

CHURCH FACILITY AND BUILDING USE POLICY

FBC ANDALUSIA

Purpose: The mission of First Baptist Church is to:

"Love God. Love People. Make Disciples and Make a Difference"

First Baptist Church will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. Use of the church facility shall always be scheduled with the Director of Administration.

Building Use

This policy outlines who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

Section 1. Who may use the Church (in order of priority):

- a. First Baptist Andalusia church groups or church members using the facilities as part of the ministry of the church. This would include Sunday school classes, committees, and entities of the state and national Southern Baptist Convention. No charge.
- b. Groups that come as invited guests of the congregation of First Baptist Church. No charge.
- c. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only on a case-by-case basis.
- d. Outside social, civic, educational, and non-service groups, individuals using FBC facilities for activities may be charged a facilities usage fee. (See Building Use Fees, Section 9.)
- e. First Baptist Church Andalusia members may reserve church facilities per the approval process. (See Building Use Fees, Section 9.)

Section 2. Who may not use the Church:

- a. Groups operating for commercial gain
- b. Organizations whose activities are in conflict with the mission and doctrine of First Baptist Church of Andalusia

Section 3. Procedures and Guidelines for Scheduling Facilities

- a. Groups wishing to use church facilities should contact the church office at (334) 222-5152 for a building use packet. (Packet materials are also available online.) Review the packet and submit the ***Building Space Application Form, Section 10.***
- b. Scheduled meetings of FBC Andalusia will take precedence over all other requests.
- c. Member and Non-member groups and individuals will be assigned a host/hostess for the event.

- d. The Director of Administration or other designated staff person will approve requests for building use.
- e. Groups must provide responsible adult supervision at all times when facilities are in use.
- f. Church facilities may only be reserved by individuals at least 21 years of age.
- g. All minor children must be supervised by an adult.
- h. Alcoholic beverages, smoking, and non-prescriptive drugs are prohibited on church grounds.
- i. As a general rule, facilities may not be reserved more than 60 days in advance, except for weddings. **Please see “First Baptist Andalusia Wedding Policies” for additional wedding requirements.**
- i. Verification of liability insurance (minimum \$1 million) will be required for non-member groups conducting business unrelated to FBC Andalusia on church property.

Section 4. Facility Access

- a. A building key or keypad access code will only be issued once the Building Space Application has been approved and all applicable fees have been paid.
- b. Users may only access facilities specifically listed in the approved application.
- c. All keys must be returned to the church office no later than the first business day after the event.
- d. No key or access code will be released to any person younger than 18.
- e. Keys may not be duplicated.
- f. Keys may not be shared or loaned to any individual not listed on the Building Space Application.
- g. If a key is lost, the user will be responsible for a \$25.00 replacement fee.

Section 4. Weddings (See separate "First Baptist Andalusia Wedding Policies.")

Section 5. Funerals

- a. FBC does not charge a facility usage fee for funerals of church members or for individuals who are part of a church member’s immediate family.
- b. Applicable fees apply to non-member funerals.
- c. Non-members should complete a Funeral Request form. (Section 11)
- d. As a general practice, FBC does not host non-member funerals on Saturday.
- e. During December, Christmas decorations may not be removed for funeral services.

Section 6. Birthday Parties/Anniversary Celebrations

- a. As a general rule, FBC does not host children’s birthday parties.
- b. Families desiring to host a reception for an adult family member, or couple, will be responsible for the appropriate use fee.

Section 7. Kitchen Use

- a. In case of breakage or damage to kitchen materials, the responsible party is expected to pay for the repair or replacement of the damaged materials, with the building damage deposit applying. (See Fees & Charges attached)
- b. Every group, including any catering service, is expected to leave the kitchen and its equipment clean and in place as it was found.

- c. Members using the FBC kitchen will be responsible for table clothes, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage location before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 3 days. (Members only).
- d. Non-members are responsible for providing linens, utensils, or glasses. Church linens, utensils, or glasses may be available for a fee. (See Building Use Fees, Section 9.)

