

POLICIES GOVERNING THE USE OF FIRST BAPTIST CHURCH BUILDING AND FACILITIES

1.0 INTRODUCTION

- A. The general policy of First Baptist Church (FBC) is to be a good steward of the facilities we have been blessed with. In being good stewards, we strive to share generously our facility to make the best possible use of available space. This policy is intended to outline the procedures for prioritizing the use of our facilities as well as determining any applicable fee for their use.
- B. The primary use of our facilities is to support the mission and values of FBC. These policies are established to aid and affect decision-making.
- C. The policy of FBC is to use the total church facilities to the best possible advantage in conducting the purpose and spirit of the church.

1.1. Mission

We **WELCOME** warmly, **GROW** faithfully, and **SERVE** generously, leading people into **LIFE-GIVING** relationships with Christ and each other.

1.2. We Value

- God-centered worship
- Life-changing faith
- Authentic relationships
- Community Transformation
- Global partners

2.0 PRIORITY

- A. Regularly scheduled services and meetings of the entire congregation or FBC sponsored groups have prior claim to space and facilities ordinarily used by them.
- B. Priority of usage shall be determined based upon the following criteria in descending order: connection to FBC and its mission, connection to Christian ministry, connection to the Jefferson City community, and other.

3.0 CATEGORY OF USERS

- A. **Category 1: First Baptist Church congregation, plus church sponsored groups and organizations.** This does not include church members who are requesting space for personal use, which falls under Category 3.
- B. **Category 2: Affiliated**

- i. Christian Ministry - This includes other churches, associations, and denominational activities seeking to utilize space to accomplish an end that meets the overall mission of FBC.
 - ii. Not-For-Profit Organizations and Individuals - This includes social agencies and individuals seeking to utilize space to accomplish an end that meets the overall mission of FBC.
- C. **Category 3: Other Users** - This includes individuals and groups that are seeking to utilize space to accomplish an end that does not conflict with the overall mission of FBC. FBC prohibits use of its facilities for fundraising and political activities by Category 3 organizations explicitly.
- D. **Category 4: Activities Building Rental** - Sports clubs and teams seeking to rent the activities building.
- E. **Category 5: Weddings** -FBC facilities are available for weddings with priority scheduling going to members of FBC. However, once scheduled, FBC will not move or cancel a wedding in favor of another wedding request. The facility use requirements are detailed in FBC's Wedding Handbook.

4.0 LIABILITY COVERAGE

An individual not related to FBC must obtain the consent of the Staff to use the church facilities. In its sole discretion, church leadership may require proof of liability, property damage or other insurance coverage in amounts established by church leadership for the benefit and protection of the church.

5.0 FEES

A. Category 1

- i. As noted above, groups and organizations that fall under Category 1 will have priority for scheduling events.
- ii. Use of the buildings and facilities of FBC for events other than a wedding shall be free to FBC groups and organizations, except for meals, which shall be provided on an actual cost basis.
- iii. If the Sanctuary is used for an event outside of an FBC scheduled event (i.e., for a wedding or funeral) a fee for the sound and lighting technician(s) will be charged according to the fee schedule. (Appendix A)
- iv. FBC members will be charged fees for weddings as outlined in the FBC Wedding Handbook.

B. Category 2

- i. Groups or organizations that qualify for Category 2 will be allowed use of the buildings and facilities of FBC for events other than weddings free of charge, except for meals, which shall be provided on an actual cost basis.

- ii. If the Sanctuary is used for an event outside of an FBC scheduled event (i.e., for a wedding or funeral) a fee for the sound and lighting technician(s) will be charged according to the fee schedule. (Appendix A)
- iii. Category 2 groups will be charged fees for weddings as outlined in the FBC Wedding Handbook.
- iv. Category 2 groups and organizations will have second priority for scheduling events.

C. Category 3

- i. Category 3 groups, organizations, or individuals shall be charged for the use of the buildings and facilities to cover the cost of items such as custodial services, estimated utility costs, and other incurred costs. The amount to be charged will be calculated using the fee schedule. (Appendix A)
- ii. If the Sanctuary is used for an event outside of an FBC scheduled event (i.e., for a wedding or funeral) a fee for the sound and lighting technician(s) will be charged according to the fee schedule.
- iii. The group will also cover any cost for damage or breakage.

D. Weddings

- i. The charges for using the facility are detailed in the FBC Wedding Handbook. The fees for members are different than the fees for non-members.
- ii. A deposit is required at the time a wedding is scheduled. The deposit will be returned following the wedding unless there is damage to the facility or non-compliance with FBC's wedding policies.
- iii. A wedding use deposit is 100% refundable up to six months prior to the scheduled date. If a cancellation occurs less than six months prior to the scheduled wedding date, the deposit is forfeited.

