

FAIRVIEW BAPTIST CHURCH FACILITY USE GUIDELINES

Fairview Baptist Church makes its facilities available to its members and to outside groups whose aims and practices are compatible with Article II, the Purpose and Statement of Belief of Fairview Baptist Church. Any use of the facilities must be in keeping with this policy and we ask that you treat the building with proper respect as visitors and guests in this House of the Lord.

The following guidelines are for the protection of the church building and property and the undersigned agrees that he/she has read, will comply with and be bound by these guidelines.

1. No furniture may be moved without the permission of a Fairview Baptist Church pastor. Any furniture moved must be returned to its proper location.
2. Alcoholic beverages may not be served, consumed nor allowed on the church premises (including the parking lots) at any time. Any person found to be under the influence of alcohol or drugs will not be permitted to participate.
3. Smoking and/or the use of tobacco products are not allowed inside or outside of any Fairview Baptist Church building at any time.
4. Use of nails, screws, uncovered wire or anything that might mark furniture, floors, walls or any other part of the church facilities are not permitted.
5. The individual renting Fairview Baptist Church facilities will be responsible for furnishing all decorations and serving accessories. The church will furnish only tables and/or chairs for the event.
6. In all public areas used by the event, food and drink spills must be cleaned and removed, carpets vacuumed, floors swept and trash placed in containers provided by the church. Vacuum cleaners, mops, etc. will be made available.
7. No glitter or confetti products are allowed in the facility, including glitter placed on flowers or floral arrangements.
8. Children must be supervised by an adult at all times. Under all circumstances parents will be held responsible for children's conduct/behavior in conjunction with facility guidelines.
9. Specific rooms at the church may be decorated during special celebrations, holidays or promotional times. It is understood that these decorations WILL NOT be removed for non-church events without the approval of the pastoral staff.
10. The undersigned renter of Fairview Baptist Church facilities is responsible for all personal items brought to the church during the scheduled event. If rented or borrowed property is used, it is the renter's responsibility to see that it is returned immediately after the event. It is not the responsibility of the church to store articles used in the event until the rental company can pick them up. Please make arrangements with the rental company to pick up all items immediately after the event. The church will not be liable for any items lost, stolen or damaged.
11. Understanding that this is a church facility that honors God and His endeavors, we ask that you dress modestly while in or on Fairview Baptist Church facilities.

12. Anyone wishing to use any of the Fairview Baptist Church kitchens must schedule a walk-through of the kitchen facilities with a Ministry Staff Representative prior to the scheduled event.
13. A deposit equaling 50% of the facility fee will be due at the time of application. If for any reason the event/activity is cancelled within 14 days of scheduled date a refund will not be given. **(Final payment is due before the event takes place (no later than the Thursday before by 3pm.)**
14. Fairview Baptist Church Staff will make every effort to schedule your event on the date that you desire. Should it not be possible to schedule your initial date, we suggest that you have several dates in mind. Advanced scheduling is encouraged so your date can be "held."
15. Priority of usage shall be given to groups in this order:
 - a. Fairview Baptist Church planned ministry activities (church wide)
 - b. Ongoing Church sponsored groups (Boys & Girls Club, Classical Conversations, etc.)
 - c. Weddings
 - d. Funerals
 - e. Small Group/Sunday School usage (class party or activity)
 - f. Church members' personal use (birthday, anniversary, shower)
16. Fairview Baptist Church facilities and any serving areas used shall be left in a clean, orderly and in usable condition. The undersigned agrees to gather and remove all trash generated by the event and to sweep and mop floors of the kitchen and serving areas used. The undersigned shall be responsible for the cost of all additional cleaning, repair work, or other work required in the sole opinion of Fairview Baptist Church not covered by the fee that was charged.
17. The undersigned agrees and is to be responsible for any and all damage to church property as a result of a violation of any of the above policies. The undersigned specifically agrees to pay all cost of repairs, cleaning and/or other expenses necessary to return any of the church premises used by him/her to the same condition in which they were found.
18. Time Limitations
 - a. The facility is to be secured and cleaned by 9pm
 - b. Weddings on Saturday may not be scheduled to start later than 6pm.
 - c. The facility can not be used on Sunday: before 1:30pm or if it interferes with church activities.
19. Liability insurance

Outside groups not sponsored by Fairview Baptist Church must provide proof of liability insurance. You may also be required to provide a Certificate of Insurance in the amount of \$1,000,000 listing Fairview Baptist Church as the holder of the certificate. This does not apply to individuals, Church members, weddings, or funerals unless required by the finance team for a specific event.

