

## First Baptist Church of St. Johns, MI

### General Building Use Policy and Fee Schedule

First Baptist Church (FBC) facilities are maintained for God's glory and to promote His Kingdom here on earth. Use of the facilities must fall within the guidelines set forth in the following policy. FBC will not allow use of its facilities by individuals or organizations whose philosophy and goals are contrary to those of the church. While making use of these facilities, remember at all times to use them with reverence and dignity.

#### **Children are not allowed in the facility without Adult Supervision**

1. The first priority for use of the facilities is the needs of FBC's ministries. An activity shall not interfere with FBC's use without prior consent of the department whose schedule must be adjusted to accommodate the activity.
2. Ministry groups and organizations which are under the direct oversight of FBC may schedule facilities for events without a fee being charged. All non-FBC groups or organizations, and private family functions requesting use of the facilities are subject to availability and prior approval, and to the appropriate fees listed in the fee schedule.
3. Special events such as funerals or other ministry activities are given priority over group or family functions. This may result in activities that have been scheduled being cancelled (or relocated, if possible). Although this does not happen very often, all parties must be aware that this possibility exists.
4. All church members or regular attendees may rent FBC facilities for private family functions (such as open houses, family reunions, bridal showers or similar events). See fee schedule. **A regular attendee is a person who has attended for at least one year and attends regular church services at least twice per month.**

See the FBC Wedding Policy, Wedding Guidelines and Funeral Policy for specific information on the use of the facility for these events.

5. Outside groups and organizations may request the use of FBC facilities. See fee schedule. The group or organization must have an **ADULT SPONSOR** (at least 21 years or older) who is a member or regular attendee in attendance at all times.
6. **ROOM RESERVATIONS** must be made by filling out a Facilities Usage Request Form found in the foyer, church office, or on the FBC website. Building usage must conclude no later than 7 PM on Saturday evening. **The building is not available for non-church activities on Wednesdays after 6 PM or at any time on Sundays.**

7. The Facility Manager, or his designee, have the authority to grant or deny facility requests. *FBC reserves the right to deny rental or use of its facilities to any person, group or organization.*
8. To **RESERVE EQUIPMENT**, please request it on the Facilities Usage Request Form at the time of application. Requests for additional equipment after the application has been processed must be submitted in writing at least twenty-four hours before the scheduled event.
9. No equipment (including, but not limited to tables, chairs, dishes and serving items, A/V equipment, and sports equipment) is to be moved from room to room or leave the FBC facilities. Exceptions are noted under "Kitchen" in this policy.
10. If an event has been cancelled it is the responsibility of the contact person listed on the Facilities Usage Request Form to contact the church office during regular business hours prior to the scheduled event.
11. FBC reserves the right to require all non-FBC groups to provide a copy of their CERTIFICATE OF INSURANCE absolving FBC of any exposure related to an injury sustained while using the facility. This also includes members or regular attendees using the facility for non-ministry events.
12. The person or organization receiving permission for use of the facility shall be **responsible for damage to, or loss of**, church property during the time of use.
13. FBC is not responsible for any lost, stolen or damaged items.
14. All groups must leave the rooms and facility in the same, or better, condition as they were found.
15. **ALCOHOLIC BEVERAGES** are prohibited on FBC property. In deference to sincerely-held convictions on the part of some Christians, **DANCING** is also prohibited.
16. **SMOKING** is prohibited inside any FBC building.
17. There will be no **PHYSICAL CHANGES** made to any room or facility without written approval from the Facility Manager or designee.
18. All **TEMPORARY DECORATIONS** that require mounting need to be hung on a bulletin board or by using "poster putty" or "plasti tack." Please do not use tape, tacks, or nails.

19. Regular business hours for FBC are Tuesday – Friday, 8:00am – 4:00pm. Times may be modified for holidays and/or special events.
20. Only designated Dry-Erase Markers are to be used on the WHITE BOARDS. Please erase boards when finished.
21. If coffee is made the filter baskets and coffee pots must be cleaned after use. Please use lids on all drinks except drinks in the gymnasium. **RED AND GRAPE BEVERAGES or punch mixes are prohibited in the carpeted classrooms and auditorium.**
22. Be sure to turn off lights and close the door(s) to the room(s) being used, and make sure everyone has left the building. Check the bathrooms to be sure the toilets are flushed, garbage is in the waste container, the lights are off before leaving the building, and make sure the entry doors

The auditorium, classrooms, conference room, gymnasium and kitchen may be used for approved functions. **No non-FBC ministry activities will be scheduled for the children's department, Junior High and Senior High facility, or Beacon of Hope Family Care Center.**

**Due to the amount of ministry activities in the month of December, you may not schedule December use of the facilities for non-ministry activities or events until December 1<sup>st</sup>.**

The following sections outline the use policies for each of the rooms.

#### AUDITORIUM

1. All events requiring the use of the auditorium are to be requested using the Facilities Usage Request Form.
2. For any event which requires major changes to the platform area and/or decorations, a description of the changes and a timeline indicating when the changes will be completed must be submitted at least one week in advance of the event.
3. If the use of Audio/Visual Equipment is necessary this should be noted on the Facilities Usage Request Form. FBC will assist in obtaining a qualified technician. Please do not attempt to operate the Audio/Visual Equipment. See fee schedule for Audio/Visual technician costs. We ask that the Audio/Visual technician accept the fee from the organization to consistency.
4. Please use lids on all drinks in the auditorium.

