

BUILDINGS & GROUNDS POLICY

We, the members of First Baptist Church, feel it is our God given responsibility to be stewards of the buildings and properties He has blessed us with. In order to fulfill this commitment and maintain the physical and spiritual well-being of the church, we must place guidelines and at time restrictions in the use thereof.

I. Basic Usage

- A. Conviction – This is the Lord’s house, a holy place that is dedicated to Him. All church buildings and grounds shall be used to carry out the basic purpose and mission of this church. Any use should be done in the spirit of presenting and promoting the Gospel of Jesus Christ.
- B. Priority – Congregational worship and prayer meetings shall have preeminence in building use. Other scheduled church meetings and programs shall be given second priority. Non-church related meetings shall be given subsequent consideration when their purpose is approved by the Pastor and/or Church Council.
- C. Availability – All church facilities are available to members on a first come, first serve basis with prior consent obtained from the Pastor and/or Church Council. Full facilities are available to anyone requesting its use for funerals. Facilities are available for other worthwhile causes as determined by the Pastor and/or Church Council.

II. Special Occasions

- A. Weddings – A *Pre-Booking Interview* with the Pastor and a completed *Wedding Reservation Form* are encouraged 3 months in advance of the wedding date. **(Please see *Wedding Policy for further instructions*)**
- B. Showers – Bridal and baby showers/celebrations shall be for church members only and shall be coordinated and supervised by the wives of the ministerial staff.
- C. Other Events – (celebrations, anniversaries, reunions, seminars etc.) A *Pre-Booking Interview* with the Pastor and a completed *Event Reservation Form* along with any deposits are expected 3 months in advance of the event date.

III. General Guidelines

- A. Beyond regularly scheduled meetings and programs; prior consent must be obtained and placed on the church calendar before use.
- B. Party using the church shall be responsible for damage that occurs during use of the church.
- C. Buildings, grounds and contents should be left as they were found.
- D. Motorized vehicles are permitted only in authorized parking and driving areas.
- E. The use of any kind of alcohol or drugs, including tobacco, will not be permitted anywhere on the premises.
- F. Food or drinks shall not be taken into the sanctuary.
- G. No pets, with the exception of service animals are allowed in building.
- H. The sound systems shall only be operated by trained individuals.
- I. All computers shall be used only by authorized individuals.

EVENT RESERVATION FORM

Event: _____ **Date(s):** _____ **Time(s):** _____

For Whom: _____

Person Responsible: _____ **Phone:** _____

Deposit – The buildings and grounds are provided through the generous contributions of members; therefore, members are exempt from the event deposit. However, a \$150 non-refundable deposit may be required by all other parties and is expected 3 months in advance of the event date. The deposit will be used toward the expenses of the facility.

Important: *(please read and sign below)*

I have read and will comply with the Building and Grounds Policy as well as any and all instructions given at the Pre-Booking interview.

Signed: _____ **Date:** _____