



FACILITIES USE POLICY

Philosophy Statement

First Baptist Church Peculiar (FBCP) has been blessed with a wonderful facility. The hopes and prayers of our church family is that God will allow us to utilize the facility to reach our community and help all to become “fully devoted followers of Jesus Christ.” The building itself is a tool to help us accomplish our mission and the people that comprise First Baptist Church Peculiar.

Our facility allows for much of our ministry to be possible and therefore the building must be managed with great care, diligence and prayer. The primary purpose of our building is to encourage activities and ministry events that support any of the following five godly pursuits: ministry, evangelism, discipleship, fellowship and worship. In addition to church/ministry events the building is available to celebrate the life of our church family such as weddings and funerals. We encourage members to utilize this facility to its full capacity.

Our facilities are also available to approved non-members as a witness to our faith and as a means of demonstrating the Gospel of Jesus Christ in practice. But our facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which align with the Baptist Faith and Message of 2000. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings. The Operations Committee or the Pastoral Team is the final decision-maker concerning use of church facilities.

This restricted use policy is necessary for two important reasons.

First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity and a grave violation of the church’s faith and religious practice (2 Cor. 6:14, 1 Thess. 5:22).

Second, it is very important that the church present a consistent message to the community. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church’s faith would have a negative impact on the message that the church strives to promote.

Therefore, in no event shall persons or groups who hold, advance, advocate, or engage in practices or beliefs that contradict the church’s faith use any church facility. This policy applies to all church facilities, regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17)

Included in this statement are general guidelines that reflect our values as a church and do not supersede policies and practices as contained the First Baptist Church Peculiar Policy Manual. We ask that as you use this facility you treat it with great care and respect as you would your home. This facility is a resource that has been entrusted to us by God, and we seek to steward the resources He gives us for the purpose of glorifying Him and advancing His Kingdom.



POLICIES AND PROCEDURES

General

These procedures are not designed to make it more difficult to administer our programs and ministry, rather they will help us use our limited resources in the most efficient way possible to better support our congregation. In addition, we need to ensure that we have taken the necessary precautions to limit our liability in areas such as fire, safety and security. It will be the responsibility of each staff member to communicate these policies of facility use to congregants of First Baptist Church Peculiar and our guests.

Facility Use

In general, the following priority schedule is followed when our facilities are requested for use:

Priority 1: Church wide ministry activities of First Baptist Church Peculiar (those ministries directly overseen by FBCP, i.e. Sunday morning services, midweek activities, and other FBCP sponsored events).

Priority 2: First Baptist Church Peculiar specific ministries such as Sunday School, music ministry, children and youth ministry, etc. and ministry partners.

Priority 3: Member events such as weddings, anniversaries, birthdays, graduation parties, and funerals.

Priority 4: Outside organizations that are ministry partners such as Senior Adult Lunches, Scouting America, etc.

Priority 5: Outside Organizations or individuals— groups that are not ministry partners with First Baptist Church Peculiar such as Chamber of Commerce and other organizations.

While the above hierarchy lists the general priority for resolving conflicts regarding request for building use, FBCP reserves the right to reject any individual or group should another event of higher priority arise. If an individual or organization has a special request that is hindered by this policy, they can make their request known to the pastoral team or the Operations Committee.

Regular recurring activities (Senior Adult Lunches, Scouting America meetings, etc.) should apply for an event once per year. The application for the yearly schedule needs only to be completed at the beginning of the year. If dates or times change, a new application will need to be submitted.

Our Criteria to Determine Building Use are:

- Is the activity consistent with who we are and what we believe?
- Is the space available?
- How does the use impact our church programs/activities?
- Are there safety/legal issues?
- Does the person/group understand and respect the primary purpose of the property requested?

Building Use Guidelines

1. Upon notification of approval the user should make arrangements to discuss any support details with the church that are associated with event requirements. The user must ensure all requirements are made known and resolved at least 10 days prior to event commencement.
2. The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
3. Events, programs and activities are limited to the space that is assigned only.
4. The building may be used for informational purposes and not for political purposes.
5. Smoking of any kind and the use of alcoholic beverages or illegal substances are not permitted in any church facilities including the church park. This includes the use of any vaping or e-cigarette device.
6. No weapons are allowed on church property.
7. The user is expected to leave the building in the same condition it was prior to the event and must remove all items associated with their event upon conclusion.
8. Any new or pre-existing damage to facilities, equipment or furnishings should be reported to the Operations Committee or Pastoral Team.
9. The user will ensure the area is clean including but not limited to dishes, sinks, tables and chairs, floors, all trash is removed, and all items associated with the event have been removed (signs/posters/items/approved tape/decorations/etc.).
10. If furniture or equipment is to be moved, it must be approved with the permission of the Operations Committee or the Pastoral Team to maintain its quality and prevent damage.
11. All decorations, signs or posters in the facility and on the grounds of FBCP must be approved by the Operations Committee or the Pastoral Team.
 - NO items may be affixed to any surface without written consent.
 - NOTHING may be tacked or nailed/screwed into any surface to include walls, ceilings, woodwork or fixtures.
 - Scotch/Duct Tape is NOT to be used on walls, ceilings or any other area that may leave unwanted marks. Painters tape and poster putty are the only approved items for hanging items on any surface. Ceiling clips and monofilament may only be used for hanging items from the ceiling.
 - Signs on the exterior doors or grounds are not permitted without prior approval.
 - Any decorations or signs deemed inappropriate for any reason can be removed at the discretion of the Operations Committee or the Pastoral Team and/or any church staff employee.
12. Events in any area that require the use of audio-visual equipment must have a church designated AV Technician on duty. The cost for an AV Technician is listed in the fee section of this Building Use Guidelines.

