



BUILDING USE POLICIES AND PROCEDURES

GENERAL

First Baptist Church facilities are provided through God's goodness and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness of our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws (which are available upon request). Nor may facilities be used for activities that contradict, or are deemed by the pastor or ministerial staff as inconsistent with, or contrary to the church's faith and moral teachings. The church elected deacon body is the final decision-maker on whether a person or group can use church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church will not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of First Baptist Church's faith and religious practices. (*See 2 Corinthians 6:14; 1 Thessalonians 5:22*)

Second, it is very important to First Baptist Church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using church facilities.

Therefore, no persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict First Baptist Church's faith shall use any of the church facility, nor may any facilities be used in any way that contradicts First Baptist Church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all its property as holy and set apart to worship God. (*see Colossians 3:17*)

For an explanation of our beliefs please refer to the [Concise Statement of Faith](#) which is attached
For a more comprehensive Statement of Faith please refer to <http://fbcmurray.org/about-us/what-we-believe>

WHO MAY RESERVE THE FACILITY

- A. Adult First Baptist Church members 21 years or older.
- B. Community organizations or school events which have representation by a First Baptist Church member. The First Baptist Church member will be held responsible for signing out a key (if applicable) and making sure that the guidelines of these policies are followed.
- C. Non-First Baptist members may reserve the facility for a wedding with the understanding that the wedding must adhere to guidelines outlined in this packet.

WHO SHOULD RECEIVE THIS POLICY

Any person, who is the key contact for the group, reserving any part of the First Baptist Church facility. The contact person will be required to read this policy, be familiar with the guidelines before using the facility, and sign off on understanding the content of this policy. Thereafter, it will be available for review, should there be any questions.

SCHEDULING

- A. All requests for use of church facilities must be made at least 30 days prior to the event.
- B. A First Baptist Church member must be present at all times during the event.
- C. Scheduling will be on a first come, first served basis.
- D. A \$200 deposit (cash or check payable to: First Baptist Church), \$100 facility rental fee (for non-members and outside groups), and an application for use are required at the time of requesting use of the facility. The deposit encompasses a cleaning fee and damage fee and a portion of this deposit will be refunded based on the condition of the building following the event, as determined by FBC's Custodial Staff.
- E. The First Baptist Church Facility Usage Application and Agreement must both be read and signed in the church office. If any keys are needed to be issued, they should be checked out by the First Baptist Church member representing the organization or group requesting the facility no earlier than 2 days prior to the event. The key should be returned to the church office within 2 business days following the activity.
- F. The person signing the First Baptist Church Facilities Usage Application and Agreement will ultimately be responsible for seeing that all contents of this agreement are upheld and responsible for any breach/violation/disregarding of this signed agreement/contractual agreement.
- G. All Saturday activities at the church should be scheduled so that the building is completely cleared no later than 8:00 PM. This request is made due to the amount of time required to ready the church building for Sunday services and programming.

GENERAL BUILDING USAGE

- A. Any activity of a questionable nature, or that does not fully comply with the intended use of the facility, or one that does not comply with the church insurance policy will not be allowed. Building usage forms are submitted for approval at the weekly Ministerial and Staff meeting. The pastor and ministerial staff will use their discretion to reject or accept any request that has been questioned.
- B. NO SMOKING, or use of any type of tobacco products on the campus of FBC at any time.

