

# **Facilities Use Policy**

## **First Baptist Church Headland, Alabama**

The Church's facilities may be used:

- 1) For Church Sponsored Events by members,
- 2) For Non-Church Sponsored Events by members and non-members,
- 3) By Sister churches, Baptist Associations, non-church sponsored Christian groups, 501c organizations, and government entities.

All usage is at the sole discretion of the Church through its designated agents. Conditions and fees vary for each type of usage. A member for the purpose of this policy is defined as a person who has been a member of First Baptist Church, Headland, Alabama at least three months. A "church sponsored event" for the purposes of this policy is defined as an event hosted either by the church leadership or by a recognized ministry of the church, and/or an event to which all or a significant portion of the church's members are invited.

Facilities generally available for usage request include but are not limited to the Worship Center, the Ministry Center, and the Chapel. The Worship Center, the Ministry Center, and the Chapel are hereafter referred to as Facilities unless specifically identified. Church agents are the Church Secretary and the Associate Pastor where this policy is concerned.

Worship Center usage is limited to Weddings and religious services. Wedding usage is covered under the church's Wedding Policy.

### **1.0 The Reservation Process**

- 1.1 All requests for reserving the Facilities must be made through the Church Office with the Church Secretary.
- 1.2 Reservations for Facilities Usage will not be confirmed until the Church Secretary has the necessary information to allow a Church Staff review to ensure that there is no conflict with any planned ministries of the church on the requested date. Planned ministries of the church take precedence over any usage request.
- 1.3 It will generally take one week from the time the reservation request is received until the Church Staff can review it and the date be confirmed.
- 1.4 Once the date has been confirmed, complete the Facilities Use Agreement (page 5) and return it to the Church Secretary. Your event will then be put on the Church Calendar.
- 1.5 Payment is due along with the Facilities Use Fee Schedule (page 7) and all other applicable forms at least 10 days prior to the event. Other forms may include Caterer Agreement and any Facilities Setup forms (pages 8-11).
- 1.6 These forms are needed in order to efficiently plan for your event and to recruit appropriate help in a timely manner. Failure to comply with this request releases the church of any responsibility to provide these services.
- 1.7 Payment for the usage of the Facilities, services of the Custodian, Audio Technician and Multi-Media Technician, if applicable, is to be paid through the Church Office. Payment should be made with a single check made payable to First Baptist Church, Headland, Alabama (FBCH), however cash is acceptable.
- 1.8 Any Instrumentalist/Vocalist fees are to be negotiated by the using party and paid directly to them and such arrangements are outside the scope of this policy. Music must always be in Christian good taste and God honoring.

