

Fernandina Beach Church of Christ

FACILITY POLICIES AND BUILDING USE FOR NON-MEMBERS

Purpose

To fulfill Fernandina Beach Church of Christ's (FBCC) commitment to serve, following the example of Christ; FBCC will make its facilities available to groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. FBCC regards this non-member* use 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 worship, work, and serve with the church body at FBCC and who has met membership requirements per the Eldership.*

Building Use

- This policy will outline people who may use the facility, rules for use of the facility, and fees and deposits for building use.
- Use of the church facility must always be scheduled with the Communications Ministry Leader.
- **Background information and references beyond that described in this policy may be requested if needed.**
- 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

- Outside groups or individuals using FBCC facilities for activities will be charged a **facility usage fee, custodial services fee, and a host/hostess fee.** (A host/hostess is an approved member of FBCC who will stay on church grounds during an event.) An **Audio Visual Technician fee** will be charged if those services are required. (see fees below)
- 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.
- Fees for non-member groups may be reduced or waived at the discretion of the Eldership.

Who may not use FBCC Facilities:

- Partisan political groups
- Groups operating for commercial gain
- Organizations whose activities are in conflict with the mission and doctrine of Fernandina Beach Church of Christ
- Non-member weddings or wedding receptions

Procedures and Guidelines for Scheduling Facilities:

- Potential groups wishing to use church facilities should contact the Communications Ministry Leader at 904-261-9760 for a Facility Use Application Packet.
- Review the packet, and submit the completed packet to the Communication Ministry Leader.
- Groups and individuals will be assigned a host/hostess who will be present on FBCC's grounds for the event. (See Fees below)
- The eldership, through the Communications Ministry Leader, will approve requests for use of the facilities.
- Those approved for facility use will pay all deposits and fees up front.

Kitchen Use

- In case of breakage or damage to kitchen materials, the responsible party is expected to pay for all damage with building damage deposit applying. (See Fees below)
- Every group, including catering services, is expected to leave the kitchen and its equipment clean and in place as it was found.
- Individual member or responsible organization should be responsible for cleaning 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.
- Non-members are responsible for providing linens such as tablecloths.
- Non-member groups and individuals are not to use the church's disposable items. This includes, but is not limited to, paper plates, cups, napkins, plasticware, coffee, creamer, food items, or other items purchased by FBCC.

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. The audio visual equipment will only be operated by a member of the audio-visual team. This includes the use of the DVD player, computer, and microphones. (see fees & charges attached)
- Non-member groups using the facility may use tables, chairs, and lecterns.

Fees:

1. A refundable \$150 building damage/extra cleaning deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable, but otherwise is returned to the facility user at the end of their occupancy agreement. **The host/hostess must inspect the buildings following use for cleanliness and damage to allow for the refund of the building damage/extra cleaning deposit.**
2. Fees to defray cost of building maintenance and operation for non-members will be as follows (building & grounds/fellowship ministry):
 - \$25 for the use of the Worship Center per day
 - \$25 for the Fellowship Hall per day
 - \$40 for use of both buildings at a time per day
3. Host/Hostess – (Fee paid upfront for approximate number of hours needed and given directly to host/hostess.)
 - \$20 per hour
4. Audio-visual technician fee: (Fee paid upfront for approximate number of hours and directly to the technician)
 - \$20 per hour
5. Custodian Fee according to custodial services: (Fee paid directly to custodian).
 - \$100 paid in advance for up to 4 hours of custodial services
 - If more than 4 hours of cleaning services are required, \$20 per hour will be deducted from the initial deposit.
6. All fees for use shall be paid in advance to *Fernandina Beach Church of Christ*. Cash or money orders accepted only. No personal checks.
7. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.

**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
Non-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 _____

Approximate fee for technician (at \$20 hour) _____

How many hours will host/hostess be needed? _____

Approximate fee host/hostess (at \$20 hour) _____

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

Total:

 \$150 deposit (refundable at end of use)

_____ fellowship hall

_____ worship center

 \$100 custodial

_____ host/hostess

_____ technician

_____ TOTAL

