



USE OF FACILITIES HANDBOOK

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The facilities at Friendship Baptist Church are primarily to be used for the purpose of ministering to the church's members, regular attenders, and the preschool that meets in the facility.

The church is not in the ministry or business of renting out its facility.

Permission may be granted on a case-by-case basis to use parts or all of the church to those considered connected with the church through a church member or regular attender who is willing to sponsor them.

Friendship Baptist Church does not charge rent for the use of its facilities, but the reality is there is cost involved in the use and operation of our building. We would therefore encourage our 'Friends of FBC' that an honorarium be given to defray these costs.

Friendship Baptist Church reserves the right to refuse any request based on its own discretion and faith principles. Use of Friendship Baptist Church facilities, by members and attenders, is encouraged by the church staff.

However the following stipulations shall apply:

1. The use of the church facilities does not extend beyond personal, family use.
If a member or regular attender wants to use the church for any other reason, then such proposals must be brought to the Church Staff for approval. The member or regular attender booking the church for an event will be responsible to see that the obligations outlined in the "Use of Facilities" handbook are fulfilled. Those who would use the facility are individuals or group that hold to the same basic principles of faith and moral values that Friendship Baptist Church promotes.
2. To request a booking of the facility requires a sponsor from the church. A sponsor must be a member or regular attender in good standing with Friendship Baptist Church. A sponsor will act as liaison between Friendship Baptist Church and those requesting the use of our facilities.

The sponsor will be responsible for the following:

- A. To have both the sponsor and the other party sign the "Request for Use of Facilities" form.
- B. Collect and deposit with the Church, honorariums to cover all expenses involved in the use of our facilities, such as custodial services, sound technicians and any other costs that may arise from the use of the facility.
- C. Ensure that the applicant is aware of Standards Governing the Use of Facilities as found in this handbook.
- D. Accept responsibility, along with the applicant, to cover the cost of repair to any damage that has occurred in the facility during the event.
- E. The security of the building throughout the event, and any times that the church is opened for preparation of the event.
- F. Keys to the Church will be issued only to the Sponsor who will neither copy nor lend the keys out to non-members and will be responsible for the return of the keys after the event is complete.

Booking the Facilities:

1. Booking or reserving all or part of the Friendship Baptist Church facilities for personal use shall be done by all members or regular attenders by filling out the *REQUEST FOR USE OF FACILITIES* form (*last 2 pages of handbook*) and submitting the document to the Church Administrator or Senior Pastor (*Requests out of the ordinary will be forwarded to the Church leadership*).
2. The Sponsor must make the request for the facility use. Both the sponsor and the applicant must sign the application (Request for Use of Facilities) form.
3. Once approval is granted, the sponsor will confirm the dates with the Church Administrator of Friendship Baptist Church to ensure availability of the premises on the specified dates.
4. Bookings shall not exceed FIVE months in advance without special permission to avoid conflict with use of the facility by the church family.

Standards Governing the Use of Facilities of 'Friendship Baptist Church':

- A. All wedding ceremonies held at Friendship Baptist Church, are subject to the "Marriage Policy" used at Friendship Baptist Church.
- B. Events held in the Youth Room are limited to 40 people.
- C. The Youth Room and Auditorium must be restored to its original state immediately after the conclusion of the event, making it useful for ministry use on Sunday mornings and the preschool throughout the week.
- D. There shall be no alcohol, tobacco or other like substances permitted on the premises.
- E. Dances are prohibited, as is secular music that is immorally suggestive, speaks of immorality or blasphemy- (*The act of cursing, slandering, reviling or showing contempt or lack of reverence for God*).
- F. Events that are primarily staged for fund-raising purposes will also be discouraged.
- G. These premises shall not be used by individuals or groups in forms of protest or other similar acts where the Laws of the Land may be violated.
- H. Audio/Visual. No persons shall use the main auditorium sound system other than those authorized by the Audio/Visual ministry of Friendship Baptist Church.
- I. Persons using Friendship Baptist Church facilities hereby releases Friendship Baptist Church from any claims for any loss, damage, or injury sustained while using said facilities. Friendship Baptist Church does not provide any liability insurance for protection of individuals, business entities, groups, organizations, spectators or others who may participate in any activities held at Friendship Baptist Church.
- J. Persons, groups or organizations using Friendship Baptist Church facilities are responsible to cover the cost of repair or replacement of any damage that occurs to the facility during the event.

