

Fernandina Beach Church of Christ POLICIES for FACILITY AND BUILDING USE FOR MEMBERS FOR NON-CHURCH FUNCTIONS

Purpose

To fulfill FBCC's commitment to serve, following the example of Christ. FBCC will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by members of FBCC for non-church functions as outlined in this policy. FBCC regards this as part of the church's service to the community. The Communications Ministry Leader reserves the right to consult with the Eldership as to whether or not a group may use the facilities.

**An FBCC member is someone who has expressed a desire to work and serve with the church body at FBCC and who has met membership requirements per the Eldership.*

Building Use

- Use of the church facility shall always be scheduled with the Communications Ministry Leader.
- This policy will outline people who may use the facility, rules for use of the facility, and fees for building use.
- Facilities are reserved on a first-come, first-serve basis.

BUILDING TIMES AVAILABLE

Sunday	NOT AVAILABLE
Monday	8:00am – 10:00pm
Tuesday	8:00am – 10:00pm
Wednesday	8:00am – 3:00pm
Thursday	8:00am – 10:00pm
Friday	8:00am – 10:00pm
Saturday	8:00am – 6:00pm

GENERAL GUIDELINES

- FBCC church groups or church members may use the facilities as part of the ministry of the church at no charge.
- A member of FBCC should always be present for the entire length of any non-church related event.
- FBCC church members may use the facilities for a personal, one-time event at no charge when following the cleaning and building use guidelines.
- FBCC church members may reserve church facilities per the approval process.
- Members may use church facilities for weddings or wedding receptions.
- Members may not use the Church facilities for:
 - Partisan political groups
 - Organizations whose activities are in conflict with the mission and doctrine of Fernandina Beach Church of Christ.

Procedures and Guidelines for Scheduling Facilities:

- Groups wishing to use church facilities should contact the Communications Ministry Leader at 904-261-9760 for a building use packet.
- Review the packet, and submit the Building Space Application Form.
- Members will be assigned a host/hostess for the event if they are not already a FBCC building key holder.
- The eldership, through the Communications Ministry Leader, will approve requests for building use.
- Responsible adult supervision must be with the group at all times when facilities are in use.
- All children must be supervised by an adult.
- Smoking and non-prescriptive drugs are prohibited in the building.
- Alcoholic beverages will not be permitted on church grounds.

Kitchen Use

- In case of breakage or damage to kitchen materials, the responsible party is expected to pay for the damage.
- Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- Members are responsible for tablecloths, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event. Tablecloths are to be properly cleaned, pressed, and returned by the immediate Sunday morning at 9:30 am, following the event or within three days if the event is on a Saturday.
- Members, for any non-church related activity, are not to use the church's disposable items. This includes, but is not limited to, paper plates, cups, napkins, plastic ware, coffee, creamer, any food items or other items purchased by the Fellowship Ministry. Please see the Fellowship Ministry Leader for further information.
- Members may use the coffee maker, dishwasher, microwave, stove, refrigerator etc.; however they should be cleaned after use.
- Minimal cleaning supplies will be left for use. (Clean-up checklist will be provided in the Building Use Packet Form)

Use of Equipment

- Any use of audio-visual equipment in the Worship Center or Fellowship Hall requires a member of the audio-visual team from FBCC to give permission for usage. If an audio-visual technician is required during an event, an additional fee may apply.
- No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior notification of the Communication Ministry Leader.
- Members using the facility may use tables, chairs, and lecterns, as their set-up requires.

Member Fees:

Generally, no fees are required for member use. The following exceptions may apply:

- **Host/Hostess fee**
If an additional member of FBCC is required to oversee an event, an additional fee of \$20 per hour may apply. (Fee paid directly to host/hostess.)
- **Audio-visual technician fee**
If an audio-visual technician is required during an event, an additional fee of \$20 an hour may apply. (Fee paid directly to the technician.)
- **Custodian Fee**
If the building is not cleaned according to the building check-list provided, a custodial service fee of \$100 may be charged. (Fee paid directly to custodian.)

**All building use policies are subject to change.*

Fellowship Hall Cleaning Checklist

Main Area

- Wipe tables and chairs.
- Put tables and chairs back the way they were found.
- Vacuum.
- Remove all personal items and decorations from facility.

Kitchen

- Remove all outside food from kitchen and refrigerator after event.
- Clean any reusable items including, but not limited to: dishes, utensils, and glasses. These should be returned to the appropriate storage area before leaving the facility after the event.
- Wipe counter tops & sinks.
- Empty out and clean coffee maker.
- Clean dishwasher, microwave, stove & refrigerator.
- Empty all trash cans, and take trash to the dumpster.
- Replace trash bags.
- Sweep kitchen.
- Mop spills.
- If tablecloths have been used, they are to be properly cleaned, pressed, and returned within three (3) days.

Bathrooms

- Sweep.
- Wipe counters.
- Take out trash & replace trash bags.
- Wipe toilets if needed.
- Mop floors if needed.

DO NOT:

- Pour drinks in the water fountain.
- Use disposable items. This includes, but is not limited to: paper plates, cups, napkins, plastic ware, coffee, creamer, any food items or other items purchased by the Fellowship Ministry.
- Remove tables and chairs from building without permission.
- Bring tobacco, alcohol, or illegal drugs onto FBCC property.

Worship Center/Classroom Cleaning Checklist

- Remove all personal items and decorations.
- Put furniture, podium, chairs etc. back where they were found.
- Vacuum all areas as needed (worship center, nursery, classrooms, foyer, etc.)
- Pick up toys, trash, and food items from all areas.
- Empty any trash cans that have food, dirty diapers, wet items, etc. that could smell and take to the dumpster.
- Replace trash bags.

*Please be respectful and leave the buildings clean and in the way you found it.

I _____ (Member host/hostess) inspected the building

Print Name

according to the policy and checklist, and it meets all requirements for refund of deposit.

Signature

Date

**Fernandina Beach Church of Christ
Member Facility Use Application Packet**

Name of organization or individual applying for facility use:

Contact Person: _____

Date/s of Event: _____

Time of Event: Begins at _____ am or pm

Ends at _____ am or pm

Number of people attending: _____

For what purpose will the facilities be used?

Do you need space in a particular building? Please designate specific requirements:

_____ Signature of Applicant _____

Date

APPLICANT CONTACT INFORMATION:

Name: _____

Address: _____

Phone - Office: _____

Phone – Home: _____

Phone - Cell: _____

Email Address: _____

Facility Needs:

I. Worship Center ___ yes ___ no

II. Fellowship Hall ___ yes ___ no

 Kitchen Facilities ___ yes ___ no

III. Classrooms ___ yes ___ no

Will an Audio/Visual Technician be needed? ___ yes ___ no

Describe services needed: _____

Time Technician needs to be available _____

Approximant fee for technician (at \$_____ hour) _____

How many hours will host/hostess be needed? _____

Approximant fee host/hostess (at \$_____ hour) _____

Contact the Communications Ministry Leader at 904-261-9760 at least 24 hours before scheduled event if changes are needed.

