may not** use the facilities.
6. Use of recreational facilities and equipment requires a minimum of \$1,000,000 of liability insurance coverage. A certificate of insurance must be provided at key pick up and upon request after that.
7. Regularly scheduled church meetings and services shall have prior claim to space, facilities, and equipment.

8. If these policies do not cover a specific case, the church office will bring it to the Trustees Committee for a decision. Any exceptions to these policies should be in writing, approved by the Administrative Committee, and attached to the application.
9. **All events** scheduled for **Saturdays** must be completed and the building vacated by **9 p.m.** so that the custodial staff may clean the building prior to Midnight.
10. **All groups and individuals** using the church facilities must agree to abide by the **Rules for Use of the Building and Equipment**
11. **All Fees** will be assessed as follows:

<u>Area</u>	<u>Usage Fee</u>	<u>Custodial Fee</u>
Sanctuary		
For a meeting or event	\$35/hour (max \$150/day)	\$100
For Weddings*	\$200	\$150
Choir Loft Dismantled		\$50
Sound System with Operator for Meetings		\$50
For Weddings includes Rehearsals		\$75
Reception Area (RA)	\$35/hour (max \$150/day)	\$50
RA-Kitchenette		
Family Life Center (FLC)	\$60/hour (max \$240/day)	\$75
FLC-Kitchen		
Classroom	\$10/hour (max \$40/day)	\$10

*Includes sanctuary usage for rehearsal the day before, the ceremony, and a room for the bride to change clothes in.

Scheduling

The church office is responsible for scheduling use of church facilities. The Administrative Assistant will maintain a calendar that shows when church functions and events are scheduled. The Administrative Assistant will maintain, readily available, a copy of these procedures. The following steps are involved in scheduling use of Church facilities.

1. Reservations may be made by phone, but it must be followed up with a written application. If the application is not received within 10 days, the reservation will be canceled. A written confirmation will be sent to the applicant.
2. Except for weddings, events will not be scheduled more that sixty (60) days in advance.
3. Wedding rehearsals, ceremonies and receptions should be scheduled well in advance through the Church Office.
4. Cost of extra services will be billed.

Rules for Use of the Building and Equipment

1. **Use of Alcoholic beverages and drugs is prohibited** on church property.
2. **Smoking is prohibited** in the church building, and any debris left from the group smoking outside the building will be cleaned up.
3. Use of any portion of the property shall conform to city, fire, and safety ordinances.
4. The group or individual using the church facilities are not to move church furniture or equipment. If any furniture or equipment needs to be moved, a request should be made in advance so we can have it moved.
5. The use of decorations or furnishings shall be done in a fashion not to damage the walls or furniture. If the Reception Area sconces are used, candles and candleholders may not be more than six inches in height.
6. The use of **glitter is prohibited** in the facility.
7. The kitchenette, kitchen, and their equipment must be cleaned after usage and items properly stored.
8. No dishes or utensils belonging to the church are to be used.
9. **All refreshment spills** must be cleaned immediately. **No red colored drinks, red gelatin**, etc. are allowed in the building.
10. When any equipment is brought into the FLC care will be taken to protect the surface of the floor. **No equipment with sharp edges is to be placed directly on the floor.**
11. **All events** scheduled for **Saturday** evenings, must be concluded and the building vacated prior to **9 p.m.**, so that it can be cleaned for normal church activities on Sunday.
12. **No artificial** rose or other flower petals are to be dropped on the aisle of the sanctuary during a wedding ceremony. Real flower petals are acceptable.
13. All decorations and/or signs are to be removed promptly at the completion of the event.
14. When children use the building, adequate adult supervision must be provided. Adequate supervision would be at least one (1) adult for eight (8) children.
15. The person who is issued a key is responsible for assuring that there is a responsible adult in the building when doors are unlocked and that all doors are locked when no one in the building.
16. Use of recreational facilities and equipment requires a **minimum of \$1,000,000 of liability insurance coverage.**
17. Failure to comply with these rules may result in forfeiture of deposits.

I have read these rules and Faith Baptist Church's **Policies and Regulations Governing Church Building and Equipment Use** and agree to abide by them.

Signature

Date

Application for Use of Church Building and Equipment

Name of Group	Date of Meeting
Purpose of Meeting	Time of Meeting
Contact Person	Phone
Contact Person's Address	Person to Bill (Name & Address)

Mark below the area(s) you need for your meeting	Usage Fee	Custodial Fee
<input type="checkbox"/> Sanctuary (Mark appropriate boxes) <input type="checkbox"/> Wedding @ \$200 (Custodial Fee = \$150) <input type="checkbox"/> Meeting _____ hrs @ \$35 (max \$150/day) (Custodial Fee = \$100) (Mark any of the following needed, fees are added to Custodial Fee) <input type="checkbox"/> Choir Loft Dismantled @ \$50 <input type="checkbox"/> Sound System with operator for meetings @ \$50 <input type="checkbox"/> Sound System with operator for weddings (includes rehearsal) @ \$75		
<input type="checkbox"/> Reception Area (RA) (Custodial Fee = \$50) (Enter number of hours) _____ hours @ \$35 (Max \$150/day)		
<input type="checkbox"/> Family Life Center (FLC) (Custodial Fee = \$75) (Enter number of hours) _____ hours @ \$60 (Max \$240/day)		
<input type="checkbox"/> Class Room(s) (Custodial Fee = \$10 per room) (Enter number of rooms and hours needed) _____ rooms needed for _____ hours @ \$10 (Max \$40/day)		
<input type="checkbox"/> Mark if Member of Faith Baptist Church	Totals	
	Total Fees	
	Deposit Required (20%)	

Please list other items you might need:	
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I am requesting to use Faith Baptist Church as described above. I have a signed copy of the **Rules for Use of the Building and Equipment**. I agree that my group will abide by them.

Signature: _____ Date: _____

Office use	
Date Application Received: _____	<input type="checkbox"/> Deposit Received
Date Application Approved: _____	Date Key Picked up _____
<input type="checkbox"/> \$50 Key Deposit Received	Date Key Returned: _____
Date Key Deposit Refunded: _____	

Faith Baptist Church Layout

Pocahontas Trail

