

1.11 Facility Use Policy

To be good stewards of the property of First Baptist Church, the following policy governs the use of FBCM facilities:

A. Our Philosophy of Facility Usage

1. First Baptist Church of Matthews desires that our church facilities be used for the glory of God. All facility requests should further the mission of FBCM to be God entered, Spirit Driven, and People Focused.
2. While FBCM does not discriminate in the use of our facilities on the basis of race, color, sex, ethnicity or national origin, only uses consistent with FBCM's charitable religious and educational purposes will be considered. For this reason, no profit-making organizations or political groups will be permitted to use FBCM facilities. Groups whose purposes or beliefs are not consistent with the bedrock beliefs of FBCM will not be permitted to use FBCM facilities.

B. Priority of Facility Use and Procedure for Requesting Use

Requests for use of space of FBCM will be categorized into the following order of priority:

1. **FBCM Programs, Sponsored Ministries and Functions:** The internal programs of this church are given the highest priority in use of the facilities. This includes worship services, Shepherd Group classes, Wednesday evening programs, adult, youth, children's and music ministry activities, ministry teams, and staff meetings, etc.

TO SCHEDULE:

- Complete the "Facilities Request Form" (Blue form - available in the church office and online @ www.fbcmatthews.org) at least two weeks but not more than six months in advance of the event.
- Submit the completed form to the calendaring coordinator in the church office.
- Assuming there are no scheduling conflicts, the request will be approved by the ministry staff. You will be notified by phone.

2. **Member Weddings and Funeral/Memorial Services:** The second level of priority goes to celebrate the marriage of FBCM members or children of family members and to celebrate the lives of FBCM members or family members who have preceded us in death.

TO SCHEDULE:

Contact the Church Office.

3. **FBCM-Related Events:**

The third level of priority is for activities of FBCM members that are open to, and primarily attended by, those who attend FBCM. Examples include church bridal or baby showers, small group or class socials, etc. Only classroom and Fellowship Hall space is available for this category of request, up to a length of four hours.

TO SCHEDULE:

- Complete the "Facilities Request Form" (Blue form - available in the church office) at least two weeks before but not more than six months in advance of the event.
- Confirm that the event is open to FBCM members and will be primarily attended by those who attend FBCM.
- Submit the completed form to the calendaring coordinator in the church office.
- Requests will be reviewed and decided upon by the ministerial staff and you will be notified by phone.

4. Community and Outside Organization Uses:

The fourth level of priority is accorded to facility use requests by community groups, other 501 (C) 3 or other non- FBCM organizations sponsored by an FBCM member.

TO SCHEDULE:

- Complete the "Facility Use Request Form" (Blue Form - available in the church office) at least two weeks but not more than six months in advance of the event.
- For this type of request, the following items are also required:
 - a. identification of FBCM member sponsor who will remain on premises at all times that the building is in use for this purpose; and
 - b. signed "church usage and hold harmless agreement" and "certification of insurance coverage" (both forms provided by FBCM) are available online @ www.fbcmatthews.org;
- Submit the completed forms to the calendaring coordinator in the church office.
- The request will be reviewed and approved by the ministerial staff. You will be notified by phone.

C. Guidelines Governing All Use of Facilities

1. All requests for use of the church facilities must be made in writing and scheduled through the church office.
2. We expect all groups who use FBCM 's facilities to be sensitive to FBCM mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress is not acceptable
3. No fundraising or sales may take place on FBCM premises without the approval of the Church Administrator.
4. Users should be aware that worship accoutrements such as the drapes, banners, and staging will periodically change throughout the church year.

Generally, the church will not consider requests to alter or change these items for a particular event.

