

FIRST BAPTIST CHURCH of Lenoir

Property Policies

Property Use Form

PROPOSED DATE(S) & TIME(S) FACILITY IS TO BE USED: _____

PROPERTY AND SERVICES YOU ARE REQUESTING: (Circle all that apply):

Facility	Facility Use Fee		Non-Members Meeting Clean-up Fee	Fee for Member and Non-Member for Wedding Preparation and Clean-up
	FBC Member	Non-Members		Wedding
Sanctuary	\$0	\$100	\$100	\$100
Chapel	\$0	\$100	\$100	\$100
Kitchen				
Dining Room	\$0	\$100	\$100	\$100
Multipurpose Room	\$0	\$50	\$100	\$100
Parlor	\$0	\$50	\$100	\$100
Youth Suite	\$0	\$50	\$100	N/A

PURPOSE OF USE: (If applicable state name of Non-Member Group) _____

ADDITIONAL SERVICES OR INFORMATION: _____

CONTACT INFORMATION OF RESPONSIBLE PARTY:

Home phone _____ Work/Cell phone _____

Home Address: _____

I, _____, will be solely responsible for any damage or loss incurred while the above listed property is in my care. I agree to abide by all policies concerning use of these facilities and acknowledge receipt of a copy of the church policies concerning property uses. I will report any damage or loss immediately to the church office.

Signature

SIGNATURE OF CHURCH STAFF MEMBER RECEIVING FORM: _____

-----OFFICE USE ONLY-----

[] Approved [] Not Approved

FOLLOW-UP CONDITION/COMMENTS _____ DATE: _____

SIGNATURE OF CHURCH STAFF MEMBER COMPLETING FOLLOW-UP: _____

PROPERTY POLICIES

CHURCH FACILITIES AND EQUIPMENT

1. The church properties will not be used for any purpose that is not in keeping with the dignity of the church and its mission to be a great commission church.
2. The church buildings are protected by a FIRE/SECURITY ALARM SYSTEM. If you are in the building when the alarm is activated, **IMMEDIATELY EVACUATE THE BUILDINGS** and **call 911** for emergency personnel assistance.
3. **Consumption of alcoholic beverages, illegal drugs, and/or any prescription drug used in an illegal manner is not permitted in any church facility or at any function or service. Smoking is not permitted in or on the church property.**
4. Members of First Baptist Church and their immediate family are defined as parents, sons, daughters, and grandparents.
5. A representative of the group or the person requesting facility use will complete a "Property Use" form and/or a "Property Loan" form designating the intent of use, room(s) and/or equipment necessary for event. A copy of the signed form(s) will serve as confirmation of the request. This same person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.
6. Permission to use the facility must be approved by the House Committee based on the information provided by a completed "Property Use" form . Upon event approval, dates, times, and purpose of use shall be placed on the church calendar kept by the Executive Assistant. Date Confirmation will be given no earlier than forty-five (45) days prior to requested date for non-members.
7. The following polices regulate facility use: Sanctuary, Chapel, Kitchen-Dining Room- & Pantry, Multipurpose Room, Youth Suite, Parlor, and any other approved church policy regarding property use.
8. Persons using the church will use only those areas for which approval has been granted.
9. No non-member groups may use the church facilities on a regular weekly or monthly basis unless approved by the Deacon Board.
10. Facility use fees are listed on the "Property Use" form. The Property Committee retains authority to remove and/or amend fees as deemed necessary.

11. Only trained and approved persons shall operate the sound system. Whoever requests the use of the system is responsible for securing an approved member of the Sound Committee to operate the sound system. The person may obtain contact information for the Sound Committee from the church office. He should coordinate arrangements with the Sound Committee member.
12. Persons who use the church facilities shall adhere to all property use policies.
13. Nails, tacks, tape, and other similar materials shall not be driven into or attached to any facility structure or furnishing.
14. Bulletin board content must be approved by the House Committee or staff prior to installation.
15. The church will expect to collect in full for any damages or loss incurred as a result of facility use.
16. Matter not covered in this or other property related policy should be worked out in detail with the House Committee or the Senior Minister.
17. One person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.
18. Any furniture or equipment moved by the user must be returned to its original location.
19. Only the area of building listed shall be used.
20. Non-members must pay the appropriate clean-up fee.
21. Facilities are not to be used for commercial purposes.