## **2.0 General Information**

- 2.1 All First Baptist Church (FBCH) organizations, committees, and ministries through their leaders as well as church staff members may request the usage of Facilities for Church sponsored activities. Depending on the usage and details involved, some or all parts of the facilities usage forms may need to be completed by users as determined by the Church Agents. (Set-Up, Sound)
- 2.2 Members may request the use of the Facilities for non-church sponsored events.
- 2.3 Non-Members, under certain circumstances, may request the use of the Facilities. Examples would be for a Wedding or Wedding Reception (See FBCH Wedding Policies), civic organizations, and community groups whose purposes and activities are not at odds with those of the church. Neither political rallies nor functions which may be considered divisive in nature or which support or oppose any individual running for any public office may be held in the Facilities.
- 2.4 Sister churches, Baptist Associations, non-Church sponsored Christian groups, 501c organizations and government entities may request the use of the Facilities.
- 2.5 Food and drink are allowed in the Ministry Center and Chapel. Food and drink are not allowed in the Worship Center, including the Worship Center Foyer. Water is not considered a drink in regards to the Worship Center or Worship Center Foyer.
- 2.6 All behavior and activities in the Facilities are to exemplify Christian principles. Music must also be in Christian good taste and God honoring.
- 2.7 The Facilities may not be used for non-church sponsored or non-religious activities on Sundays.
- 2.8 No alcoholic beverages or dancing is allowed on church premises. Smoking is not allowed in any church building.
- 2.9 Under no circumstances, in any of the Facilities, will decorations be attached to the ceiling, walls, pews or other furniture by stapling, pinning, push pinning, gluing, nailing or with unapproved tape. Approved tape is either blue or purple painters tape. Push pins may be used to attach decorations to the "Screen Flex" dividers in the Ministry Center.
- 2.10 All instruments, guitar size or larger, in the Worship Center are not to be moved from their positions. Requests can be made to move instruments in the Chapel. See Page 8, Chapel Stage Set Up.
- 2.11 The Ministry Center has been designated as a disaster relief shelter. In the event the Ministry Center is used as a shelter, the designated FBCH Red Cross Coordinator will work with the American Red Cross to coordinate this ministry. Any conflict arising between a church approved event and the continued use of the Ministry Center as a shelter will be reconciled by the Associate Pastor and the designated FBCH Red Cross Coordinator.
- 2.12 Maximum fire code capacity for the Ministry Center is 300, for the Chapel is 150 and for the Worship Center is 600. Seating capacity around tables in the Ministry Center and Chapel will depend on configuration selected, and may be less than maximum fire code capacity.
- 2.13 After its initial approval by the church, the Facilities Use Policy may be permanently revised by the agreement of the Church Agents designated for this policy with the approval of the past, current, and immediate future Deacon Chairs. If changes are deemed to be of enough significance by the Deacon Chairs, the policy changes will go to the Deacons and then to the Church for consideration.
- 2.14 The Facilities Use Policy may be revised temporarily by the agreement of the Church Agents designated for this policy to meet specific needs, to provide opportunities for ministry, and to ensure the safety, proper usage and care of the buildings. The Church Agents may refer matters to the current Deacon Chair for advice as deemed appropriate.

- 2.15 The Associate Pastor will be the ultimate overseer of the usage of the Facilities. Any request that cannot be addressed by the Church Secretary will be referred to the Associate Pastor. Requests that are questionable as determined by the Associate Pastor, requests that are outside the authorization of this policy, or scheduling conflicts which cannot be resolved by the Associate Pastor will be referred to the current Deacon Chair for resolution.

### **3.0 Types Of Usage and Fees** – See Facilities Usage Fee Schedule on page 7.

- 3.1 Use of the Facilities for Church Sponsored Events: Sunday School and Committee Events, Member Wedding Anniversaries, Showers and Senior Adult birthdays.
- 3.1.1 No fees apply to Church Sponsored Events for FBCH organizations, committees, and ministries. This usage is by Members only.
- 3.1.2 No fees apply to Church Sponsored Events such as wedding anniversaries, wedding and baby showers, and Senior Adult birthdays.
- 3.2 Use of the Facilities for Non-Church Sponsored Events: Family Reunions, Special Occasions, Civic and Community Organization events whose purposes and activities are not at odds with those of the church. This usage may be by Members or Non-Members.
- 3.2.1 Facilities Usage Fees, Facilities Set Up Fee, Facilities Reset/Clean Up Fee, Audio Fee and Video/Multi-Media Fees will apply for Non-Church Sponsored Events.
- 3.3 Use of the Facilities by Sister Churches, Baptist Associations, Non-Church Sponsored Christian groups, 501c Organizations and Government Entities:
- 3.3.1 Facilities Usage Fees, Facilities Set Up Fee, Facilities Reset/Clean Up Fee, Audio Fee and Video/Multi-Media Fees may or may not apply depending on the type, timing, and frequency of usage.

