

FIRST BAPTIST CHURCH, ZACHARY BUILDING USE POLICY

Approved by Church Council,
May 14, 2018

1.01 PURPOSE OF FIRST BAPTIST CHURCH, ZACHARY AND ITS FACILITIES

First Baptist Church, Zachary exists to proclaim and honor our Lord and Savior, Jesus Christ. We seek Him and His kingdom through worship and discipleship, serve Him and His Kingdom through obedience and ministry, and share Him and His kingdom through evangelism and fellowship. Consequently, the facilities of the Church should be primarily used to fulfill this mission. The building use policy which follows clarifies the way in which the Church facilities may be used in this effort and applies to the general utilization of the buildings.

2.01 ELIGIBILITY FOR USE

Availability for usage is limited but can be considered. Regularly scheduled church-related meetings shall have first priority in building use. Other church-related meetings shall have second priority. Outside nonprofit organizations will be considered for building use when facilities are not being used by church groups and when their purpose is approved by the church staff and/or church leadership. Profit-making enterprises shall not use church facilities for any purpose.

As a general rule, individual church members and nonprofit groups will not be permitted to use the church facilities on designated holidays.

3.01 RESERVATIONS BY CHURCH ORGANIZATIONS

All FBCZ church organizations may reserve and use the Church facilities without charge. Reservations **must** be made through the Church office, or at fbcz.org, at least two weeks prior to event, and approved by the Church staff.

3.02 RESERVATIONS BY CHURCH MEMBERS (children and grandchildren of current church members)

**Church members representing a non-profit group must reserve building usage under non-profit section.*

- a. All church members may reserve and use the Church facilities for private use when available.
- b. Reservations must be made through the Church office, or at fbcz.org, at least two weeks prior to the event, and approved by the Church staff.
- c. For any scheduled event, a usage fee will be charged.

Refundable Deposit \$200 (Reservation will not be secured until deposit is paid)

Usage Fee Schedule:

Family Life Center	\$150 - \$250 TBD
Banquet Hall	\$150 per event
Large Atrium	\$150 per event
The Crossing	\$150 per event
Worship Center	\$150 per event
Large Atrium	No Fee (Sundays Only)

SUNDAYS:

- **Large atrium is the only area available for use, 1-4pm.**
- **Set-up is not available by custodial staff.**

- **Set-up for Sunday events (showers, etc) in large atrium may begin at 12:30pm.**

- d. **Table and chair rental fee schedule:** (fees apply only when equipment is taken off of campus)
 \$50 refundable deposit
 \$2 per chair
 \$10 per table
- e. Round tables can only be used in the Family Life Center.
- f. Chairs for activities in the atrium will be taken from the music suite storage area first and returned after the event.
- g. Sound system will not be provided for events in the atrium at any time. (Our church is equipped with many fine options to help your event be successful. Due to liability issues, portable sound systems will not be allowed in the atrium area. If such a sound systems is needed for an event, the Banquet Hall and Family Life Center come equipped with fully installed sound systems.
- h. **Sound/media technician fee schedule:**
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| Sound Tech | \$100 fee per tech; \$50/hour per technician for anything over 2 hours. |
| Media Tech | \$100 fee per tech; \$50/hour per technician for anything over 2 hours. |
| Media (setup only) for event | \$50 |
| Equipment removal and replacement from stage | \$100 |
- Miscellaneous fees:**
- | | |
|---|------------------|
| Lattice backdrop | \$10 per section |
| Sanctuary choir chair removal/replacement | \$100 |
- i. Church members must comply with the guidelines for building usage herein stated.
- j. Church members must complete a **Room Use Agreement and a Release and Indemnity Agreement.**

Note: The custodial fee will be waived for church members celebrating their fiftieth wedding anniversary and for those celebrating their eightieth (plus) birthdays.