6.0 REQUESTING USE

- A. All requests for use shall be made to the Church Office as far in advance as practical. Requests are approved in order received as determined by FBCJC.
- B. The Church Office staff will request information regarding the requested use of the facilities for several purposes including:
 - i. Determining eligibility for use
 - ii. Determining availability of space
 - iii. Determining priority of use
 - iv. Determining the most appropriate locations/rooms/equipment; and
 - v. Determining the fee for use, if required
- C. The Church Office will provide a form designed to collect the above information.

- D. A final decision regarding eligibility, availability, priority, or fee will be based on the information provided by the requester and will be made by the Church Administrator.
- E. No room may be reserved more than 1 year in advance of the event.

7.0 GENERAL POLICY

- A. Saturday night activities ending after 3:30 pm are discouraged. Exceptions will be considered on a case-by-case basis (i.e., Disciple Now weekend, weddings, church-wide events, etc.). Any event that will go past 3:30pm on Saturday evening must be approved by the Church Administrator.
- B. No group or organization including FBC shall use the buildings or facilities for events where admission is charged without prior approval from the Stewardship Committee.
- C. The moving of all equipment or furniture will be done or supervised by the FBC maintenance staff or church staff.
- D. Use of any portion of the property and facilities shall conform to city codes and ordinances plus the church building safety guidelines.
- E. The use of tobacco/vaping and/or illegal drugs or consumption of alcoholic beverages or imitation alcoholic beverages is prohibited at any time on the property of FBC.
- F. All candles used must be dripless or have a protective base to catch drippings and the floor and carpet thoroughly protected with plastic covering.
- G. Decorations shall not be attached to the pews or furniture by pinning, gluing, nailing, or by using any marring tape.
- H. No decorations or other objects shall be attached to sprinkler heads.
- I. When youth or children are using the facilities, the group hosting the function must provide adequate adult supervision.
- J. All people operating sanctuary sound and lighting equipment must be trained by sound and lighting personnel and approved by the church staff. FBC-trained sound and lighting personnel must always be present.
- K. FBC will make buildings and facilities available in the event of a national and/or local emergency and when requested by the proper authorities. The request for use of the buildings and facilities should be made through the Church Office.
- L. No solicitation is permitted on FBC property. Sponsors, leaders, FBC members or other participants of groups meeting at FBC for activities may not charge a fee or sell merchandise that will result in personal profit. Any exceptions to this must be given permission, in writing, by the Stewardship Committee.

8.0 FOOD SERVICE POLICIES

The Director of Food Service is responsible for all functions in the main kitchen and dining room located on the third floor of the church. That person supervises

kitchen personnel and is responsible for developing menus, purchasing food and supplies, production and serving of meals, and catering for special occasions when requested. The Director of Food Service shall maintain monthly records of purchases and inventory.

- A. Kitchen personnel shall prepare meals for church-approved meetings only. Personnel will be paid their regular hourly rate according to the time recorded on time sheets. Each group must complete a catering request form prior to the event that must be approved by the Director of Food Services.
- B. All food and supplies will be purchased through church accounts and will be used exclusively for church activities.
- C. FBC kitchen personnel will not be responsible for preparing meals or purchasing any food or supplies for non-church-related receptions.
- D. Kitchen personnel will be available to prepare punch or coffee and help keep food trays filled for receptions.
- E. If kitchen or maintenance personnel are required, fees shall apply as indicated on the fee schedule. (Appendix A)
- F. The kitchen and supply closet shall be kept locked when not in use. Provision will be made for access to the Bible Teaching supply closet on Sunday morning.
- G. Any lending of dishes, supplies or equipment is requested through the Church Office or by permission of the Director of Food Services. The Church Office is responsible for keeping records of these loans.
- H. All food facilities of FBC shall comply with sanitation regulations of the City of Jefferson Health Department. Sanitation regulations shall be posted in each kitchen.

All regularly scheduled weekly and monthly dinners have priority in kitchens and dining rooms. All other church groups using kitchens and dining rooms must schedule dates with the Church Office.

8.1. Guidelines for Use of Food Service Areas

NOTE: This applies to the following areas:

- a. Main kitchen and dining room on Third Floor
 - b. Kitchen and dining room on Fifth Floor
 - c. Small kitchen and parlor on Fourth Floor
 - d. Kitchen and dining area in Activities Building
 - e. Café area on First Floor
- A. All requests for use of facilities must be made on the appropriate form which may be obtained from the Church Office.
 - B. Facilities used by any FBC group must be left clean and in order for activities that follow.

- C. When a caterer serves the meal from the main kitchen, a food service representative and maintenance staff must be on duty and the group hosting the function must pay the church for such services.
- D. Sanitation regulations must be followed as stated by the City of Jefferson Health Department.
- E. The group hosting the function must immediately report breakage or damage to the Church Office.
- F. The use of the Parlor and kitchen for small receptions, showers, etc., other than weddings is limited to the members of FBC and their guests.

