

## 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:

#### **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, custodial services fee and a host/hostess fee. (See Fees & Charges attached.)
- e. First Baptist Church Andalusia members may reserve church facilities per the approval process. (See Fees & Charges attached)

#### **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

#### **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***.
- 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. (See host/hostess duties and related fees)
- d. The Director of Administration or other designated staff person will approve requests for building use. Those approved for building use will subsequently need to submit the declaration of policy page from their insurance policy when fees are paid.
- 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-members groups conducting business unrelated to FBC Andalusia on church property, engaged in group activities where fall or injury hazards are a risk.

#### **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.

#### **4. Weddings (See "First Baptist Andalusia Wedding Policies.")**

#### **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. As a general practice, FBC does not host non-member funerals on Saturday.
- d. During December, Christmas decorations may not be removed for funerals services.

#### **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.

#### **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. Individuals or organizations 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.
- e. The Director of Administration, or his designee, must inspect the kitchen following use for cleanliness and damage before the release of damage deposit funds.

## **8. Use of Equipment**

- a. Any use of audio-visual equipment (sound, projection, etc.) in the Sanctuary 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.** (See Fees & Charges attached).
  - 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 or Pastor.
- c. Non-member groups using the facility may request the use of tables, chairs, and lecterns as their set up requires. However, groups using equipment of this type are expected to clean these items and return them to their original locations.

## **9. Building Use Fees**

<b>Wedding Fee Schedule</b>	<b>Member</b>	<b>Non-Member</b>
Sanctuary	\$ 950.00	\$ 2,000.00
Sanctuary & Multi-purpose	\$1,700.00	\$ 3,750.00
Multi-purpose (only)	\$ 750.00	\$ 1,750.00
Chapel/SMB	\$ 400.00	\$ 1,000.00
<b>Funeral Fee Schedule</b>		
Sanctuary	None	\$ 800.00
Chapel	None	\$ 400.00
Multi-purpose & Kitchen	None	\$ 750.00
<b>Non-Ministry Gatherings</b>		
Sanctuary	\$ 600.00	\$ 1,200.00
Multi-purpose (Add \$150 for kitchen)	\$ 600.00	\$ 1,200.00
Chapel/SMB	\$ 250.00	\$ 400.00
<b>\$250 Security Deposit required to confirm reservation.</b>		

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 twenty-four (24) hours prior to scheduled usage.

**FBC ANDALSUIA BUILDING SPACE APPLICATION 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: \_\_\_\_\_

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**Office Use only:**

**Notes**

**Applicable Fees**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## FIRST BAPTIST ANDALUSIA WEDDING POLICIES

### GENERAL POLICIES

Before making any definite plans for public announcements regarding your church wedding, please complete the following:

- If the Pastor and/or staff are to officiate or participate, the date must be cleared with them. (It is appropriate to consult the Pastor when plans include using someone other than the Pastor or Staff to conduct a wedding ceremony.)
- Complete, sign, and return the *“First Baptist Church Wedding Application”* and *“FBC Andalusia Building Space Application”* as soon as possible. Only after these forms have been completed, returned, and approved by the Pastor or someone designated by him and the damage deposit has been paid, shall the date be considered confirmed. First Baptist Church members have priority on any date. However, once a date has been scheduled it cannot be superseded by another party.

The sanctuary or chapel may be used for church weddings on any day providing such does not conflict with previously scheduled services or meetings at the church. You will need to check with the church office regarding the date as soon as possible. **No weddings will be scheduled on Sunday.**

- If a wedding is scheduled in the month of December, the church’s Christmas decorations cannot be removed or changed. The wedding decorations should coordinate with them.
- Evening weddings should not be scheduled later than 7:00 p.m. on Friday or 6:00pm on Saturday.
- A wedding is a worship service. Members of the wedding party are expected to conduct themselves in a manner befitting a place of worship at all times.
- Smoking or the use of alcoholic beverages on the church premises is prohibited.
- Confetti, rice, birdseeds, and like materials may not be thrown inside the church buildings.
- Breakage and damage of any church equipment must be reimbursed at repair or replacement cost per the building use policy.
- Please notify the church office in advance if you plan to leave the flower arrangements for the Sunday worship services.
- **The church sound system and multimedia resources may only be operated by approved members of the FBC Audio Visual Team.** The bride may obtain a list of approved operators from the church office. It is the bride’s responsibility to schedule the appropriate operator.
- Please contact the Associate Pastor of Music if you plan to use an organist that is **NOT** a First Baptist Church organist. The relocation of any instruments or musical equipment

on the stage must be approved and scheduled in advance with the Associate Pastor of Music.

- Bibles and hymnals should not be removed from the pews.

### **WEDDING MUSIC**

1. A Christian wedding is a worship service, the music selected should promote a worshipful environment.
2. The Associate Pastor of Music is available by appointment to counsel with the bride and groom in the selection of the wedding music. The Pastor and/or Associate Pastor of Music shall have final approval over all music or videos to be played in the church facilities.

### **WEDDING PICTURES**

It is the responsibility of the bride to inform the photographer of the church wedding policies.

