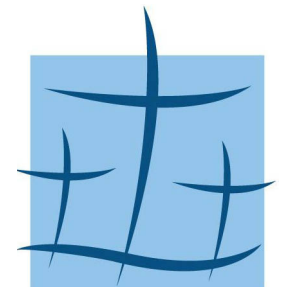


# BUILDING USAGE

## *Guidelines and Policies*



### VII. Catering Services

Caterers must be approved by the FC of First Baptist Church. Caterers of non-members must furnish their own linens, chinaware, silverware, etc. All caterers are responsible to leave the facilities clean and ready for immediate use by First Baptist Church.

### VIII. Table Linens & Napkins

Except for events under the direct supervision of the FC or a staff member, the linens and napkins are not available. Immediately following the use of the table linens and napkins, they must be washed, dried, pressed if necessary, and folded. They are to be checked-out and checked-in. Hangers are available for linens. Satin tablecloths are to be dry-cleaned only. Any cleaning fees will be on a cost recovery basis only. All linens and napkins are to be used in the church facilities only.

### IX. Kitchen

Kitchen utensils and equipment are to be used in the church only. Further, all equipment, utensils, plates, glasses, silverware, etc. must be cleaned, washed, and ready for immediate use by First Baptist Church. This will require a custodial fee.

### X. Security of Buildings

When employed, the FC is responsible for the security of the buildings, which includes unlocking and locking the facilities. Otherwise, the reserving party is responsible.

### Fee Schedules<sup>1</sup> Church Members

1. Facilities Coordinator	\$125.00	
	<b><u>Custodial</u></b>	<b><u>Area</u></b>
2. Sanctuary	\$100.00	No Charge
3. Chapel	50.00	No Charge
4. Beach Hall	100.00	No Charge
5. Kitchen	50.00	No Charge
6. S.A.M.B.	50.00	No Charge
7. Student Ctr.	50.00	No Charge

### Non-Church Members

1. Facilities Coordinator	\$125.00	
	<b><u>Custodial</u></b>	<b><u>Area</u></b>
2. Sanctuary	\$100.00	\$700.00
3. Chapel	50.00	300.00
4. Beach Hall	100.00	700.00
5. Kitchen	50.00	300.00
6. S.A.M.B.	50.00	300.00
7. Student Ctr.	50.00	300.00

### XII. Other Fees<sup>2</sup>

1. Audio Technician	50.00
2. Audio Tape of event	3.00/copy <i>(if desired)</i>
3. Church Cameras	50.00/operator <sup>3</sup>

<sup>1</sup> Fees are per day/night. For groups larger than 50 people, the fee increases \$50 per 50 people. Fifty percent of total fees are due upon submission of application. The remainder is due thirty days prior to date of the event. The fee(s) may be waived (but not necessarily) in part or in whole for organizations/institutions/groups that have as their primary purpose the propagation of the Gospel of Jesus Christ or direct involvement in disaster relief.

<sup>2</sup> For members and non-members.

<sup>3</sup> Only official camera personnel of First Baptist Church may be used

4. Camera Removal	25.00 <i>(if desired)</i>
5. Video Tape	10.00/tape <i>(if desired)</i>
6. Candles	20.00/50.00 <i>(if desired)</i>
7. Hurricane Lamps	100.00* <i>(if desired)</i>
8. F.B.C. Musician	150.00 (for non-members)
9. Linens/Napkins fee	<i>Cost Recovery</i>

\* Optional, but deposit required.

### XIII. Prohibitions

1. No smoking is allowed anywhere on the premises.
2. No alcoholic beverage is allowed on the premises; and no person, while under the influence of alcohol, is to participate in any event taking place on FBC property.
3. No "red" juice/beverages.

May 2005

*First Baptist Church  
Brunswick, Georgia*

## **I. Who May Use FBC Facilities?**

Any organization, institution, group or individual that fulfills one or more of the following criteria will be considered for the non-member usage of our facilities:

1. Their primary purpose is the proclamation of the Gospel of Jesus Christ.
2. Their activity is of direct benefit to the ministries of FBC.
3. Their activity provides a bonafide evangelistic opportunity for FBC or the area.
4. Their primary purpose is direct involvement in disaster relief.

FBC also reserves the right to refuse the right of use of the facilities to any organization that makes provision for or offers support for any practice that is unacceptable to the at-large congregation of First Baptist Church.

## **II. Facilities Coordinator**

A *Facilities Coordinator*, hereafter referred to as **FC**, is required for any group or non-member event that is not directly associated with a FBC ministry. The **FC** is also required for member events such as anniversaries, birthdays, etc. All payments to the **FC** are to be made directly to the **FC**. Custodial fees and area

fees (for non-members as applicable) are additional. The above requirements and fees do not apply to “in-house” ministry groups such as Sunday School socials or events under the direct supervision of a staff member.

## **III. Reservations**

Members of First Baptist Church shall be given priority over non-members in the reservation of church facilities. Non-members may use the facilities, but may not reserve any area more than six months in advance of the event. To reserve dates and facility areas, observe the following procedure:

1. Contact the church office to obtain an event form.
2. Complete the form and return it to the church office for date verification (verification could take five to seven days).
3. The church office will contact you as to whether the date has been approved or denied.
4. Following date verification and a 50% deposit of the total fee, the date will be entered on the church calendar. The deposit will be refunded in the event of cancellation.
5. From this point on, the **FC (if applicable)** - not the church office - will be your contact person.

## **IV. Sound System**

All sound systems must be operated by an approved sound system technician and requires an additional fee. This ensures the quality of your event and

the safety of our equipment. The assigned technician will be glad to discuss the capabilities of each system with you at the appropriate time.

He/she will need to know the number of microphones needed, as well as the location where each microphone is to be utilized. He/she will also need to know if any instruments will be utilized and how many, use of taped music and/or CD's, etc. Any prior rehearsals or “sound checks” will need to be discussed and agreed upon with the assigned sound technician at least one week prior to event date.

## **V. Furniture/Staging**

FBC tables/chairs/furnishings are not available for loan to individuals/organizations/groups. The arranging and rearranging of furniture in any and all areas utilized shall be performed by the custodian of First Baptist Church or, at least, under the supervision of the custodian or the **FC**. Some items are not to be moved.

Immediately following the event, all furniture must be put back in its appropriate place. All areas must be cleaned and ready for immediate church use. All lights must be turned off; all doors and windows must be securely locked. Reserving party is responsible when the **FC** is not employed.

Concerning the Sanctuary - platforms, orchestra area items,

musical instruments, choir chairs, and flags standing in the rear of the sanctuary are not to be moved or altered in any way.

## **VI. Decorations**

To help preserve the beauty of our historic buildings, please observe the following guidelines:

1. No nails, tacks, pins, staples, tape, glue, or adhesive shall be used to attach any decorations or equipment on any wall, rail, furniture, or fixture.
2. Only dripless candles are to be used. Even so, precautions must be taken to guard against fire hazards and wax drips.
3. No containers holding water or moisture may be used unless they are leak proof and placed on a protective device.
4. No flowers or candles are to be placed on a piano or organ.
5. Flowers and other decorations shall be removed immediately following the event. The florist and/or responsible party shall be liable for any damage if these precautions are not followed.
6. Prior arrangements must be made with the Flower Committee of First Baptist Church if flowers are to be left and used for an upcoming church event.