



## **FACILITIES USE POLICY**

### **PURPOSE**

At Fairview Baptist Church, our purpose is to join God in His work of transforming lives. We praise God for His blessing us with wonderful facilities and seek to use them in fulfilling our purpose as a church.

### **INTRODUCTION**

To fulfill our purpose, Fairview Baptist Church (“FBC”) will make its facilities available to church and service groups, both inside and outside of the church. The facilities may be used by community groups, organizations, and individuals as outlined in this policy. FBC considers this use by groups, organizations, and individuals outside of the church ("User" or "External User") to be part of the church’s service to the community. The Associate Pastor reserves the right to consult with pastors and staff as to whether or not a group may use its facilities. By submitting a request to use the church facilities, a community group, organization or individual agrees that the church may decide, in its sole discretion, whether the group, organization, or individual may use the church's facilities, and this decision will be final and not subject to challenge.

### **FACILITY USE**

When scheduling an activity at the Church please contact the Church Office as soon as possible in order to fill out an “Event Planning Worksheet”. Once approved, it will be placed on the Church Calendar.

If a scheduled activity is cancelled, please notify the Office as soon as possible.

If you need a key, please contact the Church Office and one will be given to you.

Groups are restricted to only those areas of the facility that the group has reserved.

Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.

All lights must be turned off and doors locked upon departure.

The use of church facilities must be scheduled through the Administrative Assistant to the Associate Pastor. The Associate Pastor may delegate certain responsibilities to other staff in his sole discretion.

The remainder of this policy outlines who may use the church facility, rules for use of the facility, and fees and deposits for the use of the church facility. Additional information may be requested from any User beyond that described in this policy.

# 1. USE OF FACILITIES

Use of church facilities shall occur in the following order of priority:

1. All church activities (i.e. meetings, events, activities, SSLG gatherings, ministries, etc.) shall hold priority over any other request and will be scheduled at **no charge**.
2. Groups that come as an invited guest of FBC shall be scheduled at no charge.
3. Service groups and charitable organizations (Hospice, Red Cross, etc.) will be considered for use and will be charged according to the fee schedule for Non-Profit Community Related Fee Schedule. (See Fee Schedule p. 5)
4. Outside, non-ministry groups will be considered for use and will be charged the fees related to the specific event. (See Fee Schedule p. 5).
5. **FBC members** may reserve the facilities for non-church related activities per the approval process. (See Fee Schedule p. 5)

Any approval previously given to any User may be revoked if there is a church ministry use desired at the same time as the previously approved use or if there is a request for use of the facility by any group or organization of a higher priority in the list above at the same time as the previously approved use. The decision to revoke any previously approved use shall be made by the Associate Pastor and this decision shall be final and not subject to review.

*The following may not use the church facilities:*

1. Any group or organization whose primary purpose is to engage in political advocacy.
2. Any political party or any group affiliated with any political party.
3. Groups or organizations operating for commercial gain, or individuals seeking use of the church facilities to promote any for-profit business; provided, however, that this restriction shall not apply to any invited guest of the church or to any musician, artist, filmmaker, writer, or speaker who supports himself or herself in that manner.
4. Groups or organizations whose activities or positions conflict with the mission, doctrine and core values of Fairview Baptist Church as determined by the church, in its sole discretion, as an ecclesiastical matter, which determination shall be made by the Senior Pastor or Associate Pastor and shall be final and conclusive. Any applicant to use church facilities agrees that this decision is purely an ecclesiastical matter that involves interpretation of church doctrine.
5. Any group or organization whose use may be prejudicial in any way to the best interests of the church as determined by the pastors in their sole discretion.
6. Any group or organization who does not appear able to provide, or indicates it will not provide, adequate adult supervision as determined by the pastors in their sole discretion.

## 2. PROCEDURES FOR SCHEDULING USE

1. Groups or individuals wishing to use the church facilities must complete the “Event Planning Worksheet.” The Event Planning Worksheet will be online at [www.fvbchurch.org/eventrequest](http://www.fvbchurch.org/eventrequest). Hard copies may be made available at the church office.
2. Requests for use must be made at least **two weeks before** the event date. However, as a general rule, facilities may not be reserved more than 45 days in advance, except for weddings and outside ministry events.
3. FBC ministry events shall take precedence over all other requests.
4. User must pay all fees required to be paid two weeks in advance of the event.
5. The Associate Pastor approves requests for facility use.
6. Outside Organizational Events will have a Pastor assigned that will be present at event and have the opportunity to welcome the group.