### **4.0 Usage Requirements**

- 4.1 **Security:** The using party is responsible for the physical security of the Facilities. They may sign out key(s) from the Church Office the week of the event with the stipulations that all paperwork for Facilities Usage has been completed, all fees have been paid, and that the keys will be returned the week after the event.
- 4.2 **Kitchen Cleanup:** Whether paying for custodial services or not, it is the responsibility of the using party to clean the kitchen(s), if used. Cleaning the kitchen is not the responsibility of the custodian. The using party or caterer must thoroughly clean the kitchen, which includes the following: cleaning counters, sinks, dishes and cooking utensils, emptying dishwasher, washing out garbage disposal units, washing doors of refrigerator, washing exit doors if needed, taking kitchen garbage to the dumpster, sweeping and mopping floors, and locking outside kitchen entrance door. Used linens may be left by the kitchen sink. Clean up supplies are located under the kitchen sinks. The dumpster is located at the northeast end of the Ministry Center parking lot.
- 4.3 **Catering:**
- 4.3.1 The using party may contract with any caterer who agrees in writing to the guidelines for kitchen use and cleanup as stated above.
- 4.3.2 The using party may serve as their own caterer and therefore be responsible for their own cleanup of the kitchen following the guidelines for kitchen cleanup as stated above.
- 4.3.3 The caterer may use any utensils and equipment in the kitchen.
- 4.3.4 The using party is responsible to FBCH to assure the caterer properly cleans. If the Church Secretary finds that additional cleanup is needed, the using party may a) contact the caterer and arrange for the additional cleanup, b) the using party may do the cleanup, or c) the Church Secretary will schedule a custodian to do the cleanup at \$20.00 per hour (a minimum charge). The time by when the cleanup must be completed will be established by the Church Secretary.

- 4.3.5 If the caterer has never provided services for events held at FBCH, then the caterer is to acknowledge their agreement to honor these responsibilities by providing a signed Caterer Agreement form, page 6, to the Church Office. Once the caterer has signed this form, then no other forms need to be signed for future catering jobs unless notified by FBCH.

## **5.0 Audio Policy**

- 5.1 A member of the Church's Audio Committee or their designee must be used to provide audio services for events held in any Church Facilities.
- 5.2 Because of the time and commitment involved, a fee will be collected by the church and paid to the person(s) providing these services. The money is due prior to the event and included with the other fees. The total amount due before the event will be based on the services planned to be provided per the schedule on the Facilities Use Fee Schedule (page 7). If, however, the actual time used exceeds what was planned, users will be billed for the difference.
- 5.3 Requests for audio services must be made at least 10 days prior to any event. Failure to comply with this request releases the church of any responsibility to provide these services.
- 5.4 Details regarding securing an audio technician will be handled by the Minister of Music.

## **6.0 Video/Multi-Media Policy**

- 6.1 A member of the Church's Multi-Media Committee or their designee must be used to provide video/multi-media services for events held in any Church Facilities.
- 6.2 Because of the time and commitment involved, a fee will be collected by the church and paid to the person(s) providing these services. The money is due prior to the event and included with the other fees. The total amount due before the event will be based on the services planned to be provided per the schedule on the Facilities Use Fee Schedule (page 7). If, however, the actual time used exceeds what was planned, users will be billed for the difference.
- 6.3 Requests for video/multi-media services must be made at least 10 days prior to any event. Failure to comply with this request releases the church of any responsibility to provide these services.
- 6.4 If the using party has a prepared video, Power Point or other multi-media presentation to be played as part of the event, the Minister of Music must receive a copy at least ten days prior to the event to be reviewed for compatibility and content and to facilitate securing a technician.
- 6.5 Details regarding securing a multi-media technician will be handled by the Minister of Music.
- 6.6 FBCH does not provide video services or equipment for the purpose of recording any event. This includes personal events for staff as well as all other types of usage.
- 6.7 If the using party desires, they may video their own event using their own equipment. Or, if they prefer, they are free to use a professional videographer. Videographers must use their own equipment.

If you have questions or need any additional information,  
please call the church office at  
693-3220 or 693-3205.

Office hours are Monday – Thursday 8am – 4pm.

