

# **FBCW Facility Rental Policy**

Revised Draft

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## Facility and Building Use Policy

Our mission statement:

In obedience to God, as a Christ-centered body of believers, we commit to disciple, enable, and encourage one another to love, worship, and serve our Savior, Jesus Christ. Furthermore, we commit to share the Good News and ourselves with our neighbors at FBCW, in the surrounding communities, and throughout the world.

As a faith family, we focus on strengthening families, serving our community, and impacting the world with the love of God. We also strive to be good stewards of what the Lord has blessed upon us. In so doing, we desire to offer use of our facilities to the members of our congregation as well as non-members in our community. We regard this offering as a service to our community, as well as an integral part of our mission as a church. As such, we reserve the right to review and refuse this service to any group or individual if the activities to be conducted do not align with our mission and service to the Lord.

The fees listed herein are to offset any expenses to the church, such as custodial and utility expenses, and not meant to generate revenue for the church. We desire to serve our community and the Lord by offering our facilities to our members and community.

*“And Jesus came and said to them, “All authority in heaven and earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age”*

*Matthew 28:18-20 ESV*

## **1. AUTHORITY AND APPROVAL**

- (a) The Trustee Board and Church Staff will ensure that all activities conducted on the premises will adhere to FBCW's mission and our purpose as a church.

## **2. PRIORITY OF USE**

- (a) Governing bodies and officials of the church. (I.e pastors, deacon board, trustees, committees , etc)
- (b) Groups established by the church, such as care groups, senior adult ministry, youth groups, divorce recovery, etc. These groups are not governing bodies of the church, but are very important to our mission and purpose.
- (c) Groups “adopted” by the church. These groups are accountable to the church and recognized as sponsored or affiliated with the church. Examples are MOPS, AWANA, etc.
- (d) Church members
  - i. The requesting member must be a current member in good standing with the church. In addition, the requesting member must be present at the church for the entire event duration.
- (e) Groups or individuals that are non-members of the church and have no affiliation \with or sponsorship from the church.

## **3. SCHEDULING**

- (a) All requests shall be submitted no less than 2 weeks before the event. This will allow enough time for review, approval, and any additional preparations.
- (b) All requests shall be submitted no more than 2 months in advance of the event.
- (c) All requests will be approved by Executive Pastor in consultation with Staff and Trustee Board.

## **4. USAGE FEES**

- (a) Groups from 2a, 2b, and 2c above shall incur no fees.
- (b) Groups from 2d and 2e shall incur usage fees as per the following table:

<b>FEES (per day)</b>		
*There is an additional \$50 refundable deposit for all rentals.		
<b>Room</b>	<b>Members (2d)</b>	<b>Non-members (2e)</b>
Multi-purpose room	\$100.00	\$300.00
Kitchen	\$50.00	\$100.00
Sanctuary	\$100.00	\$300.00
All other rooms	\$50.00	\$100.00
sound system (with sanctuary or multi-purpose room rental)	\$50.00	\$100.00
Nursery and staff?? <i>Do we want to offer this?</i>	\$50.00	\$100.00
The Vine	\$100.00	\$300.00
Upstreet	\$100.00	\$300.00

(c) The above fees may be waived at discretion of the Executive Pastor or Trustee Board

## 5. REQUIREMENTS AND RESTRICTIONS

- (a) All renters will be subject to a \$50.00 refundable deposit
- (b) There shall be no tobacco or alcoholic beverages permitted on church property.
- (c) Church facilities must be left in a reasonable condition after event.
  - i. If this is not the case, the renter will forfeit the deposit.
- (d) Church official is to be notified immediately upon conclusion of event.
- (e) The Church reserves the right to refuse any request that it feels goes against its mission and duty to serve the Lord.

## 6. CANCELLATION

- (a) At least 1 weeks notice must be given for cancellation of an event. Events canceled within this time frame will be refunded in full. Failure to give 1 weeks prior notice may result in forfeiture of deposit, or partial refund. This money will be applied to any expenses incurred by the Church.

**7. USE OF ADDITIONAL EQUIPMENT AND PROPERTY**

- (a) Only the Church property listed herein shall be available for rent by the community, members, or affiliated groups.