Approved by the Diaconate 06-25-2007
Previous version dated April 25, 1994

SANCTUARY and CHAPEL

1. To be used for church functions and gatherings in accordance with church policies.
2. Church members and non-members requesting use of the sanctuary must complete a "Property Use" form. Permission to use the facility must be approved by the chair person(s) of the House Committee upon authorization by House Committee based on the information provided by a completed "Property Use" form. Upon event approval, dates, times, and purpose of use shall be placed on the church calendar kept by the Executive Assistant. Date confirmation for non-members will be given no earlier than forty-five (45) days prior to requested date.
3. There is no facility use fee for member use.
4. No facility use fee for denominational or interdenominational meetings.
5. The sanctuary is reserved only for religious purposes, unless otherwise approved by the House Committee (such as Music Club auditions).
6. One person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.

Approved by the Diaconate 06-25-2007
No Previous version

KITCHEN, DINING ROOM

I. Kitchen

1. To be used for preparation of food for church functions.
2. Any other use by members or non-members must be cleared by the House Committee and the Church Hostess. No outside group will be allowed to cook in the kitchen.
3. No equipment is to be removed from the kitchen at any time.
4. There is no facility use fee for members and immediate family.

II Dining Room

1. To be used for church functions, receptions, and gatherings in accordance with church policies.
2. Church members requesting use of the dining room for outside groups of which they are a member must complete a Property Use form and clear through the Executive Assistant and the Church Hostess so that request may be placed on church calendar. In such cases there is no facility use fee, but for groups over a hundred (100) a custodial clean-up fee of \$100.00 will be charged.
3. Any request for use of the dining room for outside groups must complete a Property Use form and clear through Executive Assistant and the House Committee. No groups may be hosted in the dining room on Wednesday or Thursday mornings during the weeks of Family Night dinners.
4. There is no facility use fee for church members and immediate family.
5. One person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.

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Parlor

1. To be used for church functions including WMU Directors meetings, Baptist Women Monthly meetings, weddings, wedding and anniversary receptions, teas and coffees, music recitals, funeral receiving and/or family gathering, in accordance with church policies.
2. The parlor kitchen will be governed by the same rules that apply to the church kitchen.
3. Church members or non-members requesting use of the parlor must complete a "Property Use" form. Upon event approval, dates, times, and purpose of use shall be placed on the church calendar kept by the Executive Assistant. Date confirmation will be given no earlier than forty-five (45) days prior to requested date for non-members.
4. There is no facility use fee for church members and immediate family.
5. One person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.

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MULTIPURPOSE ROOM

6. To be used for church functions and gatherings in accordance with church policies.
7. Church members or non-members requesting use of the multipurpose room must complete a "Property Use" form. Upon event approval, dates, times, and purpose of use shall be placed on the church calendar kept by the Executive Assistant. Date confirmation will be given no earlier than forty-five (45) days prior to requested date for non-members.
8. There is no facility use fee for members and immediate family.
9. The stage is not to be moved.
10. One person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.

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YOUTH SUITE

1. To be used for church functions, receptions, and gatherings in accordance with church policies.
2. The Youth Suite is reserved every Sunday evening from 6:00-7:30 PM for the Youth Group. They will be supervised by the Youth Minister, Sunday evening workers, and/or parents.
3. The Youth Suite is open to the Youth Group on Wednesday evening from 6:30-7:30 PM supervised by a scheduled parent/volunteer.
4. Children and preteens may use the Youth suite when there is a planned, scheduled, adult supervised children's session.
5. Church members or non-members requesting use of the Youth Suite must complete a Property Use form and clear through the Executive Assistant and the House Committee so that request may be placed on church calendar. Upon event approval, dates, times, and purpose of use shall be placed on the church calendar kept by the Executive Assistant. Date confirmation will be given no earlier than forty-five (45) days prior to requested date for non-members.
6. The Youth Suite is to remain locked except for times when it is appropriately scheduled.
7. Food and drinks will be permitted only in the café area of the Youth Suite.
8. The Youth Suite Cafe kitchen will be governed by the same rules that apply to the church kitchen. No outside groups may use the kitchen equipment in the café.
9. All audio/visual equipment is to be operated by an adult or with adult supervision. This includes the TV, DVD, VCR, CD, Cassette, Radio systems, and all system controls including speaker volume.
10. Recreation equipment is to be stored in the recreation closet of the recreation room. Adult supervisors will be responsible for checking out equipment and evaluating equipment for any damage when returned. Ping Pong balls are \$0.25 each. Money is refunded when the Ping Pong ball is returned.
11. Youth Group participants and their parents are expected to complete and sign a "Youth Suite Co-operation Contract" for regular use of the Youth Suite.