**FACILITIES USE AGREEMENT**  
**First Baptist Church Headland, Alabama**

\_\_\_ **Ministry Center**      \_\_\_ **Chapel**      \_\_\_ **Worship Center**

I, \_\_\_\_\_ request the use of the above checked Facilities of First Baptist Church, Headland, Alabama, on

\_\_\_\_\_, \_\_\_\_\_,  
(Date) (Time)

on behalf of \_\_\_\_\_ for \_\_\_\_\_.  
(Group) (Purpose)

Keys to the Facilities are available upon request.

Request keys: YES \_\_\_\_\_ NO \_\_\_\_\_

Keys to be returned to Church Office no later than \_\_\_\_\_.  
(Date)

AGREEMENT. I have read the policies and the group/party agrees to comply with the Facilities Use Policy regarding general use, ensuring cleanup of the kitchen by self or by caterer, any custodial fees, any audio technician fees, any video/multi-media technician fees, physical security of the building and payment of any additional fees not covered in the original estimate at least 10 calendar days prior to the use date.

I agree to ensure the above conditions are met by my group/party.

Signed: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only

CHURCH APPROVAL:

\_\_\_\_\_  
Church Agent Date: \_\_\_\_\_

Key Issue: Key(s): \_\_\_\_\_ Issued To: \_\_\_\_\_ Date: \_\_\_\_\_

Key Return: Key(s): \_\_\_\_\_ Returned By: \_\_\_\_\_ Date: \_\_\_\_\_

**CATERER AGREEMENT**  
**First Baptist Church Headland, Alabama**

\_\_\_ **Ministry Center**                      \_\_\_ **Chapel**

I, \_\_\_\_\_, request authorization to perform catering services at the above checked Facilities of First Baptist Church, Headland, Alabama.

**Agreement:**

I agree to be responsible for complying with the requirements of the Facilities Use Policy of First Baptist Church, Headland, AL in performing catering services. Specifically, I agree to be responsible for cleanup of the kitchen(s) as listed in the policies below:

Caterer Policies

1. The using party may contract with any caterer who agrees in writing to the guidelines for kitchen use and clean up.
2. The caterer may use any utensils and equipment in the kitchen.
3. The caterer must thoroughly clean the kitchen, which includes the following: cleaning counters, sinks, dishes and cooking utensils, emptying dishwasher, washing out garbage disposal units, washing doors of refrigerator, washing exit doors if needed, taking kitchen garbage to the dumpster, sweeping and mopping floors, and locking outside kitchen entrance door. Used linens may be left by the kitchen sink. Clean up supplies are located under the kitchen sinks. The dumpster is located at the northeast end of the Ministry Center parking lot.
4. The using party is responsible to First Baptist Church to assure the caterer properly cleans. If the Church Secretary finds that additional cleanup is needed, the using party may a) contact the caterer and arrange for the additional cleanup, b) the using party may do the cleanup, or c) the Church Secretary will schedule a contract custodian to do the cleanup at \$20.00 per hour (a minimum charge). The time by when the cleanup must be completed will be established by the Church Secretary.
5. The caterer is to acknowledge their agreement to honor these responsibilities by providing this signed agreement to the Church Office. Once this has been submitted, no other forms need to be signed for future catering jobs unless notified by First Baptist Church.

Signed: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone(s): \_\_\_\_\_

For Office Use Only

CHURCH APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

Church Agent

Key Issue: Key(s): \_\_\_\_\_ Issued To: \_\_\_\_\_ Date: \_\_\_\_\_

Key Return: Key(s): \_\_\_\_\_ Returned By: \_\_\_\_\_ Date: \_\_\_\_\_

## FACILITIES USE FEE SCHEDULE

For: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ # Persons: \_\_\_\_\_

Write in here and circle Type of Use under 3.0 below: \_\_\_\_\_

Use	Potential Fees	Days Used	Applicable Totals
Ministry Center < 100	\$50.00	X	
Ministry Center > 100	\$100.00	X	
Ministry Center Set Up	\$60.00		
Ministry Center Reset/Clean Up	\$60.00		
Chapel Event < 50	\$100.00	X	
Chapel Event > 50	\$200.00	X	
Chapel Set Up	\$80.00		
Chapel Reset/Clean Up	\$80.00		
		Add. Hours	
Audio 1 <sup>st</sup> Hour	\$60.00		
Each Additional Hour	\$30.00	X	
Video/Multi-Media 1 <sup>st</sup> Hour	\$60.00		
Each Additional Hour	\$30.00	X	
<b>Grand Total</b>			

