

**First Baptist Church**  
**Building Use and Activity Policies**

1. **Initial Arrangements:** Contact the church secretary to make an appointment to pick up reservation forms and policies. Tentative dates may be cleared by phone. However, those dates do not become official until the completed forms are returned, and are signed by the Property Committee Chairman & the Pastor. If necessary, also the Youth director and Hispanic Pastor.

Availability of the church building will be determined by the church calendar. All church activities will take priority. If there are no conflicts, the activity will be scheduled. Forms must be filed in the Church office for all Non church activities and Church activities outside the normal weekly schedule.

2. **Schedule of Activities:** No non church related activities may be scheduled on Sundays. Wedding and baby showers will be given special consideration. Saturday activities must be scheduled so that the event is finished and the building can be cleaned and set up for Sunday services by 10:30pm. All activities scheduled in December or 3 weeks before Easter must be cleared with all staff members to avoid conflicts with rehearsals for Christmas and Easter programs.
3. **The Activity that can be scheduled: Since this is a house of worship and an institution of God, the activity MUST be within the bounds of Christian ethics.**
4. **Approval:** Before approval will be given for an activity to be held at First Baptist Church, Beaver, a written explanation of the activity should be given to the church secretary (see attached reservation form). All activities scheduled for the Annex building must also be cleared with the youth Department and the Hispanic Mission Pastor.
5. **Music:** All music used must first be cleared with the Pastor or Minister of Music. If music other than Christian music is to be used, this must be cleared with the Pastor or Minister of Music. For formal activities guest musicians must schedule practice time with the Secretary and Sound technician before the activity.
6. **Approval:** Before approval will be given for events held at First Baptist Church, Beaver that are not related to the Church, an interview must be scheduled with the pastor in which all details must be presented.
7. **Building Use policy:**
  - a. **Be it understood that the Primary Contact will be liable for any damages which might be incurred to any of the Buildings, Grounds, or Furnishings of First Baptist Church, Beaver whether caused by the scheduling party, guests or any of those associated with the event.** You will be expected to pay all damages. If damages or missing items are discovered you will be notified in writing of the cost of those items and prompt payment is expected.
  - b. **The church office and facilities are open each week day between the hours of 9:00am – 4:00pm.** If preparations for the activity (decorating, etc.) cannot be completed between these hours, special arrangements must be made, in advance, through the Church office. The arrangements are the responsibility of the primary and/or secondary Contact person.
  - c. Please do not use nails, tacks, staples, pins or anything that will permanently mark the woodwork. Painter's tape may be used.
  - d. All decorations must be removed immediately following the event.
  - e. **The scheduling party will be responsible for the cleaning of wax or stains from the floors, furniture and carpets.**
  - f. Please see that the church premises are left as clean as possible after use.
  - g. The placing of flowers, ferns, candles or anything decorative on either the piano or organ is **strictly prohibited.**
  - h. Air conditioning/heating will be turned on only as long as is necessary to cool/heat the rooms used.
  - i. Only wrapped wire that will not harm the woodwork may be used to fasten items. **Please do not use florist tape.** Painter's tape is permissible.
  - j. No smoking, alcoholic beverages, or obscene language on the premises. No food or drink in the auditorium, please.
  - k. Use of the Sound System is strictly forbidden unless an approved Technician is present.

**Activity Reservation form**  
**(For Members & Non-Members)**

*(Reservation form must be filled out and returned to the church office before calendared.)*

Activity name: \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Activity Date \_\_\_\_\_ Time \_\_\_\_\_

Church Sponsored Activity:  Yes  No

Primary Contact \_\_\_\_\_ Phone \_\_\_\_\_ Wk/Cell Phone \_\_\_\_\_

Second Contact \_\_\_\_\_ Phone \_\_\_\_\_ Wk Phone/Cell \_\_\_\_\_

We will be using:

\_\_\_\_\_ Auditorium; \_\_\_\_\_ Fellowship Hall; \_\_\_\_\_ Kitchen Facilities;; \_\_\_\_\_ Boots & Jeans Room; \_\_\_\_\_ Sound System;

\_\_\_\_\_ Piano; \_\_\_\_\_ Organ; \_\_\_\_\_ Annex Building (*special signatures required*);

\_\_\_\_\_ Other (Explain: \_\_\_\_\_)

**Preparations/setup:**

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

\_\_\_\_\_ Auditorium; \_\_\_\_\_ Fellowship Hall; \_\_\_\_\_ Kitchen Facilities; \_\_\_\_\_ Sound System; \_\_\_\_\_ Piano; \_\_\_\_\_ Organ

***Be it understood that the Primary Contact will be liable for any damages which might be incurred to any of the Buildings, Grounds, or Furnishings of First Baptist Church, Beaver whether caused by the scheduling party, guests or any of those associated with the event.***

Have you familiarized yourself with the building policies?  Yes;  No

Please sign below and Date:

Primary Contact: \_\_\_\_\_ Date: \_\_\_\_\_

Second Contact: \_\_\_\_\_ Date: \_\_\_\_\_

**Office Use Only:**

Date entered on Church Calendar \_\_\_\_\_ Calendared by \_\_\_\_\_

Properties Committee Chairman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Annex Use: Youth Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Hispanic Pastor Signature: \_\_\_\_\_ Date: \_\_\_\_\_