

First Baptist Church Woodbury
Policy & Procedures for Facilities Use

Statement of Intent

While we the members of First Baptist Church Woodbury (FBC) want always to be generous & welcome our members and our community to use our facility, the intent of these policies and procedures is to ensure that our facilities are used in a way that never diminishes the Church's role & reputation as a local congregation of Believers in Christ who are committed to living their lives in accordance with Biblical principals; that the use of these facilities never conflict with their main function as a Bible study, Fellowship & worship center from which the congregation reaches out to the community to bring others to Christ; that the use of these facilities for events related to the programmed activities of the Church are always given highest priority; & that the use of these facilities always demonstrates good stewardship of God's provision for First Baptist church.

Statement of Belief Concerning Marriage

The members of FBC believe that marriage is a Holy Union instituted by God. We believe that the Biblical perspective of marriage is a Lifelong Commitment. We believe in the ideal of sexual fidelity in marriage & believe that ideal of sexual purity before marriage is an important step toward having a successful marriage. Thus, wedding ceremonies conducted in our sanctuary should emphasize the Biblical Principles of marriage. Our hope is that couples that choose to be married in our Church facility will share our belief concerning courtship, marriage & ultimately join us in fellowship with us as they start their new life together.

Eligibility Policy

1. For weddings & wedding receptions, active members & non-members may use the facilities. The prospective bride & groom are encouraged to receive pastoral counseling prior to the wedding.
2. For non-wedding events and organizations requesting to use the facilities, a member of FBC must be a member of that organization & the mission of the organization must not be in conflict with the mission of FBC. No for profit or political activities are allowed.

NOTE (in this document): If either the bride or the groom is an active member of FBC, the "member" policies apply. The term "non-member" with regards to wedding requests refers ONLY to the situation when "neither" the bride nor the groom is an active member of FBC Woodbury. The only time "non-member" status is removed & waived to the status "member" is when a parent or grandparent is a "member" FBC Woodbury. All organizations are considered non-members.

First Baptist Church Woodbury
Church Secretary Responsibilities

The Church secretary is the person most people will see first when requesting the use of FBC facility. Her job is a very important one but she does not have the authority regarding policies & procedures.

1. The church secretary will be familiar with this document & stand ready to answer any questions related to it's implementation.
2. The church secretary will provide copies of the "Policies & Procures for Facility Use" of FBC & Facilities Use Request Form.
3. The church secretary will be responsible for turning in the completed Facilities Use Request Form to the Facilities Use Committee. She will date the forms when they are returned to her, to begin the approval process.
4. Once the forms have been returned from the requestor, there are two approval processes.
 - a. Facilities Use Committee
 - i. The secretary will date the form when returned
 - ii. The secretary will send the form for the next approval
 - b. Church Council. The secretary will date the form when returned and add the event on the church calendar.

Reservation Procedures

1. All persons requesting to use the FBC facilities for events not related to the programmed activities of FBC must submit a Facility Use request form. Forms may be obtained from the FBC office.

NOTE: This requirement does not apply to the ministry of FBC toward members & families of a member who have lost a loved one & wants the funeral held in the church Sanctuary and/or meal.

2. There are two committees that have to approve the facility for use.
 - a. All completed Facility Use Request Forms must be submitted to the Facilities Use Committee for approval. The fee (check) must accompany the form when it is submitted. (refer to fee page)
 - b. All events will be scheduled on the Church calendar. Upon receipt for the Facility Use Request Forms that have received approval, it is the responsibility for the church secretary to submit them to the Church council for the calendar approval, in order to avoid conflict. (final approval)
3. For non-wedding events, the Chairperson of the Facilities Use Committee has the option of calling a meeting for those requesting to use the facilities.

Reservation Policies

1. Scheduled events guidelines.
 - a. All Saturday events cannot start later than 6PM
 - b. All other days the events cannot start later than 7:30PM
 - c. All events must end by 10PM
2. Should some question or scheduling conflict arise that is not addressed by the policies & procedures, it will be the responsibly of the Facilities Use Committee to answer the question & decide who will be able to use the facility.
3. Requests denied in the approval process by Faculties Use Committee may be appealed to the Church council. Appeals are the responsibly of the requester, not the Church secretary.

Guest Pastors & Musicians

1. For weddings, if the FBC Pastor is not going to perform the ceremony, the guest pastor must be approved by the FBC Pastor or church council (if the Pastor is absent).
2. All music played at these events must be approved by the Facilities Use Committee. Please make these musical selections available to the Committee.

Sound System

The sound system is available in the sanctuary. A FBC system operator must operate the system. The request for an operator must be put on the Facilities Use Request Form.

Event Coordinator

The FBC event coordinator is here for your convenience to help you with the use of the facility and direct you to where things are located in the church.

Custodial Services

It is the FBC Custodian's responsibility to keep the facilities clean & prepared for worship service, programs, & related activities in the Church. However, for weddings & other events that are not part of the Custodian's normal duties, a fee is applied (refer to fee page). Following the event/tear down in the sanctuary &/or Madden Hall the custodian will clean up the facilities used.

1. During set up in the sanctuary, Madden Hall & or dressing facilities: if you move sanctuary furniture, tables & chairs then you are to place all furniture in the appropriate location after each event. It is not the responsibility of the custodian to put the items back the way in which they were originally found. This will take place under the supervision of the custodian or event coordinator.
2. The custodian is "not" responsible for clean up in the parking lot. Please make sure that the parking areas are clean and trash free.

Prohibitions

It is the responsibility of the person submitting the Facilities Use Form to ensure participants of their wedding or event understand the below prohibitions.