### 3.0 Types Of Usage and Fees

- 3.1 Use of the Facilities for Church Sponsored Events: Sunday School and Committee Events, Member Wedding Anniversaries, Showers and Senior Adult birthdays. This usage is for Members only.
  - 3.1.1 No fees apply to Church Sponsored Events for FBCH organizations, committees, and ministries.
  - 3.1.2 No fees apply to Church Sponsored Events such as wedding anniversaries, wedding and baby showers, and Senior Adult birthdays.
  
- 3.2 Use of the Facilities for Non-Church Sponsored Events: Family Reunions, Special Occasions, Civic and Community Organization events whose purposes and activities are not at odds with those of the church. This usage may be by Members or Non-Members.
  - 3.2.1 Facilities Usage Fees, Facilities Set Up Fee, Facilities Reset/Clean Up Fee, Audio Fee and Video/Multi-Media Fees will apply for Non-Church Sponsored Events.
  
- 3.3 Use of the Facilities by Sister Churches, Baptist Associations, Non-Church Sponsored Christian groups, 501c Organizations and Government Entities:
  - 3.3.1 Facilities Usage Fees, Facilities Set Up Fee, Facilities Reset/Clean Up Fee, Audio Fee and Video/Multi-Media Fees may or may not apply depending on the type, timing, and frequency of usage.

Please make one check payable to: First Baptist Church Headland, Alabama.  
 This fee schedule and all fees are due at least 10 calendar days prior to your event.

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

For Office Use: \_\_\_ Cash or \_\_\_ Check#: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_

Church Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CHAPEL STAGE SETUP

For: \_\_\_\_\_

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

**CHAPEL STAGE SET UP:** Describe or diagram how you want the stage set up.

Total Number of Seats: \_\_\_\_\_ Tables: \_\_\_\_\_ Other: \_\_\_\_\_

	<b>Stage</b>	D O O R
		Door
<p><b>Put Stage Set Up, If Any, On This Page.</b></p> <p><b>A To-Scale Main Floor Set-Up Diagram Is Found on Page 10.</b></p>		
Door	<b>Kitchen</b>	Door