## 3. USER’S RESPONSIBILITIES

1. User shall be responsible for all buildings, grounds, fields, and equipment incident to the use of the church's facilities caused by any of User's participants, vendors, or attendees.
2. User shall make no temporary or permanent modifications to any church property unless approved in advance by the Associate Pastor.
3. User agrees to make use of the church facilities in accordance with all church policies, rules, and practices, and in compliance with all county, state, and federal laws, including fire codes.
4. User is responsible for providing all necessary and appropriate safety instructions to all participants, vendors, or attendees at User's event.
5. Responsible adult supervision must be with the group at all times when facilities are in use.
6. All minor children must be supervised by an adult.
7. In the influencing others for Jesus Christ, the speech, dress and conduct of all participants will be in accordance with the highest Christian standards.
8. Speech: We should strive to encourage one another. Degrading or negative remarks is not acceptable behavior. Profanity will not be tolerated
9. Audio/Visual: All music and prerecorded content must be reviewed and approved by the Associate Pastor or the pastor he designates.
10. The following items are not allowed in or on the property: tobacco, weapons, alcoholic beverages, controlled substances, pets or anything that would detract from the Christian atmosphere

11. The church property and facilities must be left in a thoroughly clean condition. Performance of clean-up by the church will not reduce the User's liability for damages, and the church may direct any clean-up costs it incurs to User for payment or reimbursement.
12. User must remove all materials from the church facilities within 2 hours after the event is concluded, unless another approved arrangement with the Associate Pastor has been made. Any item or material left at the church facilities more than 10 days after an event is concluded shall be deemed abandoned and shall become property of the church to be used or disposed of as the church alone determines.
13. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities.

## **4. USER'S RESTRICTIONS**

1. Smoking, vaping and any other use of tobacco products is prohibited on the church campus.
2. Illegal drugs are prohibited on the church campus.
3. Alcoholic beverages are prohibited on the church campus.
4. User agrees that its use will be orderly and in compliance with all applicable laws.
5. User understands that the church reserves the right to control and manage the facility and to enforce all necessary and proper rules for the management and operation of the same. The church, its employees, its members, and its agents shall have free access at all times to all spaces occupied by User.
6. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise.

## **5. USE OF EQUIPMENT**

1. Any use of audio-visual equipment in any of the church's environments requires a member of the church's Media Team. The A/V equipment will only be operated by a member of the Media Team.
2. The use of DVD and televisions in classrooms may be used without a member of the Media Team.
3. Users are responsible for providing linens, utensils, glasses and dishes, etc.
4. No furniture (tables, chairs, etc.) or equipment belonging to the church may be loaned or removed from the building.
5. Users may use tables, chairs, and lecterns, as their set up requires, but Users should not move items until cleared by the Associate Pastor.

## 6. FEE SCHEDULE FOR CHURCH MEMBERS

Sanctuary – cleaning fee	100.00
Fellowship Hall – cleaning fee	100.00
Activities Building – cleaning fee	100.00
Student Building – cleaning fee	100.00
Room 102 – cleaning fee	50.00
Break Room – cleaning fee	20.00
Each Additional Room – cleaning fee	20.00
Childcare Rooms (each) – cleaning fee	25.00

## 7. FOR OUTSIDE ORGANIZATIONS

<i>Fee Schedule for outside Organizations</i>	
<b>Description</b>	<b>Fee</b>
Usage fee (Sanctuary, Fellowship Hall, Student Building, or Activities Building)	\$400.00
Refundable cleaning deposit	\$100.00
<b>Total Due</b> (at time of reservation)	\$500.00
<i>Non-Profit Community Related Fee Schedule</i>	
<b>Description</b>	<b>Fee</b>
Sanctuary – cleaning fee	\$100.00
Fellowship Hall – cleaning fee	\$100.00
Activities Building – cleaning fee	\$100.00
Room 102 – cleaning fee	\$50.00
Break Room – cleaning fee	\$20.00
Each Additional Room – cleaning fee	\$20.00
Childcare Rooms (each) – cleaning fee	\$25.00
Refundable cleaning deposit	\$100.00

# Church Facility Reservation Request and Agreement

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Event

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Date of Event

**Please read and sign that you understand and agree to the terms of use of the church facilities. Form must be completed in full and returned to church office before event is confirmed on the church calendar.**

I affirm that:

1. I will be personally present during all usage of the church facilities (e.g. setup / decoration, event, and tear down).
2. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's Bylaws. I understand it is my responsibility to ensure that the conduct of all participants will be in accordance with the highest Christian standards.
3. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict for which I am aware or become aware to church staff.
4. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
5. I understand that upon approval of my facilities use request, I will need to provide any fees required by the church.
6. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Associate Pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
7. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.

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Church Member Signature

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Date

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Church Member Printed Name

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Phone Number