

First Baptist Church Woodbury

Policy & Procedures for Facilities Use

STATEMENT OF INTEREST

The members of First Baptist Church Woodbury (FBC) want always to be generous & welcome our active 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 role & reputation as a local congregation of Christians who are committed to living their lives in accordance with Biblical principles. The use of these facilities should never conflict with the main function as a Bible study, fellowship & worship center from which the congregation reaches out to the community to bring others to Christ. The use of these facilities for events related to the programmed activities of the Church are always given highest priority. The use of these facilities should always demonstrate good stewardship of God's provision for First Baptist Church Woodbury.

STATEMENT OF BELIEF CONCERNING MARRIAGE

Marriage and Weddings at Our Church – Page15; Section 10 in our Church Bylaws

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood, or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. It is God's unique gift to reveal the union between Christ and His church and to provide for the man and the woman in marriage the framework for intimate companionship, the channel of sexual expression according to biblical standards, and the means for procreation of the human race. Therefore, it shall be the policy of this church consistent with the Scripture and this expression of our faith and irrespective of location that no ceremony or action by any minister or representative of this church shall attempt to join in marriage any persons other than one man and one woman. Moreover, every wedding ceremony that takes place on church property must consist of the joining in marriage of one man and one woman.

For every wedding which takes place on church property or is officiated by an ordained minister or properly licensed representative of this church, both the groom and the bride must affirm to the satisfaction of the church pastor, or other church representatives, that they are committed, born again Christians. For wedding ceremonies, rehearsals, and receptions which take place on church property, the music and the ceremony must be appropriate to a place of Christian worship. Dancing and the use of alcoholic beverages are not permitted on church property. The suitability of the Christian commitment of the groom and bride, the music and the ceremony will be determined by the church pastor or other church representatives. If a minister other than the church pastor is desired to officiate the ceremony, the church pastor or other church representative will determine whether the guest officiant is suitable, and the church pastor or other representative must still approve the Christian commitment of the groom and bride as well as the music and ceremony to be used.

ELIGIBILITY POLICY

1. For weddings & wedding receptions, active members (*one who attends regularly or is involved in service at worship service, and consistently participates in the life of the church community*). *Special exceptions will be considered if the member is unable to attend for medical reasons or elderly.* & 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 organization requesting to use the facilities, a member of FBC must be a member of that organization & must not be against the mission of the 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 “active member” policies apply. The term “non-member” with regards to wedding requests ONLY to the situation when “neither” the bride or 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 requesting use are considered non-members and will be handled on an individual basis and approved by the facility use committee/pastor.

CHURCH SECRETARY RESPONSIBILITIES

The Church secretary is the person most people will see/speak to first when requesting the use of FBC facility. Her/his job is very important, but she/he does not have the authority regarding policies and procedures.

1. The church secretary must be familiar with the facilities use policies and procedures/requirements & stand ready to answer any questions related to its implementation.
2. The church secretary will provide copies of the “Policies & Procedures of FBC & Facilities Use Request Form.”
3. Once the forms have been returned from the requestor, the church secretary will be responsible for turning in the completed Facilities Use Request Form to the Facilities Use Committee for approval/disapproval.
4. Upon receipt back from the Facilities Use Committee to the secretary, the secretary will contact the requestor to inform them of the decision and date the form.
5. If the request has been approved by the committee, the secretary will collect the rental fee including the deposit and obtain the necessary signature for the use of the facility.

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 church office or website.

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. If the funeral is not taking place in the FBC Sanctuary and the Cora Erwin Food Ministry is providing a meal for the members family, the pastor/church secretary will contact a member of the Cora Erwin committee to contact the family for a meal and check the church secretary for availability on the church calendar.

2. 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 then 6PM
 - b. All other days the events cannot start later than 7:30 PM
 - c. All events must be vacated by 9:30 PM for custodian cleanup
 - d. All facility use requests must be made at least 2 weeks in advance, but no request will be accepted farther then 6 months in advance unless it is for a wedding.
 - e. Reservation approval does not include the use of FBC's tablecloths. These are for church use only! However, these can be rented for a fee. If rented and they much be laundered appropriately and returned to the church within 7 days.
2. Should some question or scheduling conflict arise that is not addressed by the policies & procedures, it will be the responsibility of the Facility Use Committee to answer & decide who will be able to use the facility.
3. Requests denied in the final approval by the Facility Use Committee may be appealed. Appeals are the responsibility of the requestor, **not the church secretary**.
4. If you are requesting use of Madden Hall only, you will not be issued a church code to the main building. Tablecloth rental or other inquiries must be made and obtained through the church office.

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 Deacons (if the Pastor is absent).
2. All music played must be approved by the Facilities Use Committee. Please make these musical selections available to the Committee at least one week prior to the event.