**SOUND SYSTEM:** Describe needs.

Number of Microphones: \_\_\_\_\_ Type Of Microphones: \_\_\_\_\_

Music for Vocalist(s): \_\_\_\_\_ Background Music – CD, etc.: \_\_\_\_\_

Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_



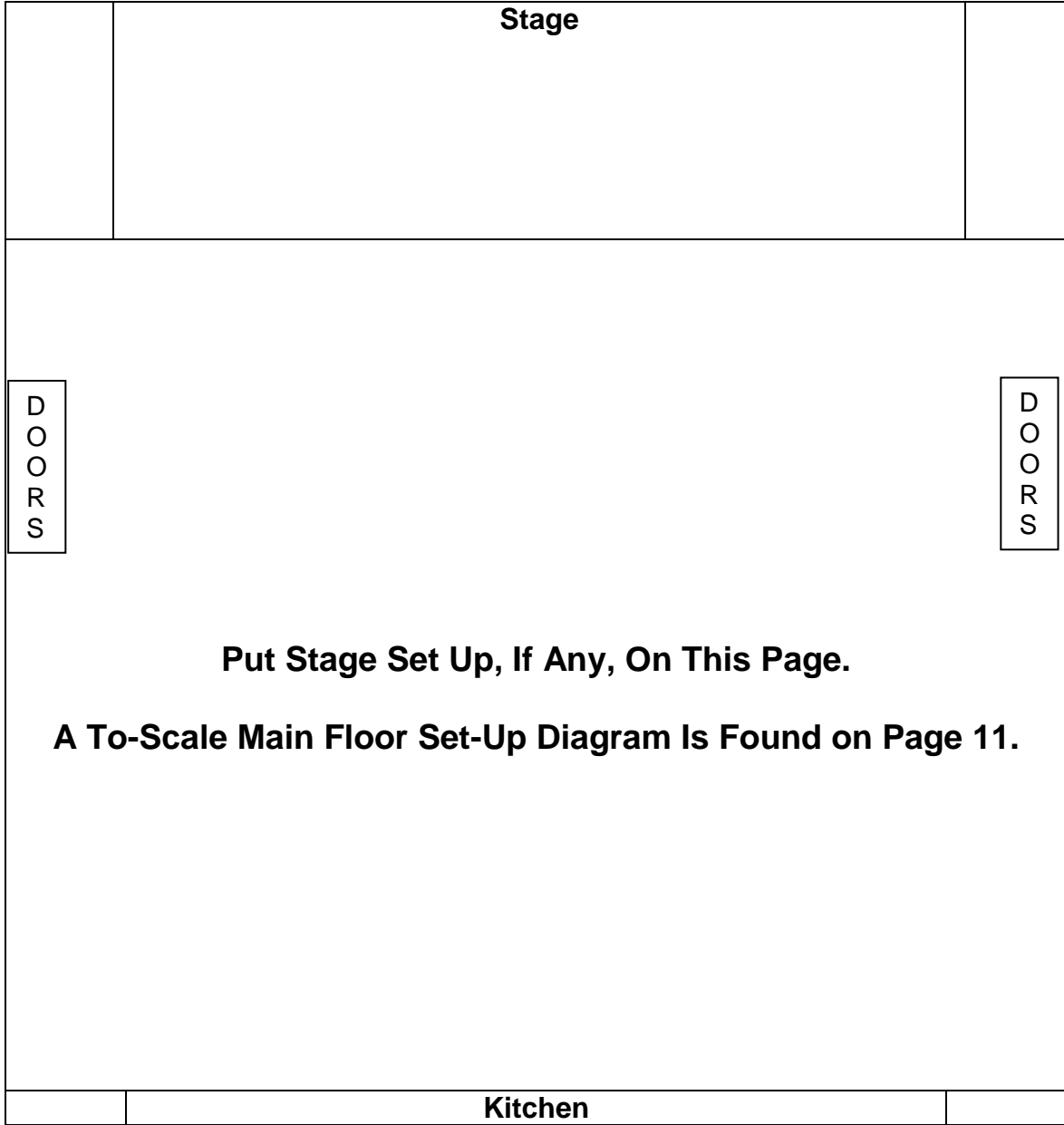
## MINISTRY CENTER STAGE SETUP

For: \_\_\_\_\_

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

**MINISTRY CENTER STAGE SET UP:** Describe or diagram how you want the stage set up.

Total Number of Seats: \_\_\_\_\_ Tables: \_\_\_\_\_ Other: \_\_\_\_\_



**SOUND SYSTEM:** Describe needs.

Number of Microphones: \_\_\_\_\_ Type Of Microphones: \_\_\_\_\_

