



# Facility Usage Policy

## Rental, Usage and Guest Agreement

**God's purpose for our church is to develop devoted followers of Jesus Christ – who know Him, grown in Him, and serve others in His name.**

**Statement of Purpose and Practice**

Inman First Baptist Church's (IFBC) facilities and properties are first and foremost places of worship, entrusted to the watch, care, and safe keeping of the current members. Many Christ followers, past and present, have made a heartfelt, faithful contributions to the life and ministry of the IFBC church building and to its beauty. IFBC has a rich heritage that should be respected primarily as a spiritual and holy place deserving of reverence and preservation. The spiritual ministry and mission of this church will always be first and foremost consideration when requests are made using the church buildings and grounds.

A spirit of cooperation exists with community, civic groups, other non-profit organizations, and individuals regarding the use of the church's building and grounds. While it is the church's desire to share its facilities within reasonable and established limits, at no time will any outside entity be allowed to interfere with functions that represent an IFBC's ministry or worship service.

**General Policy**

All events will be scheduled on a first come, first serve basis. Room(s)/area or place of an event will be established by the church calendar. **Gym rentals are NOT permitted on Sundays.**

\_\_\_\_\_ **Priority will always be given to an event hosted by a ministry group of IFBC or the funeral of a church member.**

\_\_\_\_\_ **No activities will be approved or scheduled for corporate fundraising activities, partisan political events, for-profit classes, seminars, or for any events or activities which are in conflict with the stated purpose, goals, non-profit standing and ministries of Inman First Baptist Church.**

**Rental will not be confirmed until payment of the rental fee and security deposit has been made to the church office staff. Access cards and/or codes must be pick-up during church hours, prior to event.**

Signs, notices or other printed materials are not allowed to be affixed or posted on walls, doors, or directional signs (interior or exterior).

The use of alcohol or ANY controlled substance is prohibited on church property.

Smoking is prohibited on church property.

The use of audio, music, clothing or visual materials containing profanity, violence or sexually explicit images, symbols or language is prohibited on church property.

Roller skates, skateboards or rollerblades may not be used on church property.

IFBC is not staffed to provide food services. Any food service using the kitchen or other facility will be the responsibility of the Renter/User or guest.

IFBC will not provide any products (plates, utensils, cups, etc.) for any event.

### **Use Of Inflatables**

The use of an inflatable may be permitted in the gym with prior notification and approval. If approved, the inflatable must be set-up and removed on the same day of the rental date. Equipment left overnight is not permitted. Loss of the renter's security deposit will be forfeited should this occur.

The name of the inflatable company must be provided to the church, along with contact information.

### **Reasonable Care Policy**

All parties renting/using and attending IFBC facilities agree that reasonable care will be exercised while on the premises. Any damage to furniture, equipment, walls, floors/carpet, or other structures must be reported to the church office as soon as possible. Any negligence from a Renter/User, guest or attendees of the Renter's/User's/Guest's event will be reported to local authorities. Any destruction of property resulting in repair or replacement will result in IFBC holding the Renter/User/Guest financially responsible.

### **Cleaning Waiver**

*If Applicable)*

The Renter/User/Guest shall leave the premises in a good, clean and safe condition. In lieu of the \$75.00 cleaning fee, the Renter/User/Guest agrees to ensure all trash is cleared of the room(s)/area and bagged. Trash bags should be taken to and placed inside the trash bin at the back of the church building.

All surfaces should be wiped down, floors must be swept, and all furniture returned to its original position in the room/area.

The kitchen must be clean, and nothing left in the sinks, stoves or refrigerator/freezer.

Make sure the ice maker is closed completely.

[ ] I, the Renter/User/Guest, choose to waive the \$75.00 cleaning fee and agree to clean the room(s)/area as described below. Upon inspection, the church reserves the right to retain the \$75.00 cleaning deposit if the room(s)/area is NOT within the required specifications.

### **Surveillance**

The church exterior property, hallways and rooms are under 24 hours surveillance. I understand that I, the event, and the attendees will be recorded while on church property.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

[ ] Renter      [ ] User      [ ] Guest

Church Staff Signature: \_\_\_\_\_