



Policy for Building Use

The purpose of Indiana Ave Baptist Church is to Glorify God, Grow Believers and Reach People. The use of church facilities is limited to events that will **not detract** from that purpose. Events held at IABC may vary in purpose and content, but all must appreciate, understand, and respect the message and ministry of Christ.

Ministry needs take precedence over outside organization events. However, calendaring is on a first come, first serve basis, and confirmed events will only be moved or cancelled in exceptional cases.

Process

All room request/reservations are made via a **Building Use Request** form (<http://www.iabc.org/resources/building-use>)

All requests are reviewed on a case-by-case basis in the weekly Staff Meeting

Requests have the possibility of being approved, declined, or tabled for later discussion

Day & Date Information

Saturday Events – **must conclude by 5:00 pm** and be out of the building by 6:00 pm

Holiday & Holiday weekends – facilities are not available

Important Information

Building Access – 9:00 am is the earliest time the building will be opened (includes setting up)

Summit & Auditorium – neither the furniture nor any equipment may be moved

Children's Building – use requires an event host/hostess (\$50 fee)

At all times there must be more than one adult in a room with one or more children (unless they are a family member)

Dancing is **not** allowed

Alcohol is **not** allowed

Sound

Only IABC Audio/Video Technicians may run IABC sound equipment

Additional fee for this service

A separate **Sound Request** is required (<http://www.iabc.org/resources/building-use>)

Responsibility

You are responsible for any damage done to any of IABC facilities by yourself or your guests

Please be sure all your guests are respectful and take care of IABC's facilities

After Event

Return the room to the setup it was in when you arrived

Wipe down tables

Clean up any spills on the floor

Take out the trash

Building Staff Cell Phone: 790-9814

Fees

There are fees associated with building use and the cost varies depending on room and event needs.

Due 7 days before the event

Questions

Contact Monica Ybarra at the Church Office (797-9704 or Monica.Ybarra@iabc.org)