1. For wedding, only drip less candles can be used.
2. For wedding, throwing rice, silly sting, or confetti is not permitted inside or outside the facility. Throwing birdseed or using bubbles OUTSIDE the facility are okay to use.
3. For wedding, shaving cream for decorating the wedding "getaway" car is not permitted.
4. NO alcoholic beverages may be served or consumed at weddings or events anywhere on church property. If the Pastor, custodian or another FBC member should find alcoholic beverages being served or if the punch is spiked the facility user will be asked to end the reception or event immediately & vacate the premises.
5. Smoking or the use of tobacco products anywhere on church property is not permitted. If violated the person will be asked to stop or leave the premises.
6. No bands or loud music are permitted. ***** No food is to be taken outside into the parking areas. Do NOT use tape, glue, clamp, or tack decoration to pews, woodwork or walls. You CAN use string or ribbon.

Sanctuary Policy

The sanctuary is primarily a place of worship.

1. Weddings held in the sanctuary should emphasize Christian teachings regarding marriage.
2. Children should not be left unsupervised in the sanctuary, it is NOT a playground.
3. Movement of sanctuary furniture, if necessary, will take place under the supervision of the FBC custodian or event coordinator.
 - a. The choir modesty rail will not be moved.
 - b. The Lord's supper table will not be used for any other function, e.g. registering guest.
 - c. The piano & organ are only to be used to play music. They are not for flowers, candles, or staging any other decorations for event.
4. Flowers & decoration
 - a. Will be removed immediately after the wedding unless designated for the Church use. If flowers are to be left, that should be noted on the Facilities Use Request Form.
 - b. If you are getting married in December, please note once the Christmas flowers are in the Sanctuary they must stay for the season. (it takes a long time to set this up & removing them is not an option). There is a black-out period that falls between November 15th - December 30 that the church will not be available for non-member use.

Fellowship Hall & Kitchen Policy

1. When the event is over everything in Madden Hall & kitchen must be put back in its original place. The piano in Madden hall may NOT be moved.
2. Use of Madden hall does NOT include the classrooms upstairs, unless approval is given. It will be locked!
3. The facility user can provide cutlery, serving dishes, coffee urns, etc. If you need to use the above items from FBC, arrangements must be made with the Event Coordinator.
4. The facility user must provide all non-food disposable items, e.g., trash bags, napkins, paper plates, plastic cups, utensils, aluminum foil, plastic wrap, etc.
5. You must take care of all the garbage.
 - a. Trash bags must be tied securely.
 - b. Double bag all wet trash.
 - c. Trash bags must be carried out to the trash dumpster in the rear of the church.
6. All food & drinks must stay in the kitchen & Madden Hall. You must provide all food & drinks.

Fee Schedule for Non-Members / Organizations

\$500 (Deposit to be Applied to Ending Balance)	This deposit will be required upon application and applied toward the ending balance. This amount is refundable if the event does not take place. This deposit is separate from the security deposit and should be written as a separate check.					Date Rec'd: _____ Check Number: _____
Sanctuary	Madden Hall	Sound System	Event Coordinator	Custodian		
\$350	\$250	\$75 (Reh./ Wedding)	\$200	\$200		Balance Due \$ _____
\$500 (Refundable Security Deposit)	This will be written as a separate check and will be held by the church office. The check will be returned to the applicant after the event, provided the facilities are left in an acceptable condition.					Date Rec'd: _____ Check Number: _____ Attached to Form: _____

Facilities Users Responsibility

There are numerous responsibilities of the persons or organization using the FBC facilities in accordance with the policies & procedures. Users are expected to fulfill their responsibilities. Brides & grooms should appoint someone to represent them; who would take care of their responsibilities after their wedding. The post-event inspection checklist is with the Facilities Use Request Form.

Adoption

The policies & procedures adopted by the members of First Baptist church Woodbury, Woodbury, TN in open business meeting this date : _____ .

Signed by: _____ church clerk.

***The policies and directives of this document are subject to amendments and adjustments by the Facilities Use committee. Any deviation from this policy must be approved by this committee.

First Baptist Church Woodbury

Fee Schedule for Active Members

Sanctuary	Madden Hall	Sound System	Event Coordinator	Custodian	Date Rec'd: _____ Check #: _____
Free	Free	\$75 (Reh./Wedding)		\$100 (Sanc.) \$100 (Mad. Hall) (Pd. As Deposit)	Balance Due \$ _____

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Post-Event Inspection Checklist

If an item on the checklist is checked, the condition is satisfactory. If the item is has an X the FBC inspector either the custodian or the event coordinator will explain the unsatisfactory condition in the “NOTES” section below.

Sanctuary

- ☐ Decorations, if any, for event have been removed.
- ☐ Pulpit furniture has been put back in place.
- ☐ Hymnals & Bibles are returned to pew racks.
- ☐ Piano appears to be in normal condition.
- ☐ Organ appears to be in normal condition.
- ☐ No evidence of new breakage or wear from event use.

Kitchen

- ☐ Church equipment is in place.
- ☐ All garbage is bagged & taken out to the dumpster.
- ☐ No evidence of Church plates, napkins, etc have been used.
- ☐ No evidence of new breakage or wear from event use.

Madden Hall & Additional Rooms

- ☐ Decoration, if any, for event have been removed.
- ☐ Tables & chairs have been restored to original position.
- ☐ No evidence of new breakage or wear from event use.

Parking Lot & Outside Property

- ☐ No rice, confetti, silly string, etc, is on the ground.
- ☐ No other “messes”, e.g., shaving cream, is on the ground.

Inspection Notes

FBC Inspector name: _____ Date: _____