5. Alcoholic beverages and illegal drugs are not permitted on church property.
6. Smoking and the use of alcoholic beverages is not permitted in any church building or on any church property.
7. No pets, except bona fide service animals, are permitted inside church buildings.
8. No persons except law enforcement officers may possess firearms, knives, or other weapons on FBCM premises.
9. No tacks, nails, or staples are permitted on the walls, doors, ceilings, or woodwork of the church. Adhesive gum is the preferred method of fastening.**

**Requests to post signs on/in any building should be directed to the church office.

10. The use of candles or flames is prohibited except during church services. Ceremonial use of candles may be permitted on a specific occasion with the advance written approval of the Church Administrator.
11. If needed, building keys will be issued by the Ministry Assistant or the Church Administrator. Key recipients must sign for the keys they receive and agree that they will not duplicate any FBCM keys and will return the keys when the scheduled event is concluded.
12. All those using the facility should leave the area(s) used in the same condition as when they arrived. Tables, chairs, and other equipment should be returned to their original locations. Windows should not be opened except in an emergency; any opened windows must be closed and locked at the conclusion of the event. All trash should be placed in receptacles and taken to the outside dumpster, not left on floors, tables, chairs, etc. Personal items or other belongings should be removed.
13. Items that are movable (i.e. tables, chairs, coffee pots, etc.) may not be removed from the premises without the approval of the staff.
14. All lights should be turned off and, where applicable, doors locked when use is concluded.
15. Evening events must conclude by 9:00 p.m.
16. Users are responsible for any loss or damage to church property or facilities that occur during the time they are using the facilities. Damage to buildings or equipment should be reported to the staff as soon as possible. Users are also responsible to pay the cost of any special set-ups, takedowns, or clean up that is not included in the cost of any fees collected.
17. The Church Administrator reserves the right to prohibit or terminate any activity or use that, in their discretion, they determine to be harmful, dangerous, or detrimental to the interests of FBCM.
18. The use of FBCM church property in support of political candidates is prohibited.

D. Fees

The fee structure for the use of the facilities is established annually by the church. A fee schedule for the current year is attached hereto.

The fees assessed by the church may only be waived by the Church Administrator, in their discretion, upon consideration of the surrounding circumstances.

Fees will be billed by the FBCM office upon approval of the event. Checks are to be made payable to " FBCM."

2008 SCHEDULE OF FACILITY FEES

1. **Priority 1 requests - FBCM Programs:**

None except as may be agreed to between the church and a particular ministry.

2. **Priority 2 requests - Member Weddings and Funerals:**

For weddings, see the "Christian Wedding" policy and fee schedule, which can be obtained from the appropriate Ministry Assistant to the Senior Pastor.

3. **Priority 3 requests - Member Use:**

None provided that users handle all set-up, takedown, and cleanup in the room to be used.

4. **Priority 4 requests - Community/Outside Use:**

a. **ROOM USAGE** (4-hour minimum):

Small Classroom	\$ 75
Large Classroom	\$125
Sanctuary	\$200
Gym	\$300
Fellowship Hall	\$150
Kitchen	\$100

Use in excess of four hours will be billed in additional two-hour increments.

b. **CUSTODIAL FEES** - includes cleaning, set-up, and tear-down

Sanctuary Event	\$100
Gym Event	\$140
Fellowship Hall	\$100

c. **TECHNICAL SUPPORT** \$50/hour (2-hour minimum for each technician.)

FBCM **trained sound technicians are required** if the audio system will be used. Trained video technicians are required if the video system will be used.

NOTE: LOST KEY(S) CHARGE -\$10 per key

These fees are assessed by the church and may only be waived by the church, in its discretion, upon consideration of the surrounding circumstances.

E. Church Vehicles

In accord with the church-vehicle policy set forth herein and below, church vehicles may not be loaned or used in any way except for approved church purposes with approved drivers.

F. Other Church Property

Persons requesting short-term and limited use of tables and chairs for non-church, off-premises events shall call the church administrator requesting the property to be used, the event for which it is to be used, the dates of such use, and the person responsible for its timely return. The church administrator shall review any request, assure that such use would not conflict with a needed church use, and that such use is appropriate, and grant or deny the request. Where such use may be permitted, factors to be weighed in granting approval of such use will be whether the event includes members of the church, the duration of such use, the event for which the property will be used, and any disruption to normal church activities and maintenance. The use of church-owned powered equipment such as lawnmowers, tractors, snow blowers, computers, audio-visual equipment such as projectors, will not be authorized except in very special circumstances.