

First Baptist Church of Shallotte
4486 Main St. Shallotte, NC 28470
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FACILITY USE POLICY

Statement of Purpose

As a part of the ministry of First Baptist Church of Shallotte (FBCS) to our members and our community, it is our policy to allow our facilities and grounds (campus) to be used for functions by both members and non-members when space and schedule permit. We believe that the facilities and grounds are gifts from God, and we all must be responsible stewards of these gifts. We ask that each person who takes part in any function on our campus conduct himself or herself in a manner that would show respect for God and for the church.

Use of our facilities and grounds will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, our Constitution and Bylaws. Nor may our facilities and grounds be used for activities that contradict, or are deemed by the pastoral staff (Pastor) and/or the Buildings and Grounds Committee (B&G) as inconsistent with, or contrary to the church's faith or moral teachings. If needed, the Pastor is the final decision-maker on whether a person or group is allowed to use the church facilities and grounds. We do not permit the use of our facilities or grounds for any political organization or any for-profit organization not otherwise approved in conference by FBCS. We reserve the right to decline the use of our facilities and grounds for any function or organization which we consider to conflict with the mission or values of FBCS.

Approved Users and Priority of Use

The B&G Committee and/or the Pastor must approve all uses of the facilities and grounds. Regularly scheduled meetings and ministries will have priority to use the facilities, grounds, and equipment. Priority for determining the use of the church facilities will be as follows:

1. Church wide meetings
2. Church organizations and small groups
3. Requests by members of the church
4. Other non-church events

Use will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting use must affirm that their beliefs and practices and planned uses are in harmony with the church's faith and practice.
2. The group or person seeking use must submit a signed "Church Facility Reservation Request and Agreement" form or agree to the terms on the online version of the form.
3. The group or person seeking use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for use, as stated below and as described in any additional instructions by the B&G Committee and the Pastor.

Facility Use Hours

Facilities and grounds are available between the hours of 9:00 a.m. and 5:00 p.m. Monday through Friday. Use outside these hours and on the weekends must be approved by the Pastor and B&G Committee.

No groups and organizations will be permitted to use FBCS and its grounds or facilities on Saturdays. Exceptions include Christian ministries, baby and wedding showers, birthday parties, funerals and weddings, which will be considered per each application by the B&G Committee.

FBCS does not permit application for ongoing use of the facilities or grounds. Only a one-time use request will be considered.

Scheduling Events

Requests for facility use must be made to the Church Secretary by submitting

Last Updated April 14, 2019

the “Church Facility Reservation Request and Agreement” form. The event will be reserved and placed on the church calendar only when the Pastor and/or B&G Committee approve the use, and all fees and deposits have been paid. Applications are not required for church organizations and church small groups but must be listed on the church calendar.

All requests should be made at least four weeks in advance. Outside groups or individuals desiring to use the facilities for personal use may not make application more than 60 days in advance (except for weddings, which may not be made more than 4 months prior to the wedding). Exceptions to the above, relative to special civic and community activities, will be left to the discretion of the Pastor and/or the B&G Committee. FBCS is not responsible for preparation for any such activity such as setting up tables and chairs.

Proper care of the campus is required and any breakage and/or damage must be paid by the group using the facility. Should activation of the security/fire alarm system occur, any fees charged to FBCS will be payable by the group using the facility.

When youth or children will be using the facility, the group responsible must agree to provide adequate adult supervision. FBCS is not liable for any personal injury, property damage, or loss that may occur during any event.

Areas Available for Reservation

The following areas may be reserved for use. All other areas are considered off-limits and not available for reservation.

- Classrooms
- Conference Room
- Family Life Center
- Kitchen
- Grounds

The Family Life Center has a seating capacity of 400 people seated in theatre style seating. For use of the Kitchen, see “Kitchen Use.”

Classrooms may be used for small groups if the need arises. The B&G Committee will consider requests on a case-by-case basis.

The Nursery is not available for reservation.

Facility Use Guidelines

1. Tables and chairs can be moved as long as they are returned to their original placement once the function is over. Tables and chairs may not be taken out of the designated area and shall not leave the church campus.
2. Groups will be restricted to the use of reserved areas only. **All other areas are off limits.**
3. Decorating and/or moving and shifting furniture with the exception of tables and chairs requires prior approval. Any furniture must be returned to its original placement, and all decorations must be removed once the function is over.
4. All trash must be removed including but not limited to the kitchen and restroom areas.
5. No temporary structure shall be built anywhere on the premises without prior consent.
6. The use of any portion of the facilities must conform to fire and safety ordinances.
7. Restrooms should be checked after the event to ensure that no water is running and that all trash is removed.
8. Any fixtures which are not working properly should be reported to the B&G Committee member who is inspecting the facility after the event.
9. Food and drinks are limited to the Family Life Center, Kitchen, and classrooms.
10. Profanity and inappropriate language are not permitted on the campus.
11. Alcoholic beverages and controlled substances are prohibited and may not be brought into, served, or consumed on any part of the church campus.
12. FBCS is a tobacco-free campus. No tobacco products may be used on the campus.
13. No for-profit organizations will be granted use of church facilities unless approved by FBCS in conference.
14. Music should reflect biblical values.

