



FACILITY USE POLICY

(i.e. Reunions, Special meetings/ events)

December 19, 2005

The sanctuary is a special place for our church. The space itself is not holy, but holy things happen here. We ask that any event held in the sanctuary be conducted with respect towards our place of worship.

Wellborn Baptist Church may make its facilities available from time to time for other than normally scheduled services and activities. Our desire is to be helpful and of ministry to our congregation as well as to those in our community that might have a legitimate need for using our facilities. This document helps to establish the parameters for using these facilities.

1. Dates for Facility Use.

- A. The date shall be cleared with the church office prior to any newspaper, newsletter, flyer, or other announcement. It is very important that arrangements be made with the church staff for any pre-event set up and preparation as well as the event to prevent conflicts with other scheduled activities of the church.
- B. The date and time of day of the facility usage must be put on the church calendar through the church council as soon as possible. (Administrative staff may also approve facility use if there is no conflict on the calendar.) No date shall be announced until the applicants have conferred with the church staff and received written confirmation of the specific date and time of the activity.
- C. The date should be reserved on the church calendar at least one month prior to the event. Arrangements must also be made at this time for all aspects of the facility that are needed.
- D. The church office must be notified of and approve any **changes** of plan.
- E. Events will not be scheduled on a holiday, Sunday or Wednesday unless **specifically** approved by the church. Saturday events shall not be scheduled later than 3:00 p.m. unless special plans are made for cleanup of the facility.

2. Music (if applicable)

- A. Songs and music should be in keeping with the special nature of the sanctuary. All music selections must be listed and turned in to the Minister of Music or Pastor two weeks prior to the event for review.
- B. Church accompanists may be available. Arrangements may be made with the accompanist or coordinated through the Minister of Music. A fee for each accompanist is required, payable through the church office, at least one week prior to the event (see fee schedule).
- C. When accompanists are desired other than those of our church, approval of the Minister of Music is required.

- D. Fees for accompanists who are not members of the church will be the responsibility of the applicants.

3. Sound System & Special Lighting

- A. The Minister of Music is responsible for monitoring and approving the use of the sound equipment and special lighting.
- B. Arrangements for sound system requirements and special lighting shall be made at least two weeks prior to the event.
- C. **Operation or relocation of any equipment is prohibited without approval of the Minister of Music.** Only trained sound technicians from the church may operate systems. Compensation for the sound/ lighting technician is required (see fee schedule).

4. Reception/ Dining Hall

- A. The Fellowship Hall, including the use of the kitchen, is available for use. Please note the following requirements:
 - 1. All event activities must be terminated and the church premises vacated by 6:00 p.m. on Saturday evenings and a reasonable hour on other dates. (If cleanup measures have been insured, this time limit may be negotiated with the church office.)
 - 2. No reservations will be accepted for a time when the facility is needed for another scheduled church activity.
 - 3. The kitchen facilities must be left clean. If dishes and/or tablecloths that belong to the church are used, it is the responsibility of the applicant to wash, dry and reshelv those items.

5. Floral Decorations (if applicable)

- A. The florist will be selected by the applicant and must decorate at times suitable to the schedule of the church.
- B. The applicants shall be responsible for the repair of any damage to facilities caused by their employees or equipment.
- C. Under no condition will decorations be attached to any part of the building, pews or other furnishings with nails, tape, staples, screws, thumbtacks, glue, etc. **No furniture shall be moved or rearranged without specific permission from the ministerial staff.** The wedding applicants will be liable for damages due to neglect of these regulations.

All floral decorations shall be removed immediately following the ceremony unless previous arrangements have been made with church staff.

6. Regulations

- A. No alcoholic beverages in any form may be served on the church premises.
- B. No person under the influence of alcohol or drugs may participate in the event or be authorized on church property.
- C. Smoking or the use of tobacco products of any kind is not permitted in any part of the church building or on the grounds.
- D. Dancing of any kind is not permitted.
- E. No commercial use entailing sales, bazaars, fundraisers, etc. will be permitted.

7. Facility Fee Exemptions

- A. Members of Wellborn Baptist church, except as fee schedule indicates.

- B. No user fee will be charged for church sponsored meetings, seminars, and/or workshops.
- C. Community groups may also be granted use of the facility with no user fee.

8. Fee Schedule

Payment of fees must be received in the church office at least one week prior to the event. Fees are payable to Wellborn Baptist Church and will be dispersed, as applicable for the following:

<u>Use Options</u>	<u>Member</u>	<u>Non-member</u>
Sanctuary	no charge	\$400
Sound/ Light Technician	\$60	\$60
Instrumentalist	\$60	\$60
Vocal Soloist	\$50	\$50
Kitchen	no charge	\$100
Fellowship Hall	no charge	\$100
Custodial Fee:		
Sanctuary Only	\$200	\$200
Sanctuary, Changing Rooms, and Fellowship Hall	\$300	\$300
Wellborn Baptist Church monitor	\$60	\$100

9. Deposits

Non-members are required to submit a 25% deposit for the facilities they would like to use with the application. If the church is not able to place the event on the calendar, the deposit would be returned.

A \$300 security deposit will also be required from both members and non-members at least one week prior to the event. If there is no damage to the facilities, the security deposit will be returned promptly.

Facility Use/ Lease Agreement Form

The facility use applicants are required to sign the form below agreeing that they will comply with the foregoing regulations and guidelines. Reservations will be considered firm when this form has been returned, with the applicable deposit/ fee, and approved by the pastor/minister of music.

**Facility Use/ Lease Agreement Form
Date and Time Reserved:**

Pre-event activities (i.e. set up and decorating):

Event:

Applicant(s)

Signature: _____

Approved

By: _____

Date: _____