

First Baptist Church

Multi-Ministry Center Rules & Regulations

“You are worthy, our Lord and God, to receive glory and honor and power,
For you created all things, and by your will they were created and have their being.” Rev 4:11

Activity/Event or Building Use Form must be completed and
returned to church office for approval.

Hours of Operation

- A. Because of the many seasonal activities and the wide variety of events, the Multi-Ministry Center’s hours of operation may vary. The hours will be posted in the church office and will be published in the monthly church newsletter.
- B. Since the Multi-Ministry Center is a ministry of First Baptist Church, the center’s schedule will not conflict with the church’s schedule of events.

Participation/Membership

The following are eligible for use of the MMC and participation in its programs.

- A. Members:
 - a. Member of First Baptist Church of Monticello
 - b. Active member of Sunday School
 - c. Children of members – (Immediate)
- B. Guests of First Baptist Church Members:
 - a. Members are encouraged to bring guests, especially the unsaved and/or unchurched.
 - b. Each guest must be accompanied by a FBC member.

Multi-Ministry Center Usage

- A. Members:
 - a. FBC Members will have access to usage of our facilities during normal operating hours unless a scheduled event prohibits.
 - b. Special events will be posted ahead of time.
 - c. There will be no usage fees for FBC organizations and ministries.
 - d. Facilities must be reserved at least four (4) weeks in advance but no more than nine (9) months prior to the event date. All reservations must be made through the church office.
 - e. A refundable deposit must be made to reserve the facility. (see fee/deposit form).
 - f. This deposit must be paid to have the event or building considered for approval. You will be contacted upon approval and then placed on church calendar.

- g. Any member, twenty-one (21) years of age and older, of FBC and its sponsored organizations are eligible to reserve facilities. The person who reserves the event/buildings is responsible for the groups/organizations obeying and adhering to all rules and regulations.
 - h. If Audio/Visual equipment is needed, selections (music, video, movies, etc.) must be approved two weeks before the event.. Professional fees may apply.
 - i. See attached for Building Use Fees and Deposits
- B. Non-Members:
- a. All rules and regulations must be followed to use the Multi-Ministry Center.
 - b. The church office will review all other usage requests prior to approval.
 - c. The date for the usage must be reserved four (4) weeks in advance, but no longer than nine (9) months prior to the event date.
 - d. A refundable deposit must be made to reserve the facility. (See deposit/fee schedule) This deposit must be paid to have the event or building considered for approval. You will be contacted upon approval and then placed on the church calendar.
 - e. Any reservation should be promptly cancelled if plans change. There will be a cancellation fee if cancelled less than one week of the event scheduled.
 - f. If Audio/Visual equipment is needed, selections (music, video, movies, etc.) must be approved two weeks before the event. Professional fees will apply.
 - g. See attached for Building Use Fees and Deposits.

Operational Policies

- A. The Multi-Ministry Center is a part of First Baptist Church and those members and guests should conduct themselves in accordance with Christian principles.
- B. The fitness area is not eligible for reservations or lock-ins and should not be used during reserved times.
- C. Adult supervision of children is required at all times. During normal operating hours, youth may use the facility without additional adult supervision as long as they understand and adhere to all Multi-Ministry Center policies. Adult supervision is required for all youth reservations of the Multi-Ministry Center.
- D. Unauthorized entrance or presence in the building may result in suspension of the right of such individuals to use the facility.
- E. Equipment checked out to an individual or group, which is lost, damaged or destroyed, will be the responsibility of the individual or group. This also pertains to any damage to the building (light fixtures, tables, walls, etc.)
- F. All items such as clothes, gloves, and shoes, left more than two (2) weeks become the property of the Recreation Committee and will be disposed of in a useful manner (e.g. donated to a local charity).
- G. No Multi-Ministry Center equipment will be used without prior approval from the FBC church staff.
- H. Headphones/Earphones must be worn with portable music devices.
- I. The **[**Building Use/Activities Team](#)** will be responsible for interpretation and enforcement of polices; assist in scheduling, and granting of privileges of the building. ******(Form an Activities ministry team which could include a representative from: Youth; ikids; Children's; Building; Recreation; Kitchen).

