

FAITH BAPTIST CHURCH POLICY GOVERNING THE USE OF CHURCH PROPERTIES

Overall Statement

Realizing that every good and perfect gift comes from above, it is our privilege as believers in Jesus Christ to be good and faithful stewards of all that God places in our care. It is our belief that God has gifted us with these facilities to strengthen our relationships with both God and man. Our outlook, rules, and even the designs of the buildings are intended to bring honor to Jesus Christ. Our commitment is to Him. We commit these facilities and all their ministries to the spiritual enrichment of all who pass through these doors.

These church policies governing the use of church properties will be reviewed periodically to ensure an up-to-date ability to administer the activities of the church. A copy of these guidelines is available in the Church Office and a copy will be posted in the gym/kitchen area.

I. USE OF FACILITIES OF FAITH BAPTIST CHURCH

A. Preliminary Guidelines

1. Before scheduling an activity requiring a meeting room or other space assignment, a request for such space shall be made to the Church Office, so that all assignments may be coordinated and recorded on the church calendar.
2. Tables, chairs, audio/visual equipment and any other portable church properties shall be checked out through the Church Office with the approval of Church Staff.
3. Use of any portion of the property shall conform to city and fire ordinances.

B. General Guidelines

1. Priority of facilities usage will be granted to Faith Baptist Church organizations and members.
2. Non-church groups or organizations (school, civic, or individuals) may use the facilities on a limited basis with the consent of the Faith Baptist Church Staff. Regular fees will be charged (see fee schedule, Form A).
3. Wedding Policy
 - a. We believe the wedding ceremony to be one of the most sacred moments in the life of any person. It is not a gala social event, but a religious ceremony in which two persons invoke the blessings of God in holy wedlock.
 - b. It is the desire of the pastor and other ministers of the church, as well as the church family, to make every such ceremony a beautiful and worshipful event – and to that end, to extend to each party every possible courtesy.
 - c. In order to establish a uniform and regular practice with regard to weddings in Faith Baptist Church, and to make available to all interested parties the accepted customs of the church a separate, but compatible, wedding policy has been established.
4. ***Because our facilities are dedicated to the worship and glory of our Lord,*** The use of tobacco, alcohol, or profanity will not be permitted on the church property at any time. ***Neither will behavior or activities, which the church would deem inappropriate (such as rough horseplay, dancing, or ungodly music). Any questionable circumstance will be left to the discretion of the building supervisor or appropriate representative of the church.***
5. The use of decorations, the changing of furniture, attachment of materials to walls, and items of a similar nature shall be done only with the advice and consent of the Pastor or Staff of Faith Baptist Church. Decorations must be removed immediately following the scheduled activities unless prior arrangements have been made with the Church Office.

6. Arrangements should be made with the Minister of Music or Building Supervisor to use any musical instruments or sound equipment of the church.
 7. The Church Building Supervisor shall supervise the moving of all furniture when it is necessary, and shall see that it is in proper place before regular meetings.
 8. All facilities must be cleared by 10:00 pm Saturday night unless prior arrangements have been made with the Church Staff.
 9. Lost and Found
 - a. Faith Baptist Church is not responsible for lost or stolen property. All lost and found items should be turned in to the Church Office.
 - b. In case of a loss, report the loss to the Church Office immediately.
 - c. Every six months, all found items that have not been claimed will be displayed for one week. If not claimed, they will be donated to the needy.
 10. Care of the facilities and equipment is required. The facilities should be left clean and in good condition. Repair or replacement of any damaged, lost, or destroyed property is the responsibility of the sponsoring group or individual.
- C. Reservations
1. Reservation request must be made to the Church Office, giving complete information on activity planned, and coordinated with the church calendar.
 2. Request to use the facilities must be made in writing through the “**Facilities Use Reservation Form.**” Request will be taken on a first-come, first-served basis. If approved, a written confirmation will be sent by the Church Office to the individual or group requesting the reservation.
 3. Separate reservations must be made for each area of the church.
 4. Reserved areas must be relinquished upon termination of the reserved time.
 5. Reservations should be canceled promptly when plans have changed.
- D. Fees
1. Purpose - Small fees associated with certain activities will not hinder an individual or group from participating, but will in fact, help contribute toward the funds needed to successfully operate the facilities.
 2. Payment of Fees – All fees must be paid in advance. Credit is not allowed.
 3. Facilities Usage Fees
 - a. There will be no facilities usage fees charged to Faith Baptist Church individuals, groups, or organizations desiring to use the facilities for church or outreach activities.
 - b. There will be a fee charged for outside groups.
- E. Liability

The use of these facilities, and all of the equipment herein, will be at the risk of the participant. FAITH BAPTIST CHURCH DOES NOT ASSUME LIABILITY OR RESPONSIBILITY FOR ANY INJURY THAT OCCURS WHILE IN THE FACILITIES OR ON ANY CHURCH PROPERTIES. FAITH BAPTIST CHURCH DOES NOT MAKE ANY EXPRESS OR IMPLIED WARRANTY OF THE PREMISES, THE EQUIPMENT, THE MACHINERY, THE FIXTURES OR THE FURNITURE.