13. When children are in attendance at any event, they must be under the supervision of their parent or a designated adult at all times and are not permitted to roam freely on church property.
14. All children's or youth activities must be supervised by a minimum of two (2) adults over the age of 18 at all times.
15. Background checks shall be required of all adults of outside organizations working with minors. Background checks shall be submitted at least three days to the church before the event occurs.
16. Food consumption is only allowed in designated areas. Exceptions must be approved prior to the event.
17. Thermostats for the control of heat and air conditioning of the building shall not be changed without the approval of the Operations Committee or the Pastoral Team. Thermostats shall be returned to the original setting before the event took place.
18. Lights shall be turned off and doors shall be closed and locked when the event is over.
19. The use of the elevator is prohibited unless a designated operator from the church is there to operate it. Advise the Operations Committee or the Pastoral Team if the elevator will be required.
20. No church furnishings/equipment/supplies (F/E/S) may be removed from the campus/facilities unless it is a church sponsored event and only with approval from the Operations Committee. Personal use of any church F/E/S is strictly prohibited.
21. Each event group is responsible for their own supplies unless otherwise arranged.
22. Any storage of materials for an event will need prior authorization and approval by the Operations Committee or the Pastoral Team.
23. Selling merchandise or charging admission to an event must be approved in advance and consistent with the law that establishes the church as non-profit.
24. Loitering or soliciting of donations or accosting patrons or staff for any purpose that disrupts their use of the facility is prohibited.
25. Non-FBCP advertising materials may not be displayed or distributed without authorization from the Operations Committee or the Pastoral Team.
26. No activities inconsistent with Christian principles are allowed.
27. No event may be scheduled before 7:00 AM or after 10:00 PM on weekdays or 7:00 AM or after 11:00 PM on weekends.
28. No parking of vehicles on the grass in the park or blocking the alley.
29. **The user assumes liability for injuries to persons attending the event and for damages or loss of user's property. A damage loss insurance waiver must be provided prior to use and for certain events, a certificate of liability insurance may be required.**

Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the church facility.

Application Process

Individuals or groups desiring to use our facilities must fill out an online "Facility Use Form" located at www.fbcpeculiar.org, under "Forms." All requests are forwarded to the appropriate party, so it is important to allow at least two weeks for your request to be processed. Note: Depending on the nature of the event and the group, a group may be asked to provide a certificate of liability insurance. The calendar coordinator will notify the applicant upon approval or denial of the request.

The Pastoral Staff must approve all weddings prior to them being entered on the church calendar.

Please note: ALL events must be sponsored by a pastor employed by FBCP. This will require that the individual or group make contact with, discuss and have their approval from a pastor, for a particular event, **PRIOR TO** submitting an event request. The request form will require you to put in the "sponsoring pastor." Any events not sponsored by a pastor will be denied.

By filling out a facility request form you are affirming that:

1. You understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of your knowledge the purpose for which you are requesting use of church facilities will not contradict the church's faith, and you commit to promptly disclose any potential conflict of which you are aware or become aware to church staff.
3. You are not aware of any beliefs that are professed by you or the organization you represent and which is requesting use of the church's facilities that contradict the beliefs of the church. You agree to promptly disclose any potential conflicts to the church staff.
4. You understand that upon approval of your facilities request, you will need to provide payment, a certificate of insurance (if applicable), and any other fees required by the church.
5. You understand that your use of these facilities is subject to the Operations Committee or the Pastoral Team approval, which is conditioned in part on your agreement to the requirements in this policy, which you have read and understood.
6. You understand that you will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Available Facilities

1. Auditorium/Main Foyer
2. Fellowship Hall (Basement)
3. Kitchen (Basement)
4. Large and Small Classrooms
5. Church Grounds
6. Parking Lot
7. Park with shelter house and fire ring

Security

First Baptist Church Peculiar works to maintain a secure environment within the facilities and on the church property. However, maintaining the physical security of the facility is the responsibility of all building users. It is important that all building users are vigilant in doing their part to keep the building secure and ensure compliance with all current and approved policies and safeguards. Keys can be issued via the incumbent security guidelines.