- C. The serving, consumption, or use of alcoholic beverages, marijuana or narcotics shall not be permitted at any time on church property, including the outdoor campus property.
- D. First Baptist Church prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.
- E. First Baptist Church prohibits the use of its facilities for financial gain for any individual or group.
- F. The applicant is responsible to return the facility as they found it. Chairs, tables and other items must be returned to original position.
- G. Participants of activity must remain only in the area requested and approved for use.
- H. Heat and air controls MUST NOT be touched or changed by any user of the facility.
- I. Exterior doors are not to be propped open.
- J. Upon exiting the building, all lights must be turned off and doors locked.
- K. It is recommended that music for activities be Christian music. When music is used that does not fall under this classification, it should be chosen exhibiting the very best of Christian taste.
- L. Dancing is permitted in the Family Life Center. All dances should be tasteful, traditional, respectful, and in good Christian taste.
- M. Supervision of Children and Youth: All users of the facilities are expected to adhere the following guidelines:
 - No fewer than two adults must be present at all times during any program or event involving children. At least one adult must be a First Baptist Church member as specified in section B under Scheduling.
 - At least one of the supervising adults must be 21 years old with the remaining adults at least 18 years or older (it is highly recommended that all adults be at least 5 years older than the children and/or youth they will be supervising).
 - It is recommended at least one of the adults present be currently certified in First Aid and CPR. The certified individual must submit a current First Aid/CPR card at the time the facility request is submitted. FBC staff will make a copy to be attached to the facility request form.
- N. Anything broken or needing repair must be reported to the church office.
- O. No tape, sticky residue, or anything that would pull off paint is to be used on any floors or walls.
- P. If tables and chairs need to be moved from one building to another or from one room to another, the custodian must be notified.
- Q. Any scheduled activity must have adequate adult supervision (at least 21 years old).
- R. Janitorial supplies (broom, mop, bucket, general cleaning supplies) will be made available.
- S. Kitchen:
 - All non-church sponsored events must provide their own tableware, cups, party supplies, tablecloths, etc.
 - Food and drinks are allowed only in the kitchens, welcome center areas, gym area or classrooms.
 - Make sure all appliances are turned off (if applicable) following use.
 - Follow clean up list to return kitchen as it was found.
- T. Sanctuary:
 - Only non-drip candles may be used.
 - No food or drinks are allowed in the sanctuary.
 - Flowers should be in spill proof containers.
 - Choir chairs are not to be removed from their place unless permission is given.
 - Piano is not to be moved at all.
 - Follow clean up list to return sanctuary as it was found.

- No tape or other sticky material which might leave residue shall be used to attach decorations to the pew ends.

CLEAN UP LIST

A. KITCHEN

- Mop any spills if necessary.
- Wipe tables off with soapy water.
- Wash and put away all kitchen items used.
- Do not leave left over food in refrigerator or freezer unless prior arrangements have been made with the Food Coordinator.
- Clean sinks and run disposals to clear food from drain line.
- Bag trash and remove to nearest outside dumpster before you leave.
- Replace trash liners in trash containers.
- Turn off all lights and small appliances (if needed).

B. BATHROOMS

- Sweep floor and pick up trash.
- Water on and around bathroom sinks should be mopped up.
- Make sure all commodes are flushed.
- Bag trash and remove to nearest outside dumpster before you leave.
- Replace trash liners in trash containers.
- Turn off lights.

C. SANCTUARY

- Vacuum debris if necessary.
- Remove any decorations.
- Bag trash and remove to nearest outside dumpster before you leave.
- Replace trash liners in trash containers.
- Turn off lights.

D. CLASSROOMS

- Clean chalk and dry erase boards (if applicable).
- Pick up trash.
- Remove any decorations and put all furniture back as it was.
- Return tables and chairs to original position.
- Bag trash and remove to nearest outside dumpster before you leave.
- Replace trash liners in trash containers.
- Turn off lights.

E. GYM / FELLOWSHIP HALL

- Tables and chairs should be returned to their original position, or stored as they were found.
- Sweep floors, mop any spills if necessary.
- Pick up trash.
- Remove any decorations.

- Any recreation equipment that is used is to be returned to its original location.
- Bag trash and remove to nearest outside dumpster before you leave.
- Replace trash liners in trash containers.
- Turn off lights.

F. WELCOME CENTER (Family Life Center or Main Building)

- Tables and chairs should be returned to their original position, or stored as they were found.
- Sweep floors, mop any spills if necessary.
- Pick up trash.
- Remove any decorations.
- All trash is to be bagged, trash liners replaced and trash removed to nearest outside dumpster before you leave.
- All lights turned off.

G. NURSERY: The nursery facility is available upon request with the following provisions:

- Our nursery standards require at least two nursery care providers must be present to operate the nursery; both providers must be 18 years or older.
- At least one of these providers must be a First Baptist Church qualified care provider.



firstbaptistchurch

murray, kentucky

BUILDING USE REQUEST FORM

(Other than Weddings)

NAME OF CONTACT: _____

PLEASE STATE WHETHER YOU ARE A:

_____ Church Member

_____ Non-Church Member

_____ Church-sponsored Ministry

_____ Non-Member Group / Organization

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

EMAIL ADDRESS: _____

If requested use is by an organization not affiliated with First Baptist Church, please briefly state the organization's purpose and mission: (additional information may be attached to this form)

The person reserving the building **MUST** be present and responsible during the duration of the activity.

