

# Property Use Policy

Revised November 2006

Faith Bible Church (FBC) desires to glorify God by being good stewards of the facilities that God has entrusted to our care. When the use of these facilities is consistent with our goals, we also desire to be a blessing to our community.

1. Any permit granted for use of church facilities may be revoked by the elders at its discretion. The use of this property is a privilege and not a right. FBC reserves the right to refuse the use of this property for any reason.
2. All facilities of the church can only be used for activities which glorify God. Therefore, no gambling, fighting, quarreling, profane language, obscenity, dancing, narcotics, nicotine products or intoxicants are allowed on FBC property. All music must be submitted (including lyrics in some cases) for approval.
3. No use of these facilities may conflict with normal church usage.
4. No church facilities shall be used after 11:00pm Monday-Friday or 8:00pm Saturday, or anytime on Sunday, unless special approval has been granted.
5. Adequate adult supervision and sponsorship is required of all groups using church facilities.
6. Use of the facilities is restricted to only those rooms that are approved for use (not counting the foyer, hallways and bathrooms).
7. Church furniture and/or equipment shall not be moved by anyone who is not a church employee without permission of the employee "in charge."
8. No equipment, material, or supplies shall be removed from the facilities without prior approval.
9. Persons or organizations using church facilities shall be responsible for ALL SETUP and CLEANUP (unless other arrangements have been made) and damage to church facilities and equipment beyond normal wear or loss of property. Documentation of who will setup and cleanup the facilities needs to be provided with the application for use.
10. Any use of church facilities shall comply with county ordinances and all state and local fire, health, and safety laws.
11. The church representative on duty shall have the power to enforce the rules and regulations of this policy.
12. A group with authorization to use these facilities is permitted to allow entrance only to persons of the approved organization with the exception of FBC members who may need to use other portions of the building.
13. All applications for non-church usage shall be completed on forms provided by FBC no more than 3 months before the scheduled event and not less than 1 month before the scheduled event. All requests should be forwarded to ministry heads to verify availability. Ministry heads have 24 hours to respond to the request once contacted.

Once approval is given, the booking will remain tentative until the deposit is received.  
Church events take priority over all other events.

14. All organizations or groups seeking use of the church premises must designate an authorized individual who will be held responsible on behalf of the organization or group for seeing that all conditions of the policy are met and for the signing of the application for use and liability waiver.
15. Any event that charges a fee in the use of our property must obtain prior approval.
16. Donations for all usage apart from the regular ministries of our church:
  - a. Deposit of \$200 (If you cancel 2 weeks before the event date, then the deposit will be returned in full. Cancellation within 2 weeks of the event but before the event begins will only receive a refund of \$100. If FBC cancels the event, the deposit will be returned.) The deposit must be paid once tentative approval is given and before the date is reserved on the church calendar.
  - b. \$ 20/Hour for janitorial, audio-video personnel.
  - d. \$ 20/Hour for on-site supervision from the time of setup to cleanup.
  - d. \$200 for use of auditorium.
  - e. \$100 for use of kitchen or fellowship room.
  - f. \$ 25 for use of each classroom.
17. Wedding Policy:  
The couple needs to:
  - a. Provide a written statement explaining why they are unable to use their home church for the wedding ceremony.
  - b. Complete a property use application form and liability waiver.
  - c. Complete premarital questionnaires to satisfy the elders that the bride and groom:
    - 1) Are both professing believers.
    - 2) Are not under the discipline of another church.
    - 3) If divorced, have the Biblical right to remarry.
    - 4) Will participate in our premarital counseling or an approved equivalent.
  - d. Submit ceremony details. This includes any music used for the ceremony and/or reception held at FBC property.
  - e. Only FBC pastors or other approved (by FBC) clergy are permitted to perform ceremonies at FBC facilities. The member of the pastoral staff asked to perform the ceremony shall accept or decline such invitation based on his own preferences and convictions, but in harmony with these guidelines.
  - f. Agree to arrange and pay for all support personnel and equipment through FBC.
  - g. Have a sponsor that attends FBC that will agree to be at the church during the rehearsal and wedding ceremony.

The elders shall then review the documents and determine the appropriateness of using the facility for the ceremony. In order to satisfy the questions above, the elders may require a meeting with the prospective bride and groom.

18. Violations of any rule or regulation may be cause for IMMEDIATE revocation of any permit grated for use of church facilities.
19. This permit is non-transferable.
20. Faith Bible Church, its officers, members, and employees will assume NO responsibility for properties left on church premises or injuries that occur on church premises.