

Forest City Bible Church Building Use Policy

Purpose

As part of the ministry of Forest City Bible Church, the sanctuary/facilities provides a place of worship and Christian Education. As such, the facilities are *primarily* to be used for the purpose of ministering to the FCBC church members and regular adherents.

Guidelines

Permission may occasionally be granted to use parts or all of the church to those deemed to be a 'Friend of FCBC' and who have a church member or regular adherent who is willing to sponsor them.

Since there is significant cost involved in the use and operation of our building, and as FCBC is entrusted with the care of our facilities, an suggested fee is therefore encouraged from our 'Friends of FCBC' to assist in the defray these costs.

FCBC reserves the right to refuse any external request for use, based on FCBC Leadership Team discretion and faith principles.

Building use principles

1. Use of Facilities by FCBC Members and Adherents

Members and adherents are encouraged by the Leadership Team to use the facilities; however, the following stipulations shall apply:

- a. The use of the church facilities does not extend beyond personal family use. If a member or adherent wants to use the church for any other reason, then such proposed use must be brought to FCBC Property Committee for approval.
- b. The member or adherent requesting the use of any part of FCBC facilities for an event will be responsible to see that the obligations outlined in this policy are fulfilled.

2. “Friends of FCBC”

Friends of FCBC are those individuals or groups that hold to the same basic principles of faith and moral values that FCBC promotes AND who are sponsored by either a member or regular adherent of FCBC.

3. Sponsor

A sponsor must be a member or recognised regular adherent in good standing with FCBC. A sponsor will act as liaison between FCBC and those ‘Friends of FCBC’ making application for use of FCBC facilities.

The sponsor will be responsible for the following:

- a. To have both the sponsor and the ‘Friends of FCBC’ complete and sign the “Application for Use of Facilities” form.
- b. Collect and deposit with the Church, suggested fees to cover any and all expenses involved in the use of FCBC facilities, such as custodial services, media/sound technicians, use of nursery 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 by 'Friends of FCBC' as found in this handbook.
- d. Accept responsibility along with the applicant, and agree, 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 facility is opened for preparation of the event, and shall leave the facility in the same condition as found.
- f. Keys to the Church will be issued only to the sponsor, and the sponsor shall insure that the facility is locked and the alarm set prior to leaving the facility upon completion of the event.

Booking the Facilities.

1. Booking or Reserving all or part of FCBC facilities for personal use shall can be done by FCBC members or regular adherents by completing the ***APPLICATION FOR USE OF FACILITIES*** form, which is available in the church office. *(The requests shall be directed to the Chairman of the Property Committee).*

2. 'Friends of FCBC' must make their request to book any part of the facility through an FCBC sponsor. Both the sponsor and the applicant must sign the application (**Application for Use of Facilities**) form. These forms may be obtained from the church office.

3. Upon determination that the facility is available, approval for any event may be granted, after review of the application.

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 by ‘Friends of FCBC’

1. All wedding ceremonies held at FCBC are subject to the “Marriage Policy” used at FCBC.
2. Events held in the Gym are limited to 175 people.
3. All facilities used must be restored to its original state immediately after the conclusion of the event.
4. There shall be no alcohol, tobacco or other illegal substances permitted on the premises.
5. 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).
6. Events that are primarily staged for fund-raising purposes must pass the litmus test for fundraising events
7. These premises shall not be used by individuals or groups in forms of protest or other similar acts where the “Law of the Land” may be violated.
8. Audio/Visual. No persons shall use the Sanctuary sound system other than those authorized by the Media ministry leader at FCBC.
9. Sanctuary Platform Set-up. Only the pulpit, table on the floor in front of the pulpit, and platform stairs may be moved without an FCBC Media technician present. **The percussion kit and piano shall remain in place. All A/V equipment (mics, cords, amplifiers, etc.) must be set up by the A/V technician, both before a special event (ie. wedding) and again after to prepare the hall for Sunday morning services.**

Memo to ‘Friends of FCBC’ when using FCBC 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 suggested fees 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. Any and all garbage shall be carried and properly disposed to the main garbage bins outside the facility building.
3. The nursery shall be supervised at all times by two (2) or more responsible *adult* women. This is in keeping with our ‘Child Protection Policy’.
4. Any wet spills shall be wiped up as quickly as possible. Please notify custodial staff in order that the spill may be cleaned to prevent staining of carpets. Please advise your sponsor immediately where serious damage/spills have occurred.
5. Leave any room(s) used as it was found: i.e., number and placement of tables and chairs.
6. Respect that the FCBC facility is a place of worship and Christian education and as such should be treated accordingly.
7. During the daytime there can be office staff on the premises and may need reasonable quietness. Please endeavour to carry out your event with as minimal impact to the office staff as possible.
8. “Crafts” and other messy educational activities are permitted. However, all areas of the facilities where these occurred will be carefully cleaned and returned to their original condition.
9. Food is to be eaten in the gym/kitchen areas only and garbage to be placed in the garbage containers.

10. The use of the sound booth is meant to be made by FCBC sound technicians only. FCBC technicians will be reimbursed at the rate of \$30.00 per hour.

11. When custodial staff is required to clean up after a Saturday function, the premises shall be vacated no later than 10:00 p.m.

12. When you leave, be sure all lights are turned off, alarm set and doors locked. Your sponsor will set the building alarm and ensure that the all requests have been adhered to.

Suggested Fees when facilities are used by ‘Friends of FCBC’

There are a number of costs incurred by the use of our facilities and these costs shall be paid at the time of submitting a completed application for facility use.

Fees for use of:

- The Sanctuary(one time) \$200.00
- The Gymnasium (one time) \$150.00
- A Meeting room (one time) \$50.00
- The Audio/Visual technician when use of the sound system is required in the Sanctuary for events such as weddings - \$300.00 (This takes into consideration the many hours spent setting up for your special event, the rehearsal, the wedding, and then putting things back into position for the church service after your event).
- Extra custodial services: \$100.00

For approved groups who wish to use a meeting room on a long term basis, there shall be a one-time administration fee of \$200 per year.

Use of Church Assets

The Practice at FCBC

FCBC has been blessed with a building and property to be used to the glory of God and the advancement of His kingdom through the various ministries that take place within the FCBC building. The assets within the church have been purchased and are being maintained to enable members and adherents to have them available for use for these ministries as well as other ministry functions that are held within the building. Cloth-covered chairs, plastic tables and coverings, as well as other assets, experience heightened wear and tear when transporting them off the premises.

As such our practice is that FCBC-owned assets, including tables, table coverings, decorating items, chairs, audio visual equipment, music and sound equipment*, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc. could be removed from the church premises for personal use after recording their departure from the premises in the Building Property Log. These items will also be checked in upon return and where there is a deficiency, the user will replace immediately.

A Media technician from FCBC needs to be present for the take down and set up at another location to ensure proper use of the equipment. Without a media technician being involved in these steps, the equipment is not to leave the church.

The Property Committee

Property Committee Chairman. _____

For the Leadership Team: Facilities Elder _____

Approved by the Leadership Team March 2014