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.

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 and/or Madden Hall the custodian will clean up facilities used.

1. During set up in the sanctuary, Madden Hall & or dressing facilities: if you move sanctuary furniture, tables & chairs you will be responsible 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.
2. The custodian is “not” responsible for cleaning 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. An Active Member cannot request use of the facility for a friend/acquaintance/family member who is a nonmember in their name.
2. For wedding, only drip less candles can be used.
3. 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.
4. For wedding, shaving cream for decorating the wedding “getaway car is not permitted.
5. Dancing and the use of alcohol beverages are not permitted 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.
6. 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.
7. No bands or loud music are permitted. No food is to be taken outside into the parking areas.
8. Do not use tape, glue, clamps, or tack decorations to pews, woodwork or walls in Madden Hall or the church Sanctuary. Ribbon is permitted.
9. You must not remove any property from walls, rooms, windowsills, tables, etc. placed by First Baptist Church Woodbury. Example: signs, pictures, plaques, figurines, etc.

SANCTUARY POLICY

The sanctuary is primarily a place of worship.

1. Weddings held in the sanctuary should emphasize Christian teachings regarding marriage between one man and one woman.
2. Children should not be left unsupervised in the sanctuary.
3. Movement of sanctuary furniture, (The Lord’s supper table and/or Pulpit) if necessary, will take place under the supervision of the FBC custodian.
 - a. The choir modesty rail and choir chairs must not be removed.
 - b. The Lords supper table must 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 events.

- d. There is a black-out period between November 15th – December 30th that the church will not be available for any non-member use.
5. Flowers & Decoration
 - a. Must be removed immediately after the wedding unless designated for the church use. If flowers are to be left, that should be noted on the Facility 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. Moving them is not an option.

FELLOWSHIP/MADDEN HALL & KITCHEN POLICY

1. When the event is over everything in the Fellowship/Madden Hall & kitchen must be put back in its original place. The piano in Madden Hall must not be removed. Tables and chairs can be broken down and put away in the closet or in the area near the elevator but must be put back the way you found it.
2. ***Use of Madden Hall does not include the classrooms upstairs or elevator.***
3. If the event is not church related (active members or non-members) the facility user must provide cutlery, paper towels, napkins, serving dishes, aluminum foil, glad wrap, coffee urns, etc. Additional arrangements must be made prior to the event for use and approval to the Facility Use Committee.
4. The facility user must take care of all the garbage.
 - a. Trash bags must be tied securely & put in the dumpster in the east rear side of the church.
 - b. Double bag all wet trash.
5. All food & drinks must stay in the kitchen & Fellowship/Madden Hall area. The facility user must provide all food & drinks.

FEE SCHEDULE FOR NON-MEMBERS/ORGANIZATIONS

A \$500 security deposit will be required upon approval by the Facility Use Committee and Church Council. 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.

Sanctuary Use Fee_____	\$500
Fellowship/Madden Hall Fee_____	\$250
Sound System Fee_____	\$75
Tablecloths Fee_____	\$ 5 each
(if needed for rehearsal/wedding)	
Custodial Fee for both areas_____	\$200
Custodial Fee for one area _____	\$100

NOTE: The \$500 security deposit will be held by the church office and will be returned to the applicant after the event, provided the facilities are left in an acceptable condition.

FACILITIES USER RESPONSIBILITY

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

ADOPTION

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

Signed by: _____ FBC 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.

FEE SCHEDULE FOR ACTIVE MEMBERS

Sanctuary Fee _____ FREE

Fellowship/Madden Hall _____ FREE

Sound System _____ \$75

(If needed for Rehearsals/Weddings)

Event Coordinator _____ N/A

Custodian Fee for both areas _____ \$200

(Or \$100 each)

ADOPTION

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

Signed by: _____ Church Clerk

These 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.

I have read and understand all the instructions in the First Baptist Church Facilities Use Policies and Procedures agreement, and I will honor the expectations listed and follow everything that has been asked of me while I am using the facilities.

Paid: _____ Deposit: _____ Date Deposit Returned: _____

Date: _____

Non-Member: _____

Member: _____

POST-EVENT INSPECTION CHECKLIST

If an item on the checklist is checked, the condition is satisfactory. If the item has an X, the inspector/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
- ___ No tape, glue, wax, on walls or floors

Kitchen

- ___ Church equipment is in place
- ___ All (kitchen, bathroom, and madden hall) garbage is bagged & taken out to the dumpster
- ___ No evidence of new breakage or wear from event use
- ___ Counters, stove & sinks are wiped and cleaned

Fellowship/Madden Hall & Additional Rooms

- ___ Decorations, 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
- ___ No tape, glue, pins, tacks, candle wax, on walls or floors

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: _____