Immanuel Baptist Church Building Use Policies

Immanuel Baptist Church (IBC) counts it a privilege to serve our community with the facilities God has entrusted us to steward, and we ask anyone wishing to use our facilities to abide by the following policies:

FEES

- All fees must be paid at the time of the event unless otherwise stated in writing.
- For the use of one building at IBC (Sanctuary, Gym, Education):
    - **$60 for a minimum of 2 hours**
    - **$30 for each additional hour**
- Each additional building is the same additional cost.
- This fee pays for custodial, utilities, normal wear & tear, but can be waived at the discretion of IBC's Church Leadership Team (CLT).
- If your event requires the use of the sound system in the Sanctuary, there is an additional fee for a member of our Audio/Visual Team—$50 for 2 hours, plus $25 per additional hour. This fee can be waived if and when someone from our Audio/Visual team adequately trains someone from your group on how to use the equipment. For weddings in the Sanctuary, this fee is already part of the Personnel Fee.
- For Weddings:, see Wedding Sections below

TIMES

- The use of IBC on Saturdays must conclude by 5:00 pm unless otherwise agreed upon in writing.

REQUESTS

- Building Use Requests must be received in full at least 14 days in advance.
- The point person for the event must be present at the event.
- No approval is binding until the proper forms are submitted and approved by the IBC Church Leadership Team (CLT) or its designee(s).
- Requests from church members will be evaluated on availability and may incur fees to cover expenses.
- Approval for past events does not automatically guarantee approval for future events.
- Any request of IBC's sound equipment or athletic equipment must be clearly stated.

LIABILITIES

- An agent of Immanuel Baptist Church must be present for access to, and closure of, the facilities. In some cases, a key may be checked-out from the church office and must be returned in a timely manner. Do not make copies of keys or lend them to anyone else.
- All outside organizations must provide a copy of their Certificate of Liability Insurance that specifically protects Third Parties, i.e. Immanuel Baptist Church.
- If the event includes the participation of minors, proof of criminal background checks no older than 36 months will need to be provided. Immanuel Baptist Church can process new background checks for a fee of $20 per person, with necessary processing time that includes online child safety training.
- Immediately report any facility problems or damages. The organization using the facilities assumes responsibility for any and all damages.
- Guests are responsible for securing all personal belongings during and after the event.

CANCELATIONS & INCLEMENT WEATHER

- Cancelations must be made at least 24 hours prior to the event, otherwise all fees must be paid.
- In the case of inclement weather, rescheduling and refunds will be arranged.
- In the event that IBC needs to make changes on short notice, we will do everything in our power to communicate with the appropriate point person(s) in a timely manner. Sometimes we have events we cannot anticipate, like funerals, that may necessitate rescheduling your event.

DRESS

- Everyone must dress safely & modestly while at IBC with appropriately fitting clothes.
- IBC staff reserves, at their discretion, to request that someone cover up if dressed inappropriately.

BEHAVIOR

- Appropriate behavior is required at all times, and IBC staff reserves the right to ask the offending person(s) to leave, or suspend them from further participation.
- We encourage fun & laughter, unless it involves horseplay, joking in a sexual way, involves nudity in any way, ridicules, puts down, hazes, diminishes, embarrasses, or demoralizes anyone, breaks the law, or encourages someone to break the law.
- No smoking or use of alcoholic beverages is allowed on IBC premises.

AT THE END OF THE EVENT

- All events must end at the agreed time.
- Clean up all trash and put away all equipment. Aim to leave the space(s) as clean or cleaner than you found them.
- Remove any decorations.
- Check restrooms and clean up any signs of excessive use.
- Turn off all lights and readjust thermostats as needed.
- Lock all doors.
- Return any borrowed keys.
- IBC is not responsible for belongings left behind.

USING THE KITCHEN

- Use of the church kitchen must be requested and approved.
- Use of the refrigerators and/or freezers to store items prior to the event must be coordinated with the church office.
- Do not pour grease down the drains.
- All equipment must be cleaned appropriately and returned to its original location.
- Kitchen floors must be swept and all trash must be taken out at the end of the event.

USING THE SANCTUARY

- Use of any of IBC's production equipment, televisions, musical instruments, sound equipment, cameras, computers, etc., must be requested and approved prior to the event. Please see the fees related to retaining someone to operate this equipment.
- Any music selection must be approved by the IBC pastor(s).

- No food or drink is allowed in the sanctuary, including in the lobby, choir room, balcony, or hallways.
- All furniture and equipment must be returned to its original location.
- Any use of candles must receive prior approval.

WEDDINGS

- Wedding ceremonies at IBC are at the sole discretion of IBC's Lead Pastor.
- IBC retains a Wedding *Director* who represents the church in all aspects related to the ceremony, and is available to act as your wedding *coordinator* at no additional fee. If you have a separate wedding coordinator, he or she will coordinate directly with IBC's Wedding Director.
- Policies apply to any and all people involved in the wedding ceremony, i.e. coordinators, decorators, florists, photographers, videographers, caterers, officiating ministers, etc.
- Weddings and receptions are discouraged on Sundays and major holidays.
- Only IBC pastors, or those approved by IBC's Lead Pastor, may officiate weddings at IBC, with a minimum honorarium of $200 paid directly to the minister.
- Music selection(s) must be submitted to the IBC Wedding Director no less than 30 days prior to the ceremony for approval by the IBC pastor(s).
- Setup and decorating can usually begin 1-2 days in advance depending on availability.
- Decorations must be removed by end-of-day following the ceremony.
- During the Advent/Christmas season, IBC decorations will not be moved and/or removed for the ceremony.

WEDDING FEES

- $450 Personnel Fee (total sum for Wedding Director, Production Team, and Custodial)
- $250 Building Use Fee (waived for IBC members)
- $300 for Wedding Receptions in the Gym
- All fees must be paid 30 days before the ceremony.

POLICY INTERPRETATION

- No member of church, or other person or group, is entitled to use the church property and facilities for a non-IBC sponsored event without approval in accordance with these policies.
- Approval for events may be evaluated on the requesting groups' beliefs, ministry relevance, availability, and proof of insurance liability.
- IBC reserves the right to draw up additional contracts to coordinate building use for extended periods and/or unique circumstances.
- IBC staff will handle policy infractions on an individual basis with other ministry leadership as necessary.
- IBC staff will be responsible for the enforcement and interpretation of all rules and policies.
- Any situation not specified in the list of policies, codes, and eligibility, will be acted upon at the discretion of the IBC staff and/or other ministry leadership as necessary.
- IBC staff reserves the right to ask anyone to leave as needed.