5. After the event is completed, the auditorium is to be returned to the appearance it had before the event. This includes removing or replacing decorations, and chairs.
6. The auditorium is to be cleaned and made ready for the next church service. This includes straightening of hymnals and picking up garbage from the chairs and floor.
7. Children are not allowed to be in the auditorium without adult supervision.

## CLASSROOMS

1. All events requiring the use of classrooms are to be requested using the Facilities Usage Request Form.
2. It is assumed that the scheduled activity will use the room as set up in its standard configuration unless prior arrangements have been made with the church office.
3. If the furnishings are moved they must be placed back in the standard configuration at the end of the event.

## GYMNASIUM

1. The gymnasium is a multi-purpose room suitable for receptions and banquets as well as sports activities.
2. All events requiring the use of the gymnasium are to be requested using the Facilities Usage Request Form. If the use of Audio/Visual Equipment is necessary this should be noted on the Facilities Usage Request Form. FBC will assist in obtaining a qualified Audio/Visual technician. Please do not attempt to operate the Audio/Visual Equipment. See fee schedule for Audio/Visual technician costs. We ask that the Audio/Visual technician accept the fee from the organization for consistency.
3. For sports events all participants must wear shoes that do not leave dark marks on the floor.

## KITCHEN

1. All events requiring the use of the kitchen are to be requested using the Facilities Usage Request Form.

2. The group requesting the use of the kitchen is responsible for providing their own coffee and paper products.
3. All FBC dishes, serving items, and utensils must be cleaned and put back in their respective drawers or cabinets at the end of the event. Ovens and stove tops are to be cleaned after use. Counter tops and sinks are to be cleaned and dried at the end of the event. Garbage is to be placed in plastic trash bags and placed in the FBC trash dumpster.
4. No kitchen items are to be removed from the church building, with the following exceptions:
  - a. Coffee urns
  - b. Electric roasters
  - c. Stainless roasters
  - d. Igloo drink containers/coolers
  - e. Punch bowls/ladles
  - f. Snack sets
5. See general facility use policy on where food and beverages are allowed.
6. For catered meals we reserve the right to request a \$150.00 deposit. The deposit is refunded if the kitchen is left clean and undamaged with all dishes and utensils accounted for.

**Building Use Policy  
Fee Schedule  
Listed Fees Are For Single Day Use**

**Auditorium**

*Large Gathering (more than approx. 50 people) - \$200.00 per use*

Examples:

- Concert/Event for Public School, Private School, Homeschool or Community Organization

*Small Gathering (less than approx. 50 people) - \$50.00 per use*

Examples:

- Recital
- Small Gathering for Public School, Private School, Homeschool or Community Organization

**Gymnasium**

*Large Gathering (more than approx. 50 people) with Use of Kitchen - \$125.00 per use*

*Large Gathering (more than approx. 50 people) without Use of Kitchen - \$100.00 per use*

Examples:

- Graduation Open House
- Eagle Scout or Other Organization Open House
- Extended Family Gathering
- Birthday Party

\*To use the gymnasium for a graduation open house, an eagle scout or other organization open house, or a wedding reception, the graduate or the bride or groom must be a member or regular attendee of First Baptist Church.

*Small Gathering (less than approx. 50 people) with Use of Kitchen - \$75.00 per use*

*Small Gathering (less than approx. 50 people) without Use of Kitchen - \$50.00 per use*

Examples:

- Team athletic practice for Public School, Private School, Homeschool or Community Organization
- Extended Family Gathering for Athletic Games

## Gymnasium (Cont.)

*Family / Church Family Gathering (less than approx. 15 people) with use of Kitchen - \$35.00 per use*  
*Family / Church Family Gathering (less than approx. 15 people) without use of Kitchen - \$10.00 per use*  
**Does not apply to outside groups**

Examples:

Father or Mother Shooting Baskets or Playing Other Games with Their Children

## Classrooms

*Group Gathering (More Than 5 People) - \$25.00 per classroom*

*Group Gathering (More Than 5 People) with Use of Kitchen - \$50.00 per classroom*

**Double Classroom is considered 2 Classrooms (\$50.00) – with Kitchen is an additional \$25.00 (\$75.00).**

Examples:

- Bridal or Baby Showers
- Instructional Use for Class
- Small Birthday Party or Family Gathering Without the Use of the Gym

*Group Gathering (Less Than 5 People) - \$10.00*

**With Kitchen is an additional \$25.00.**

Examples:

- Music Lessons
- Small Meeting or Instructional Time

## Other Fees

*Audio/Visual Technician\**

If you should need an Audio/Visual technician for your event the cost is:

\$30.00 for the first two hours

\$15.00 for every hour beyond two

\* Please pay the Audio/Visual technician at the time of service

*Custodian*

If you choose not to clean up after your event the custodian fee is: \$25.00 per hour