FAITH BAPTIST CHURCH RESERVES THE RIGHT TO REFUSE THE USE OF THESE FACILITIES AT OUR PRAYERFUL DISCRETION.

II. AVAILABILITY OF THE FACILITIES OF FAITH BAPTIST CHURCH

These facilities are open to any person during regularly scheduled service times.

B. Members

1. **During regular Church Office hours**, the facilities are open to members of the Faith Baptist Church (and its missions) or anyone enrolled in a ministry of Faith Baptist Church who is ninth grade or above, if there are no conflicting scheduled activities.
2. **After Church Office Hours**, the facilities are open **with the prior approval of Church Staff**, to members of the Faith Baptist Church (and its missions) or anyone enrolled in a ministry of Faith Baptist Church who is **18 years of age or older**, if there are no conflicting scheduled activities.
3. Anyone younger than ninth grade must be accompanied by an adult 21 years of age or older at all times while using church facilities. Anyone younger than 18 must be accompanied by an adult 21 years of age or older when using church facilities after hours.

C. Guests

1. Guests are individuals who are not members of Faith Baptist Church or any of its ministries but are hosted by a Faith Baptist Church member.
2. Faith Baptist Church members are responsible for the conduct of their guests.
3. Any Faith Baptist Church member desiring to bring more than three guests at a time is asked to obtain prior approval from the Church Staff.
4. When the Faith Baptist Church member leaves, the guest must leave also.

D. Outside groups and organizations

1. Facilities will be reserved for outside groups only during times that do not conflict with scheduled Faith Baptist Church activities.
2. Outside groups are expected to provide adequate adult supervision (at least 1 adult over 21 for every 10 persons under 18).
3. Outside groups must conform to the regular established policies of the church.
4. Outside groups must confirm the date with the Church Office by signing a reservation agreement and paying an established base fee, both at least two weeks prior to the requested date.
5. A staff member or volunteer must be available upon arrival when the facilities are to be used by an outside group unless prior approval has been granted by Church Staff and a key to facilities has been checked out through the Church Office.
6. Church Office must be provided with the name and telephone number of a contact person who will be directly involved with the planned activity.

III. GENERAL RULES AND REGULATIONS

Faith Baptist Church wants everyone's participation to be pleasant and enjoyable. Therefore, please accept these few rules to help you enjoy your involvement and get maximum benefits from Christian fellowship and recreation.

A. Authority

1. The church member or activity leader in charge has complete authority to take whatever reasonable steps are necessary to maintain order in the facility.
2. The church member or activity leader in charge is responsible for the interpretation and enforcement of all rules and regulations.
3. The church Building Supervisor shall have full authority to supervise all activities if no other Faith Baptist Church representative is present.

B. Discipline Policy

- C. The discipline and suspension policies of Faith Baptist Church will be the responsibility of the church member or activity leader in charge. Each reported violation shall be investigated and acted upon according to the degree of severity. Continual violations of policies will lead to loss of participation privileges.

D. Dress

1. Those participating in activities are expected to dress and conduct themselves in a Christian manner.
2. No apparel with inappropriate advertisements (alcohol, tobacco, etc.) will be allowed.
3. No “short” shorts, or clothing deemed “revealing” will be permitted in the facilities.
4. When participating in recreational activities, appropriate protective gear should be worn.

E. Food Use

No eating or drinking will be allowed in the Sanctuary (exception: The Lord’s Supper).

F. Kitchen

1. Food and/or dishes must not be left to “clean up” in the kitchen.
2. The kitchen should be left clean and orderly at the end of its usage.
 - a. Turn OFF all appliances.
 - b. Properly clean stovetop.
 - c. DO NOT put grease down the drain.
 - d. Leftover food in kitchen, refrigerator, or freezer will be discarded as deemed necessary by church custodian.
 - e. Properly clean all small appliances – i.e. coffeepot, mixer, microwave, etc.
 - f. Properly clean, dry, and return all dishes, utensils, and appliance parts to proper storage place.
 - g. The church is not responsible for personal dishes left in the kitchen.

G. Other

1. All music played should be wholesome and God-honoring and is subject to censor by the Church Staff.
2. All lighting, temperature controls, etc. will be operated by the Building Supervisor **ONLY**, unless otherwise instructed by the Church Staff.