A \$200 deposit must accompany this form (Cash or Check payable to: First Baptist Church). It is refundable if this policy has been followed.

A \$100 facility rental fee (for non-members and outside groups) must accompany this form (Cash or Check payable to: First Baptist Church).

TYPE OF ACTIVITY/EVENT: _____

DESCRIPTION OF EVENT: _____

AREA NEEDED INFORMATION:

DATE OF ACTIVITY: _____ EVENT TIME (start): _____

EVENT TIME (end): _____

SET UP DATE: _____ SET UP TIME: _____

AREAS REQUESTED (check all that apply)

_____ Gym

_____ Welcome Center (main bldg.)

_____ Gym Kitchen

_____ Sanctuary

_____ Welcome Center (FLC)

_____ 3rd Floor Kitchen

_____ Youth/College Worship Area (FLC)

_____ Classrooms (Education bldg.)

_____ Youth/College Classrooms (FLC)

Room #'s _____

_____ Mezzanine (FLC)

_____ Library

Other: _____

SERVICES/EQUIPMENT NEEDED:

Number of tables: Round 60" _____ Rectangle 30"x 8' _____

Number of chairs: _____

Equipment to be used (specify) TV _____ DVD _____

Other sound equipment (mics, sound system, etc.) _____

ANY OTHER ITEMS REQUESTED: _____

I AFFIRM THAT:

- I understand that First Baptist Church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith as well as its constitution and bylaws.
- To the best of my knowledge, the purpose for which I am requesting use of the church's facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to the church staff.
- I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
- I understand that the church does not allow its facilities to be generally available to the public, and that my use of the facilities is subject to the ministerial staff's approval, which is conditioned in part on my agreement to the requirements in the "Building Use Policies and Procedures," which I have read and understood.
- I understand that I will be responsible for any damages to the church's facilities or equipment resulting from this proposed use of facilities.

PRINTED NAME _____

DATE _____

SIGNATURE _____

NAME OF CHURCH REPRESENTATIVE _____

SIGNATURE OF CHURCH REPRESENTATIVE _____

DATE _____

For OFFICE USE ONLY::		
Deposit Received: _____	Cash / Check # _____	Received by: _____
Facility Fee Received: _____	Cash / Check # _____	Received by: _____
Approved by Staff _____		

AGREEMENT

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Print Name: _____

Concise Statement of Faith

(For a more comprehensive Statement of Faith please refer to <http://fbcmurray.org/about-us/what-we-believe>)

- **Concerning God:** We believe there is one God, who eternally exists in three persons- Father, Son, and Holy Spirit.
- **Concerning the Bible:** We believe the 66 books of the Old and New Testament are the authoritative Word of God based on inspired text without error.
- **Concerning the Person and Work of the Lord Jesus Christ:** We believe in the full deity and humanity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father where He intercedes for us, and in His personal return in power and glory.
- **Concerning the Human Condition:** We believe all human beings are lost and sinful by nature. Consequently, salvation can be accomplished only by God's grace through regeneration and justification by the Holy Spirit. Salvation cannot be earned. It is a gift from God, received only by faith in Jesus Christ.
- **Concerning the Present Work of the Holy Spirit:** We believe the indwelling Holy Spirit works the regeneration, sanctification and preservation of the Christian. His User is to glorify Jesus Christ and empower the believer for godly living and service.
- **Concerning the Spiritual Unity of Believers:** We believe the Church is the body of Christ of which Jesus Christ is the Head.
- **Concerning the Future:** We believe in the bodily resurrection of the saved unto eternal life and the lost to eternal condemnation.

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person. We believe that any conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Gen 1:26-27; Deuteronomy 22:5)

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that to preserve the function and integrity of First Baptist Church as the local Body of Christ, and to provide a biblical role model to the First Baptist Church members and the community, it is imperative that all persons employed by First Baptist Church in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.) We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of First Baptist Church.