The use of Fairview Baptist Church facilities and equipment will be at the risk of the participant. Fairview Baptist Church does not assume liability or responsibility for any injury to a user of the facilities. Fairview Baptist Church does not make any express or implied warranty of the premises, the equipment, machinery, fixtures or furniture.

FAIRVIEW BAPTIST CHURCH FACILITY FEES

Fairview Baptist Church makes every effort to keep expenses to a minimum. Our goal is to maintain a strict cost-only, non-profit policy. Due to such expenses as personnel, air conditioning or heating, lighting, maintenance, wear and tear, etc., the church must charge fees to cover its costs. The fees are detailed below.

Please note that the facility fee is required. The Sound & Lighting System fee is only required if any Fairview Baptist Church audio equipment is being used for scheduled event. The Projector and Screen fee is only applicable if video capabilities are needed by the undersigned.

Facility area	Facility Fee including cleaning (1-4 hours) <i>Any additional time required will increase 25% per hour needed.</i>	Sound & Lighting System <i>Optional</i> <i>Fee covers standard sound and lighting needs; any additional or special requests may incur additional fees.</i> <i>All music/video must be approved by the FBC staff at least 1 week prior to the event</i>	Projector and Screen <i>Optional</i> <i>All music/video must be approved by the FBC staff at least 1 week prior to the event</i>
Worship Center	\$800	\$200	\$200
Cafe w/ Café Kitchen	\$200	N/A	N/A
A/B Room	A/B: \$600 A: \$300 B: \$300	A/B: \$100 A: \$100 B: N/A	A/B: \$100 A: \$100 B: N/A
Kid's Theater/Play Area	\$200	\$100	\$100
Chapel	\$200	N/A	N/A
CFAC Gym	\$800	N/A	N/A
CFAC Dining Hall	\$800	N/A	N/A
Classroom (various)	\$100	N/A	N/A

- Groups and/or persons using Fairview Baptist Church facility will need to supply all paper products such as cups, plates and napkins.
- Active church members will receive a 50% discount on all facility fees and they must be active members of Fairview Baptist Church at the time of application.



REQUEST FOR USE OF FBC FACILITIES

Name of Organization: _____

Contact Person: _____

Telephone #1: _____ Telephone #2: _____

Event: _____

Date: _____ Time of Event: _____

Facility Needed: _____

Hours Facility Needed: _____

Anticipated Attendance: _____

Name of Security Organization:* _____

Security Contact: _____ Telephone #: _____

Special Needs/Requests: _____

All requests are subject to Staff Approval. Contact Person will be notified upon approval of request.

**All outside organizations using any Fairview Baptist Church facilities must provide their own professional security to protect the safety of the individuals involved in the event as well as the safety of the Fairview Baptist Church facilities. Security must be appropriate for the size of the event – based on the venue and the anticipated crowd attending.*

Staff Approval: _____	Date: _____
Organization Contacted: _____	



EVENT SET-UP / MAINTENANCE REQUEST

Event: _____ Date: _____

Location: _____ Time: _____

Number of Items Requested: Chairs _____ 6' Tables _____

 8' Tables _____ Round Tables _____

Other Special Instructions: _____

Please draw a diagram below of setup desired.

Date Submitted: _____

Submitted By: _____

Phone Number: _____



I, _____, do hereby state that I have read and understand the **FAIRVIEW BAPTIST CHURCH FACILITY USE GUIDELINES** (which includes the Facility Fees Sheet, Request for Use of FBC Facilities, and the Event Set-Up/ Maintenance Request Sheet) and agree to conform to them in their entirety.

Signature of Renter

Date

Fairview Baptist Church Representative

Date