15. No animals are allowed in buildings or grounds except working dogs, such as disability assistance dogs or law enforcement dogs, clearly designated as such.
16. Athletic shoes shall be worn for all athletic events.
17. Audio/Video/Computer equipment must be operated or assisted by FBCS A/V technician, or by approved persons.
18. Special Note for Weddings: Wedding parties may use the adult classrooms for changing. Do not change in the children's or preschool classrooms.
19. All lights must be turned off and doors locked upon departure.

Kitchen Use Guidelines

1. Kitchen hardware or serving pieces may not be taken out of the area and shall not leave the church campus.
2. Clean up any spills, empty trashcans, take trash to the dumpster, and replace trashcan liners (provided).
3. Wash and dry all utensils, pots, pans, etc., and return all items to their proper storage location.
4. Use bleach in rinse water to wipe down countertops (two tablespoons of bleach to one gallon of hot water).
5. Do not leave food in the refrigerator or freezer after a function. It will be thrown away along with the container it is in.
6. Do not leave any personal containers or items in the kitchen. They will be disposed of promptly.
7. The refrigerator, freezer, stove, oven and sinks should be wiped clean of any spills with bleach rinse as above.
8. Groups using the kitchen must furnish all linens and dishtowels needed for the event.
9. The Church does not provide paper and plastic products or serving dishes for non-church functions.
10. If you need the heating or air conditioning adjusted, please ask the B&G member for operating instructions.

Fees and Security Deposit

Use of the church facilities is subject to a use and maintenance fee to pay for the upkeep of the facilities. Fees are calculated on a usage of four hours or less schedule. Fees for extended usage will be determined by the B&G Committee upon request. Fees and deposits are to be paid to FBCS. Fees are to be paid on separate checks from deposit fees to speed up time needed to process refunds after the event. Full or partial deposit refunds will be made within seven days of the event's conclusion. Since weddings require use of the facilities for both the rehearsal and the wedding ceremony, fees will be calculated at one and one half of the normal rate. No event will be scheduled until fees and deposits are paid. *The member rate requires that a member of FBCS be actively involved as a participant or leader of the event, submit the facility request form, and take responsibility for the cleanliness, condition, and use of the building during and after the event.*

Fees: Non-Members

Audio/Video Operator	\$ 50.00 per hour
Classrooms	40.00
Conference Room	20.00
Family Life Center	300.00
Kitchen	100.00
Grounds	40.00
Security Deposit:	300.00

Fees: Members

Audio/Video Operator	\$50.00 per hour
Classrooms	N/C
Conference Room	N/C
Family Life Center Room (Utility Fee)	50.00
Kitchen	Discretion of the B&G
Grounds	N/C
Security Deposit	100.00

Church Facility Reservation Request and Agreement

Name of person or organization requesting use of facilities: _____

Please state whether you are a Church Member Church Sponsored Ministry
 Non-Member Non-Member Group/Organization

Contact Information:

Address: _____

Phone Number: _____

Email: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission:

Please list the organization's website if any: _____

Please list the names of the organization's office-holders and leaders:

Please describe which church facilities you are requesting use of and the purpose for which you intend to use the facilities:

Areas/Rooms Requested: _____

Number of tables and chairs: _____

Audio/Visual Technician Requested: Yes No

Date(s) of Event _____

Start time of Event _____ End Time _____

Number of People Expected _____

If you are requesting use of the church's facilities for a wedding and/or wedding reception, please list the names and contact information for the bride and groom.

Bride:

Groom:

Please list the name, contact information and religious affiliation of the person officiating the wedding:

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

I affirm that:

1. I understand that FBCS 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 faith.
2. 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 the Pastor and/or the B&G Committee.
3. 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 the Pastor and/or the B&G Committee.
4. I understand that upon approval of my facilities use request, I will need to provide the necessary security deposit and fees as required before my event is scheduled.
5. 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 Pastor and/or B&G 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.
6. I understand that I will be responsible for any damages to the church facilities and grounds resulting from this proposed use.
7. FBCS believes disputes are to be worked out between parties without recourse to the courts. See, generally Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution through Christian mediation and failing that to submit to binding arbitration through a mutually acceptable arbitration service.

Signature

Date

Printed Name

Office Use Only

Approved _____ Approval Date _____

B&G Member Assigned To Event _____ A/V Operator Assigned to Event _____

<u>Fees:</u>	<u>Non-Members</u>	<u>Members</u>	<u>Total Paid</u>	<u>Date Paid</u>	<u>Payment Method</u>
A/V Operator (per hr)	\$50.00	\$50.00	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____
Classrooms	\$40.00	<i>no charge</i>	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____
Conference Room	\$20.00	<i>no charge</i>	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____
Family Life Center	\$300.00	\$50.00	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____
Kitchen	\$100.00	<i>Discretion of B&G</i>	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____
Grounds	\$40.00	<i>no charge</i>	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____
Security Deposit	\$300.00	\$100	_____	_____	<input type="checkbox"/> Cash <input type="checkbox"/> Check# _____