

## **Purpose Statement**

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker concerning use of church facilities. This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.) Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

## **Church Members**

1. No usage fee is required of members (however, donations are accepted and greatly appreciated) unless the following is determined:
  - a. Janitor is needed to set up and take down chairs and tables for event.
  - b. Equipment techs are needed such as sound, lighting, and video. Note that only FBC equipment techs are authorized to operate the sound, lights, and video for \$50.00 per event, per technician. Fee is dependent upon length of event.
  - c. Contact the church office for fees pertaining to event.

## **Non Church Members**

1. Sunday School Rooms or Dining Room \$50.00
2. Gym or Aswell Hall \$50.00 per hour
3. FAITH Pavilion \$150.00 for ½ day; \$200.00 for whole day

4. Sanctuary \$75 per hour (Equipment techs are needed such as sound, lighting, and video. Note that only FBC equipment techs are authorized to operate the sound, lights, and video for \$50.00 per event, per technician. Fee is dependent upon length of event.
5. Set up or take down of chairs and tables \$40.00
6. A \$100.00 deposit is required. Upon inspection, if a janitor is needed the janitor fee will be paid out of the deposit and the remainder of deposit (if any) will be returned.
7. For some events a building supervisor will be required to be present throughout the event at a rate of \$15.00 per hour.
8. Upon approval of the application, the \$100.00 deposit and all fees are due five days prior to event.

### **Policy**

1. FBC reserves the right to review each request; and therefore reserves the right to deny a request if it is deemed inappropriate. Groups and participants must exhibit Christian values (speech, dress, and conduct). Groups or persons requesting facility use must affirm their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
2. The following items are strictly prohibited from FBC premises: firearms (with the exception of law enforcement), alcohol, and tobacco. Building Usage Policy & Usage Form First Baptist Church of Calhoun, LA This Form is not for Wedding Usage Revised: June 25, 2019
3. All groups are subject to the church's calendar. Church activities and church sponsored events take priority over outside entities; therefore reservations other than church events will not be made more than six months in advance, or occur on Wednesdays or Sundays.
4. Any non-expendable equipment which is damaged, lost, or destroyed must be fixed or replaced by the member or group responsible.
5. Food Safety Preparation and Procedures must be followed at all times. Contact church office for policy.
6. Clean up procedures are posted in the kitchen area, please ensure that the facility is left in the same or better condition than when you arrived.
7. Other requirements:
  - a. All groups must have appropriate adult supervision (21 years of age or older).
  - b. Only tennis shoes may be worn on gym floor. Skateboards and like items are prohibited.
  - c. No pets are allowed in FBC facilities, unless the animal is a certified service animal.
8. No cooking is permitted under the covered pavilion (i.e. grilling, frying fish, etc.)

### **Affirmation Agreement**

1. 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 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 of which I am aware or become aware to church staff.
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 church staff.

4. 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 church staff 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.
5. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
6. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

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Responsible Party Signature

Print Name

Date

### **Release of Liability**

We understand that the activity does present the risk of injury or even death, to the participant, and we have advised the participant of those possibilities. We represent to you that we and the participant assume the risk of any such injury or death and hold you, your agents, employees and representatives harmless from any liability for injury or death to the participant while engaged in this activity which is caused or contributed to by the conduct of the participant, and agree to indemnify and defend you against any claim or liability asserted against you for any such injury or death to the participant. We also hold you, your agents, employees and representatives harmless from all liability to any other person or entity arising as a result of the conduct of the participant in this activity and agree to defend and indemnify liability arising as a result of such conduct. By signing below, I acknowledge that I have read and understand the FBCC policies listed above and will comply with them.

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Responsible Party Signature

Print Name

Date

**Usage Form**

Date: \_\_\_\_\_

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**Responsible Party Information**

Responsible Party Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Organization: \_\_\_\_\_

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**Event Information**

Occasion / Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Date of Set Up: \_\_\_\_\_ Time of Set Up: \_\_\_\_\_

Building Requested:    Gym    Sanctuary    Kitchen    Massey  
                         Youth Room    Aswell Hall    Dining Room    Faith Pavilion  
Other: \_\_\_\_\_

Materials Needed: Chairs: \_\_\_\_\_ Chairs: \_\_\_\_\_ Other: \_\_\_\_\_

Equipment Tech: \_\_\_\_\_ Childcare: \_\_\_\_\_

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**Staff Approval**

Pastor: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Youth Minister: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Children's Minister: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Music Minister: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Office Manager: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Other Notes: \_\_\_\_\_

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