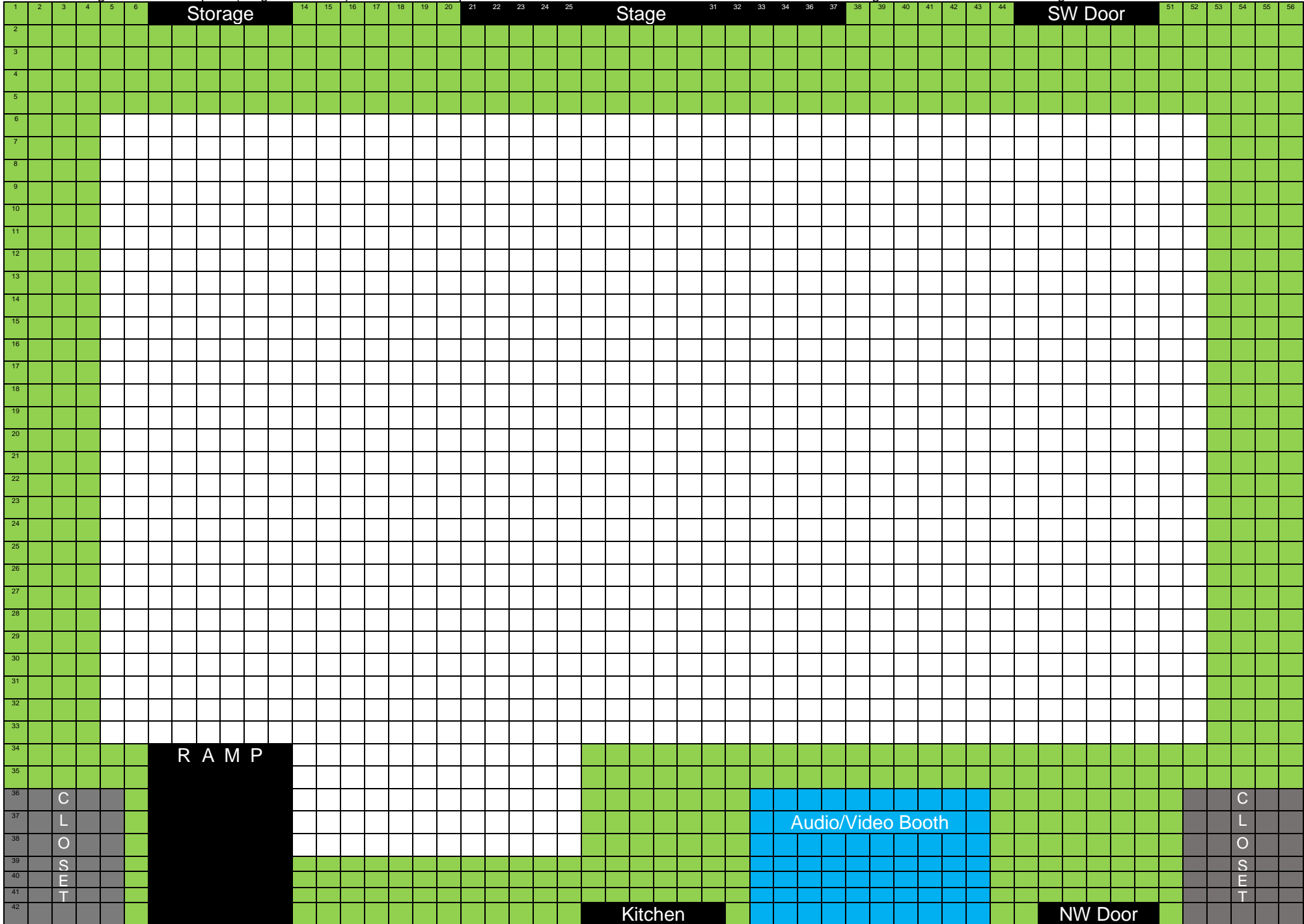
Music for Vocalist(s): \_\_\_\_\_ Background Music – CD etc.: \_\_\_\_\_

Other: \_\_\_\_\_

Signed: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

# Chapel Set Up

Showing Usable Floor Space (Stage not Shown) Each cube = 1 square foot. Quarter = size of 5 foot round table. 3x6 = 6 foot Rectangle Table. 3x8 = 8 foot Rectangle Table. Green is border area.



# Ministry Center Set Up Showing Usable Floor Space (Stage not Shown)

Each cube = 1 square foot. Nickel = size of 5 foot round table. 3x6 = 6 foot Rectangle Table. 3x8 = 8 foot Rectangle Table. Green is border area.