12. There is no facility use fee for members or immediate family.

13. It is the responsibility of the member to assure the following before leaving the facility:
 - a. Clean all tables used during event using materials located in storage closet
 - b. Sweep kitchen area using broom located in storage closet
 - c. Vacuum floor using vacuum located in custodian closet opposite first floor elevator shaft.
 - d. Replace all tables and chairs to original position
 - e. Remove garbage to the outside dumpster located in rear parking lot, transporting the garbage bags in the garbage containers.
 - f. Turn off lights
 - g. Secure facility
 - h. If the facility is not cleaned up properly, a fee will be charged.

14. One person shall be the contact person for each use and shall assume responsibility for seeing that the facility is in proper order and secure after their group's use as indicated by the "Property Use" form. This applies to both church member groups and outside groups.

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YOUTH SUITE COOPERATION CONTRACT

As a parent, I have read all the guidelines for use of the youth suite to my teenager(s) and we have a clear understanding of the expectations of First Baptist Church. Together we agree:

- ... to follow all the guidelines for usage.
- ... to use all recreational equipment only for its intended usage.
- ... to be responsible for replacement of any damage to the equipment or the youth suite.
- ... that all our visitors and guests will follow all guidelines.
- ... that a youth may be asked to leave the area if he/she fails to respect the youth suite or its equipment and that such action will result in a parent conference.

Parent Signature _____ Date _____

Teenage(s) Signature _____

Loaning Equipment for Non-Church Related Functions

11. The borrower shall complete the request and sign out form. The receipt shall be given to the borrower when items are returned.
12. Borrowed items may not be removed from the church more than two (2) days prior to the event and must be returned the day following use. (Monday, if items were used on Saturday, or on first church office working day.)
13. Five (5) old tables and/or fifty (50) old chairs may be loaned to a member or another church.
14. Items may not be loaned if intended use is for business (profit) or political purposes (garage sales included).
15. No items of equipment necessary for the functioning of regular church programs will be loaned if the date of intended use by borrower is in conflict with church programs.
16. Items considered necessary for the daily operation of the church programs will not be loaned.
17. Kitchen equipment will not be loaned.
18. No new equipment will be loaned, including dining room chairs and tables, and sound equipment.
19. Audio-visual equipment must be used with church related programs or community projects. (Special permission must be requested.)
20. Recreational equipment may be used only with church related programs. Game room furniture and equipment may not be loaned.
21. The brass candelabra and/or other altar related items, and all items of furniture and equipment used in worship in the sanctuary or chapel may not be loaned.
22. The church will have no responsibility for transporting loaned equipment. Loading and unloading items borrowed shall be the responsibility of persons borrowing. The items shall be returned to proper storage area by the borrower.
23. The church will expect to collect for loss or damage done to property.
24. Any other requests to borrow church equipment may be directed to the House Committee for consideration.

PROPERTY LOAN FORM

DATE OF LOAN: _____ DATE(S) EQUIPMENT IS TO BE USED _____

DESCRIPTION OF PROPERTY REQUESTED _____

PURPOSE OF USE _____

I, _____, will be totally responsible for any damage or loss incurred while the above listed property is in my possession. I agree to abide by all policies concerning use of these items. I will report any damage or loss to the church office.

Signature

CONTACT INFORMATION OF PERSON REQUESTING:

Home phone _____ Work/Cell phone _____

Home Address: _____

SIGNATURE OF CHURCH STAFF MEMBER MAKING LOAN: _____

SIGNATURE OF CHURCH STAFF MEMBER CHECKING IN ITEMS: _____

BORROWER RECEIPT

ITEMS RETURNED _____ CONDITION _____

DATE RETURNED _____ SIGNATURE OF CHURCH STAFF MEMBER _____