3.03 RESERVATIONS BY NONPROFIT GROUPS

- a. Nonprofit groups may request the use of Church facilities when available.
The church will not be available for use after 7:00 pm on Saturdays.
- b. Reservations must be made through the Church office, or at fbcz.org, at least two weeks priors to the event, and approved by the Church staff.
- c. **Refundable Deposit** \$500 (Reservation will not be secured until deposit is paid.)
- Usage Fee Schedule:**
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|--------------------|-------|
| Family Life Center | \$850 |
| FLC Kitchen | \$150 |
| Banquet Hall | \$550 |
| Large Atrium | \$550 |
| The Crossing | \$550 |
| Worship Center | \$700 |
- d. Round tables can only be used in the Family Life Center.

e. **Sound/media technician fee schedule:**

Sound Tech	\$150 fee per tech; \$75/hour per technician for anything over 2 hours.
Media Tech	\$150 fee per tech; \$575/hour per technician for anything over 2 hours.
Media (setup only) for event	\$75
Equipment removal and replacement from stage	\$150

Miscellaneous fees:

Sanctuary choir chair removal/replacement	\$100
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- f. Sound system will not be provided for events in the atrium at any time. (Our church is equipped with many fine options to help your event be successful. Due to liability issues, portable sound systems will not be allowed in the atrium area. If such a sound systems is needed for an event, the Banquet Hall and Family Life Center come equipped with fully installed sound systems.
- g. Nonprofit groups must comply with the guidelines for building usage herein stated.
- h. An authorized representative of the nonprofit group must complete a **Room Use Agreement and a Release and Indemnity Agreement.**
- i. Arrangements for existing and/or ongoing groups will be considered.

3.04 WEDDINGS

Weddings shall follow the Church Wedding Policies.

3.05 FUNERALS

There will be no charge for funeral services (for both church members and nonmembers) held at the Church.

4.01 GENERAL RULES GOVERNING USE OF THE CHURCH FACILITIES AND PROPERTY

- a. All participants in activities on the Church campus are expected to respect the Church property and personal property of others.
- b. The following activities are not permitted on the Church campus:
ENTIRE PROPERTY (INSIDE AND OUT)
- 1) profanity
 - 2) gambling
 - 3) sport bicycling or skateboarding
 - 4) use of tobacco in any form
 - 5) use or possession of illegal drugs
 - 6) use or possession of alcohol
 - 7) use or possession of anything considered a weapon
 - 8) pets or animals with the exception of service animals
 - 9) or any other immoral or inappropriate behavior
- c. All persons or groups utilizing the Church facilities will be subject to the supervision and control of the Church staff.
- d. The individual or groups reserving the building must ensure that all windows are closed, doors are locked, and lights are turned off before leaving.
- e. No food or beverages are allowed in the Worship Center.
- f. Decorations should not be attached with tacks, staples, nails, or any method that will damage the walls or furnishings.
- g. If rented or borrowed property has been used, it is the responsibility of the party reserving the facility to return it immediately following the function. The church will not store items left at the church.

- h. All persons reserving the Church facilities must supply adequate adult supervision. (There shall be one adult per every ten participants under the age of sixteen years old.)
- i. The Church assumes no responsibility for any accidents. Individuals and groups participate at their own risk in all activities and programs.
- j. The cost of repairs of damage to the church building or the equipment therein resulting from misconduct or misuse will be the responsibility of the person or persons reserving the facility.
- k. Persons or groups utilizing the church buildings should not enter unauthorized areas such as office areas unless permission for entry is granted by the Church staff.
- l. Individuals or groups reserving the church facilities should pay close attention to personal property and valuables and not leave them unattended. The Church is not responsible for the theft or damage to personal property.
- m. Unclaimed items left in the building will be kept in the Church office for a period of one week, after which the Church reserves the right to dispose of the unclaimed item.
- n. Failure to follow the stated building usage guidelines will result in at least the forfeiture of the individual or group's deposit.
- o. Church staff and leadership are responsible for the interpretation and enforcement of this policy and the regulations contained herein.
- p. All set-up and custodial services will be provided by FBCZ janitorial service/staff.
- q. No outside equipment is allowed in the Family Life Center without approval.

5.01 PAYMENT OF DEPOSITS/FEES

All payments should be made payable to First Baptist Church, Zachary, and must be paid at least two weeks before the scheduled event. Reservation will not be secured until deposit is paid.

6.01 EMERGENCY SCHEDULING CONFLICTS

The Church reserves the right to preempt any facility use for its own in cases of emergencies such as funerals. Notice will be provided as early as possible.

6.02 DISCLAIMER

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use the facilities must not advertise the event in such a way as to imply endorsement by the Church. **No activities or advocacy may take place within our buildings or grounds that openly conflicts with the policies, practices, or stated beliefs of First Baptist Church, Zachary.**