9.0 SPECIAL PROVISIONS FOR ACTIVITIES BUILDING AND RECREATION CENTER POLICIES

9.1. Participation

- A. Participation in the Recreation Center is open to all members of First Baptist Church, its sponsored organizations, and their guests.
- B. Individuals or groups wanting to use the Recreation Center facility must have prior approval from the Church Office.
- C. When one comes to participate, he/she will be required to stay in the facility. There will be no hanging around outside the building.
- D. Any participant in an activity who is injured and bleeding or who has blood on their clothing shall be prohibited from participating further in the activity until appropriate treatment has been administered. Appropriate treatment will include bandaging as necessary to prevent recurrence. If medical care is needed, the participant must leave the activity until the problem situation has been resolved.
- E. Willful violation of any policies or rules could lead to loss of the Recreation Center privileges. The following are general procedures for discipline problems:
 - i. First Infraction – Warning
 - ii. Second Infraction – Final Warning/Notification
 - iii. Third Infraction – Permanent Loss of Recreation Center UseNotification will come in the form of a letter from the Church Office.

9.2. General Regulations

- A. The Recreation Center is a part of the First Baptist Church of Jefferson City, Missouri. Everyone who enters therein should exhibit conduct in a spirit and manner befitting a Christian attitude.
- B. Unauthorized entrance into the Recreation Center is not permitted and could result in suspension of all privileges.
- C. The responsible group or person must replace any equipment which is lost, damaged, or destroyed.
- D. No activities will be permitted which are contrary to established church policy.

- E. Smoking, usage of any tobacco/vaping products, illegal drugs, alcoholic, or alcoholic imitating beverages are not permitted on any First Baptist Church property. Any exceptions to this regulation must be approved by the Church Administrator.
- F. Pets are not allowed in the Recreation Center.
- G. The telephone is for important and emergency calls only. All calls should be limited to no more than two (2) minutes.
- H. All food and drinks are restricted to the Snack Room on the main level and the kitchen area on the Second Floor.
- I. Groups using the Recreation Center facilities are responsible for cleanup and restoring it to its original condition after the activity is completed.
- J. Entrances and exits should be made through the Monroe Street or State Street exterior doorways.

9.3. Gymnasium

- A. All recreation equipment will be used for its intended purpose and as designed by the manufacturer.
- B. Appropriate gym shoes are to be worn while engaged in recreational activities in the gymnasium. Hard-soled shoes and bare feet are not permitted.
- C. All activities will be scheduled through the Church Office and should be supervised by the team coach and/or an authorized adult.
- D. Dunking, grabbing, or hanging on basketball goals is prohibited.

9.4. Liability

- A. Only FBC staff may adjust basketball goals.
- B. The use of the Recreation Center facilities and equipment will be at the risk of the participant. Each participant must complete a liability release form prior to participating in any activity in the facility.
- C. First Baptist Church, or its staff, does not assume liability or responsibility for any participant.
- D. First Baptist Church does not make any express or implied warranty of the premises, the equipment, machinery, fixtures, or furniture.

9.5. Locker Rooms

The two locker rooms located in the gymnasium are designated as "A" and "B." When occasions dictate, the locker rooms may be designated separately as men and/or women. (Meaning that both may be used for men at one time or women at one time.) Please check the door for designated usage prior to entering the locker rooms.

9.6. Lost and Found

- A. Participants are encouraged to put their names on all personal items such as warm-ups, shoes, equipment bags, shirts, etc.
- B. A temporary lost and found area is located at the Recreation Center office. Lost items will be returned to the owner when requested and properly identified.
- C. Articles left more than one-week at the Recreation Center will be sent to the main church building "Lost and Found."

9.7. Game Room

- A. All game room tables, and equipment will be used as designed and for their intended purpose.
- B. Sitting on or moving game tables is not permitted.
- C. Food and Drink is not permitted in the game rooms.

9.8. Recreation Center Rental/Reservations

All reservations to use the Recreation Center must be made no less than two weeks in advance. Reservations will be made through the Church Office. Each group using the Recreation Center will be responsible for enforcement of all Recreation Center policies. Rental fees for activities not sponsored by the church are outlined in the fee schedule. (Appendix A)

Appendix A

Building Use Fee Schedule

Location	Rate	
Sanctuary	\$ 350.00	per hour
Duke Chapel	\$ 100.00	per hour
Fellowship Hall	\$ 100.00	per hour
Parlor	\$ 50.00	per hour
Gym	\$ 35.00	per hour
Room 101	\$ 50.00	per hour
Café	\$ 75.00	per hour
Room 325	\$ 50.00	per hour
Room 326	\$ 50.00	per hour
Room 407	\$ 50.00	per hour
Room 508	\$ 50.00	per hour
Room 509	\$ 50.00	per hour
Room 511	\$ 50.00	per hour
Other Charges		
TV/DVD Player	\$ 25.00	per rental
Internet	\$ 0	per rental
FH Kitchen	\$ 75.00	per hour
Room 508 Kitchen	\$ 50.00	per hour
Sound/Light Technician	\$ 100.00	per hour
Projection/Video Technician	\$ 100.00	per hour