Memo to Group When Using Friendship Baptist Church Facilities

We are delighted for your group to use our facilities for your event, program, or ministry. In order to help us keep our facilities in good condition for everyone's benefit, please observe the following guidelines.

1. We ask that all honorariums be submitted to the church prior to the event.
2. Use only those rooms that you have reserved. Please pick up and deposit any waste materials in the containers provided in each room.
3. The nursery shall be supervised at all times by two (2) or more responsible adult women. This is in keeping with our 'Plan to Protect' Policy.
4. Any wet spills shall be wiped up as quickly as possible. Please notify our church staff in order that the spill may be cleaned to prevent staining of carpets.
5. Leave the room(s) as it was found. i.e. number and placement of tables and chairs.
6. Respect that the church is a place of worship and Christian education and it should be treated accordingly.
7. No throwing of confetti inside or near the doorways of the church building.
8. The use of the sound technology is by Friendship Baptist Church sound technicians only. We recommend an honorarium of \$30.00 per hour.
9. Clean-up after the event is your responsibility. Housekeeping Deposit will be refunded upon evaluation of facilities used. Housekeeping Deposit will be retained to cover the cost of clean up if condition of facility is deemed to be unacceptable.
10. When you leave, be sure all lights are turned off and doors locked.

Suggested Honorariums when facilities are used by Applicant:

There are a number of costs incurred by the use of our facilities and these costs shall be paid at the time of the booking.

Honorariums for use of:

- The Auditorium (one day) \$100.00
- A Classroom (one day) \$50.00
- The Youth room (one day) \$100.00
- An Audio/Visual technician when use of the sound system is required in the auditorium. \$30/hour
- Extra custodial services \$100 (Housekeeping deposit)



REQUEST FOR USE OF FACILITIES

1390 Friendship Drive, New Concord, OH 43762 (740) 826-4479

NAME OF MEMBER OR ATTENDER: _____

Address: _____

Phone: _____ **Email:** _____

ARE YOU SPONSORING AN EVENT? **YES** OR **NO**

IF 'YES' PLEASE PROVIDE:

FULL NAME: _____

ADDRESS: _____

PHONE: _____ **E-MAIL** _____

(I will make the 'APPLICANT' fully aware of the contents of the USE of FACILITIES Manual. _____)
(Initial by member or attender)

DATE OF APPLICATION: _____

DATE OF FUNCTION: _____

Has the date been cleared by the Church Staff? **YES** OR **NO**

TYPE OF FUNCTION OR EVENT:

WHICH ROOM(S) ARE REQUIRED: (please check)

- 1. Youth Room -----
- 2. Kitchen -----
- 3. Nursery -----
- 4. Auditorium -----
- 5. Children's Class Rooms -----
- 6. Office Area -----
- 7. Other: (_____) -----

1. **Do you require the use of the sound system in the Auditorium?**
 (Yes or No) (Honorarium \$30.00 per hour paid directly to the sound technician).
2. **Honorarium paid for use of Facilities by Applicant (not Member or Attender).**
3. **When signing, you agree to abide to our terms as set out in the “Use of Facilities Manual” for Friendship Baptist Church.**

Note: By signing below, signee agrees to adhere to Friendship Baptist Church’s faith principals and all other guidelines outlined in the Use of Facilities Handbook above.

1. _____ **Date:** _____

Signature of Member or Attender

2. _____ **Date:** _____

Signature of ‘Applicant’

Accepted or *Declined*

Church Administrator: _____ *DATE:* _____

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(Fully signed copies to be filed with the Office Administrator. Users may be given electronic version or photocopies.)