Dress Code and Behavior (Post Rules/Regulations)

- A. Shirts must be kept on at all times (no exceptions)
- B. Shorts must be loose fitting. Shorts must be mid-thigh and have no long side slits.
- C. No halter tops, sports bras, or tops with spaghetti straps will be allowed unless worn under other acceptable clothing.
- D. No bouncing, throwing, or kicking balls in halls, lobby, fellowship hall, kitchen, or classrooms.
- E. No profanity is allowed in any area of the facility.
- F. These items are not allowed in or on the property of the Family Life Center:
 - 1. Tobacco in any form.
 - 2. Alcoholic beverage in any form.
 - 3. Any controlled substance.
 - 4. Pets.
 - 5. Anything considered a weapon.
 - 6. Anything that would detract from a Christian atmosphere: i.e. inappropriate music, writing on apparel, inappropriate dress, etc.
- G. Anyone who does not obey the rules and cannot act in a Christ-like manner will be asked to leave. Their name will be referred to the ****[Building Use/Activities Team](#)** for an immediate follow-up consultation.

Birthday Parties

- A. To calendar an event deposits must be paid (see Building Use Fees and Deposits).
- B. There is a limit of two (2) hours for any birthday party.

Family Reunions/Anniversaries/Baby Showers/ Etc.

- A. To calendar an event, deposits must be paid (see Building Use Fees and Deposit)
- B. There is a limit of four (4) hours for any Reunions, Anniversaries/ Showers.

Gymnasium

- A. Proper athletic shoes are to be worn while on the gym floor playing surface. For safety reasons, playing in sandals, loafers or bare feet will not be allowed.
- B. No kicking balls (except for highly supervised programs where danger of accidents and damage of facility are avoided.)
- C. Please return balls and equipment back to the proper storage.
- D. "Full-court" basketball will be allowed only during designated times. (Short courts will be available.)
- E. No food or drinks are allowed in the gym area.
- F. No furniture should be moved into the gym area without approval of the FBC church staff.

Dressing/Locker Rooms

- A. The dressing and locker rooms should be used for intended purposes only.
- B. No playing in these areas.
- C. Locker/Restrooms should be left in good order. Please help to maintain cleanliness.

Fitness Area

- A. No food is allowed in the fitness area.
- B. No one under the age of eighteen (18) will be allowed in the fitness area without parental or guardian supervision.
- C. All fitness participants must sign a waiver of liability and complete a medical release form prior to usage.
- D. All participation in fitness programs and usage of the equipment will be at risk of the individual.

Liability

- A. FBC does not assume responsibility for any lost or stolen items.
- B. The use of the Multi-Ministry Center and all equipment will be at the risk of the participant.
- C. FBC does not assume liability or responsibility for any injury to the user of the equipment of the facility.
- D. All participants will be required to sign a waiver of liability prior to the use of the equipment or facility.
- E. All minors will be required to have the signature of a parent or guardian.

INFORMATION FOR WEDDINGS ONLY:

Bride's Name: _____

Groom's Name: _____

Day and time facilities needed for rehearsal:

Day and time facilities needed for decorating:

Day and time facilities needed for reception:

Who is officiating the ceremony? _____

Other Officiates: _____

Put my wedding information in the church bulletin: ____ yes ____ no

Check List for Clean-up

It is the responsibility of every Sunday School Class, Ministry, Organization, Shower Hostess, Group or Individual that uses any of the facilities to set up and tear down for their event. This includes cleaning, putting tables, chairs and furniture back in place.

Sanctuary

- Vacuumed
- Choir chairs, pulpit and furniture in place
- Plants returned
- Paper and trash removed from pews

Fellowship Hall

- Floor swept and vacuumed if needed
- Tables cleaned and wiped off
- Tables and chairs put back in place
- Empty all trash cans and put a clean liner in each one. Carry out garbage to dumpster.

Kitchen

- Floors cleaned—swept and mopped if needed
- Clean and disinfect all counter tops
- Wash dishes and put them away
- Dish cloths rinsed and placed on sink
- Empty all trash cans and put a clean liner in each one, carry out garbage to dumpster
- Dispose of all left over food

Gym

- Floor Swept
- All trash picked up and trash taken out to dumpster
- Return all balls and equipment back to proper storage

Other

- Foyer and halls must be swept and vacuumed
- All foyer furniture and flower arrangements must be put back in original place
- Drive-Thru area must be swept and trash picked up

Cleaning supplies in new building are in the closet beside the ice machine in the Kitchen
Cleaning supplies in the main building are in Janitors Closet under the stairwell in main hall.
Cleaning supplies in the Youth room are in the Janitors Closet between the restrooms.

POST CLEAN UP:

All areas noted above have been cleaned.

Today's Date: _____ Signature of Responsible Party: _____

NOTE: Areas will be checked and the deposit will not be returned if the above checklist for your area has not been completed.