### **WEDDING DECORATIONS**

1. It is the responsibility of the bride to inform the florist of the church wedding policies after the wedding application has been returned to the office.
2. The platform furniture in the Chapel and Sanctuary may be moved. The custodial staff will arrange for this furniture to be moved. Please notify the Associate Pastor/Music in advance if you wish to move any musical equipment.
3. The church custodians will be responsible for replacing the Lord's Supper Table following the wedding ceremony.

### **YOUR WEDDING RECEPTION**

It is the responsibility of the bride to inform the caterer of the church wedding policies.

### **TO THE DIRECTOR OF THE WEDDING:**

1. The night (or day) of the rehearsal, the director of the wedding should make sure that lights are turned off, and the church custodian will secure the building following the wedding rehearsal.
2. The director of the wedding should ensure that all electrical appliances have been unplugged in the bride's dressing room or any other room used by participants in the wedding.
3. The director of the wedding should make sure that no personal items are left in the bride's dressing room or other rooms used by wedding participants
4. Bibles and hymnals should **NOT** be removed from the pews.



### **TO THE PHOTOGRAPHER**

1. It is suggested that you arrange with the bride to take as many pictures as possible prior to the time of the wedding.
2. Flash pictures may not be made during the ceremony. Pictures of the bride entering and exiting the sanctuary may be made at the rear of the sanctuary. The wedding is a worship service. The taking of pictures should not distract from this in any way.
4. Remember that guests will be waiting for the reception. The photographer and bride should plan in advance the list of shots to be made.
5. The time for taking pictures involving members of the church staff should be scheduled prior to the ceremony.
6. The photographer must bring a protective cloth if he/she plans to stand on the pews or other furniture to take pictures.
8. Bibles and hymnals should not be removed from the pews.

### **TO THE CATERER:**

1. Wedding receptions may be held in the Fellowship Hall, Chapel Annex, or Student Ministry Building. A Kitchen adjoins the Fellowship Hall/Student Ministry Building, and may be used.
2. Caterers using church facilities will be expected to leave the kitchen and reception area clean and orderly.
3. Candelabras, punch bowls, plates, serving items, and table linens and must be furnished by the caterer and/or bride.
4. The caterer should call the church office in advance too arrange an appropriate time to set up for the wedding reception.
5. Smoking is not permitted in any of the church buildings

### **TO THE FLORIST:**

1. No tacks, nails, tape or other materials which may permanently deface the buildings or furnishings may be used in decorating.
2. Only drip-less candles may be used. A polyethylene liner must be placed under the candelabra to further protect the carpet. If candles are used in the choir loft, the choir furniture must also be protected.
3. Smoking is not permitted in any of the church buildings.

4. **Flowers and decorations must be removed immediately following the ceremony, unless arrangements have been pre-approved to reuse decorations on Sunday morning.** The facilities must be left in the same order in which they were found. In the event of a Saturday evening wedding, custodial staff must be able to begin cleaning the sanctuary at least one hour after the conclusion of the service.
5. The Bride will inform the florist and the church office if flowers and container(s) are to be left for use in the worship services.

**FIRST BAPTIST ANDALUSIA WEDDING APPLICATION**

DATE OF WEDDING \_\_\_\_\_

BRIDE \_\_\_\_\_ GROOM \_\_\_\_\_

BRIDE'S ADDRESS \_\_\_\_\_ GROOM'S ADDRESS \_\_\_\_\_  
\_\_\_\_\_

BRIDE'S PHONE: CELL \_\_\_\_\_ GROOM'S PHONE: CELL \_\_\_\_\_

OTHER \_\_\_\_\_ OTHER \_\_\_\_\_

Bride: Christian? \_\_\_ Church Member? \_\_\_ Groom: Christian? \_\_\_ Church Member? \_\_\_

Where? \_\_\_\_\_ Where? \_\_\_\_\_

Address after wedding: \_\_\_\_\_  
\_\_\_\_\_

Bride's Parents: \_\_\_\_\_ Groom's Parents \_\_\_\_\_

Church Membership of Parents:

Bride's \_\_\_\_\_

Groom's \_\_\_\_\_

**Church Facilities Desired:**

REHEARSAL: \_\_\_ YES \_\_\_ NO LOCATION: \_\_\_ CHAPEL. \_\_\_ AUDITORIUM

REHEARSAL TIME: \_\_\_\_\_ WEDDING TIME: \_\_\_\_\_

WEDDING: \_\_\_ Chapel \_\_\_ Auditorium \_\_\_ Bride's Room \_\_\_ Groomsman dressing room

RECEPTION: \_\_\_ Yes \_\_\_ No. \_\_\_ Multi-purpose Building \_\_\_ Student Ministry Bldg.

Other Location: \_\_\_\_\_

Minister: \_\_\_\_\_ Pianist: \_\_\_\_\_

Organist: \_\_\_\_\_ Vocalist(s): \_\_\_\_\_

Director: \_\_\_\_\_ Caterer: \_\_\_\_\_

Florist: \_\_\_\_\_ Photographer: \_\_\_\_\_

We have read the conditions provided with this application and agree to abide by these if we are permitted the use of the First Baptist Church facilities. We will make every effort to ensure that our guests will do likewise.

Signed (Bride) \_\_\_\_\_ (Groom) \_\_\_\_\_