Section 8. Use of Equipment

- a. Any use of audio-visual equipment (sound, projection, etc.) requires an approved member of the FBC audio-visual team or qualified staff person. **The audio-visual equipment will only be operated by a member of the audio-visual team.**
 - a. Only media (songs, videos, etc.) appropriate for a place of worship may be played on FBC audio-visual equipment. Media must be pre-approved by the event host/hostess.
 - b. FBC's copyright licensing coverage **DOES NOT** apply to non-church functions. Copyright protected music and lyrics may not be broadcast, streamed on social media, or displayed on the screens unless appropriate copyright licensing coverage has been obtained and evidence has been provided to the Director of Administration.
- b. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building without the prior approval of the Director of Administration.
- c. Non-members groups or individuals may request the use of tables, chairs, and lecterns as their set up requires. However, they are expected to clean these items and return them to their original locations at the conclusion of their event.

Section 9. Building Use Fees

Wedding Fee Schedule		
	Member	Non-member
Sanctuary	\$800.00	\$2,000.00
Sanctuary & Multipurpose (add \$150 for kitchen)	\$1,400.00	\$3,600.00
Multi-purpose (add \$150 for kitchen)	\$600.00	\$1,600.00
Chapel/SMB	\$400.00	\$800.00
Funeral Fee Schedule		
	Member	Non-member
Sanctuary	No charge	\$600.00
Chapel	No charge	\$400.00
Multi-purpose	No charge	\$600.00 (add \$150 for kitchen)
Non-Ministry Gatherings		
	Member	Non-member
Sanctuary	\$400.00	\$600.00
Multi-purpose (add \$150 for kitchen)	\$250.00	\$600.00
Chapel/SMB	\$250.00	\$400.00
Commons Room	\$100.00	\$250.00
Other Fees		
\$250.00 Security Deposit required to confirm reservation.		
Use of tablecloths	No charge	\$200.00

1. All fees are payable to First Baptist Church of Andalusia.
2. A \$250.00 security deposit is required for weddings, or any reservation made more than 7 days in advance.
3. All use fees are due before the event begins.
4. Fees will be refunded if the facilities become unavailable or if the reservation is cancelled at least three days prior to the event.

Section 10.

FBC ANDALSUIA BUILDING SPACE APPLICATION FORM (Or complete online form)

Date: _____

Individual Name(s) or Primary Group Contact(s): _____

Group Name (if applicable): _____

Contact Phone Number(s): _____

Building Space Requested (Mark all that apply):

___ Sanctuary

___ Multipurpose Building

___ Kitchen

___ Chapel

___ Student Ministry Building

___ Conference Room

Other: _____

Date(s) of requested use: _____

Beginning at what time? _____ Ending at what time? _____

How will building space be used? (If a wedding, the "FBC Wedding Application" must also be completed.)

Other resources requested (tables, chairs, table coverings, audio-visual, sound, etc.). Please specify type and quantity.

___ (Initial) I have read First Baptist Andalusia's Building Use Policy and agree to abide by this Policy.

Signed: _____ Date: _____

=====

Office Use only:

Notes

Applicable Fees

Signed: _____ Date: _____

Section 11.

First Baptist Church Andalusia

Funeral Request

Name of Deceased: _____

Contact Person: _____ Phone: _____

Funeral Home: _____ Phone: _____

Requested Service Date: _____

Viewing/Visitation? (Yes/No) Viewing/Visitation Time: _____

Service Time: _____

Minister(s) (Please list all):

Name _____ Phone _____ Church _____

Name _____ Phone _____ Church _____

Name _____ Phone _____ Church _____

Name _____ Phone _____ Church _____

Musicians:

Name _____ Phone _____ Instrument _____

Name _____ Phone _____ Instrument _____

Name _____ Phone _____ Instrument _____

Name _____ Phone _____ Instrument _____

Notes:

- Audio visual equipment may only be operated by First Baptist Church personnel.
- No First Baptist church audio or visual equipment may be moved, changed, or adjusted without prior approval from the Worship Pastor.
- First Baptist Church does not broadcast funeral services.
- The sanctuary usage fee is \$600.00. This fee is due when the funeral request is approved.
- The Contact Person assumes responsibility for the cost of repair or replacement of any First Baptist Church equipment or resources damaged during the event.
- Funeral arrangements should not be published until this request has been approved.

Contact Person Signature: _____ Date: _____

Staff Approval: _____