Safety

First Baptist Church Peculiar works to maintain a safe environment within the facilities and on the church property. Fire extinguishers are located throughout the building. All users of the building for events should make themselves aware of where the fire extinguishers are located in case of an emergency. Any exterior use of open flames or heating devices must be pre-approved by the Operations Committee.

An Automated External Defibrillator (AED) is located on the hallway wall at the church's main office.

Parking

First Baptist Church Peculiar has approximately 90 designated parking spaces including 12 handicap spaces located adjacent to the church building. The understood speed limit is 10 mph in the lot. Event users are invited to use the parking most convenient to their activity. All users are required to use the parking spaces as shown on the lot.

Parking in the park or the alley across the street from the church is not allowed.

Entering/Exiting the Facilities

Facility access should be discussed prior to your event. During the church's normal business hours, Monday through Thursday (9am—4pm), the main office entry door is the primary enter/exit door. All other exterior doors are locked under normal conditions. Door keys are normally issued to staff/employees/certain church positions/designated individuals. The key system is tightly managed and issuance of keys for special events/activities must be authorized by the Operations Committee. Most external entry/exit doors are designed to prevent entry when locked but will allow exiting. Each user traveling in/out of the church facilities has a responsibility to ensure the door closes/locks after exiting. At no time should a door be opened and left unattended by an adult/or designated individual. Propping doors open and leaving unattended is a compromise of our security policies and is strictly prohibited.

Checklist for Closing the Building

1. Leave the facilities in as good, if not better shape, as found.
2. Put all furniture and equipment back in its original location.
3. Take away or throw away all items you brought with you to the event.
4. Empty trash and dispose of it in the dumpster.
5. Clean up any spills and scuff marks on floors.
6. Make sure the kitchen sink, stoves and cabinets are clean and no dishes are left.
7. Make sure all lights are off, including in the bathrooms and hallways.
8. All toilets should be flushed and not running.
9. Make sure coffee makers and other heating units are turned off and unplugged.
10. Close and lock all windows and doors before leaving the premises.
11. Any damage, breakage or malfunction of equipment should be reported to the church office.
12. Return any building keys to the church within three days.

Disclaimers

1. Either party may cancel at least five (5) days prior to the date of the event. First Baptist Church Peculiar will allow cancellation only under extenuating circumstances with a full refund of all money paid for usage. However, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
2. The church reserves the right to pre-empt any facility use for its own in case of emergencies, such as funerals with a full refund of all money paid for usage. Notice will be provided as early as possible. Again, the church is not responsible for tickets or sales done prior to the date of the event on the part of an individual or organization.
3. Regularly occurring and occasional FBCP events, activities and programs take precedence in scheduling use of the facilities. Otherwise, uses of the facilities are on a first come first serve basis.
4. All needs for an event must be listed in the initial event request. If your needs change unexpectedly, please contact the Operations Committee or designee, although we cannot guarantee that the additional requests will be fulfilled.
5. All requests must be discussed and approved to proceed by a pastor prior to submission of an event request. The requestor is to attend the pre-event meeting and the actual event as they will be responsible to ensure the observance of the rules applicable to the use of the building, grounds and equipment. The requestor and any designees listed in the event request information will be responsible for clean-up, lights out, lock up and security.
6. Full payment of fees for the event is required at least ten (10) days prior to the date of the event.



FEE SCHEDULE

Use and Maintenance Fee

The following are fees designated for use of church facilities for events to help defray maintenance, utilities, and custodial. If you are a ministry partner/member of the church, these fees will either be waived or reduced depending on the event. The church has the right to waive fees. If your event is Monday – Thursday between the hours of 9:00am – 4:00pm, there will be no charge. Check payment for the facility fee should be made out to First Baptist Church Peculiar.

Room	Base Charge
1. Auditorium/Main Foyer	\$100
2. Fellowship Hall	\$50
3. Kitchen	\$50
4. Large and Small Classrooms	\$20
5. Church Grounds*	\$75
6. Parking Lot*	\$150
7. Park	\$20

**These fees are waived when renting any other portion of the facility. These fees are for events occurring solely on the church grounds or in the parking lot.*

For questions concerning any of the above Facility Use information, please contact the church office at 816-779-5512 or email fbcpeculiar@fbcpeculiar.org.

Audio/Visual Technician Fee

The following are hourly fees designated for an Audio/Visual (AV) Technician. The cost of the AV Technician will be based on the requirements, needs and specific duration of the particular event. A final cost will be determined once clarification of needs has been verified. FBCP has members who are trained to come in and work the events. Only those members or designees are allowed to operate the AV equipment. Check payment for the AV Technician should be made out in the name of the member working the event.

Note that there may be times when the church will not be able to provide an AV Technician.

AV Technician (Sound only) \$40.00 per hour

AV Technician (Weddings & Funerals) \$100.00 flat

AV Technician (Addt'l tech needs) \$40.00 per hour

For questions concerning any Audio/Visual needs, please contact Pastor Nic Wilson, Nwilson@fbcpeculiar.org.

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