

USE OF BUILDING POLICY
First Baptist Church
Caney, Kansas

Approved by the Board of Directors: March 4, 2008

The church family of the First Baptist Church is pleased to make the facilities of the church available for use by its members and/or outside groups in accordance with the following policies of the church:

1. **Christian in nature** - All activities and functions taking place at First Baptist Church should be Christian in nature. If the activity / function is not Christian in nature, the activities, music, and atmosphere of the activity / function must be consistent with the beliefs and the Bylaws of this church and its members.
2. **Notice** - The Pastor or church secretary should be advised of the activity as far in advance as possible. Regularly scheduled church activities, and "emergency" activities such as funerals, have priority over all functions and activities of outside groups. Individuals who are not members (or regular attenders) of First Baptist Church and groups which are not a part of First Baptist Church must receive approval from the Senior Pastor or Chair person of the Board of Directors before an event will be approved and placed on the Church calendar.
3. **Sponsors** - All activities or meetings at First Baptist Church must have at least one approved sponsor present who is 21 years of age or older. All members of First Baptist Church who are 21 or older are automatically approved sponsors. All other individuals must be approved by the Congregation, by the Board of Directors or by the Deacons.
4. **Charges** - The cost for using the church shall consist of three parts:

a. **Use of the building**

this fee covers the utilities and other expenses First Baptist Church incurs related to your use of the building and equipment.

Church members (or regular attenders) of First Baptist Church, and their immediate families, shall have the use of the building for activities and functions without charge.

Non-members shall be charged the following fees:

\$100.00 for the use of the Sanctuary;
\$50.00 for the use of the Fellowship Hall;
\$250.00 for the use of the Foundation.

The Senior Pastor and/or the Chair person of the Board of Directors shall be able to waive some or all of the Use of Building Fees at their discretion.

- b. **Custodial fee** - All persons who use the building shall pay the following custodial fees:

\$50.00 for the Sanctuary and/or Fellowship hall

\$100.00 for the use of the Foundation

Church members (or regular attenders) of First Baptist Church can make arrangements for setting up prior to the activity or function and cleaning up after the activity or function themselves (and not use the custodian) in lieu of paying a custodial fee.

- c. **Other Gratuities** - Those using the facility should remember that the church's musician(s) and the sound technician(s), etc., are volunteers. Church members (or regular attenders) are not required to pay for the services of our volunteers, but are encouraged to make a love-offering gift to them. Those who are not members (or regular attenders) need to pay the following gratuities:

- i. **Organist / pianist** - If you provide your own organist or pianist, there is no charge. The following fee applies for use of the church's organist and/or pianist: \$50 per hour for playing for a ceremony or service. The organist and/or pianist may, at their discretion, increase or decrease the fee according to the number and difficulty of the musical selections.
- ii. **Soloist / music director** - If you would like one of our members to sing one or two songs at the ceremony or service, or would like to have our music director lead singing, there will be a minimum fee of \$35 per hour.
- iii. **Sound/Video Technician** - Because of the technical aspects of the sound/video equipment, the church must ordinarily provide a sound technician if a group desires the use of our sound/video equipment. A minimum fee of \$25 / hr. will be charged if the sound or video technician is to run the sound board (play tapes, CD's, DVD's, movie clips, Power Point presentations, etc.) for a ceremony or service.
- iv. **Nursery Attendant** - If the group wishes to provide their own nursery attendant, the person who is to watch the children must be at least 18 years of age and must be approved by the Pastor or the chair person of the Deacons. If the church must provide a nursery attendant, the group will pay at least \$20 per attendant per hour for a ceremony or service. The church requires the following ratio of attendants to children in the nursery:
 - o 1 adult for every 4 (1 to 4 ratio) children ages 12 months or younger

- 1 adult for every 14 (1 to 14 ratio) children between the ages of 12 months to 12 years.
- v. **Church sponsor** – Those who are not members (or regular attenders) who desire to use church facilities for activities or functions will need an approved sponsor (see paragraph 3). The sponsor will help to open the facility and will be on hand to help answer questions regarding the church, its policies and/or the facility. The sponsor will also help close and lock the facility when the event is over. A fee of \$25 / hr will be charged for each function or activity.
- d. **Deposit** - In addition to the other fees, non-members must pay a \$250 deposit. This deposit will be returned after the event if the facility is left in the same condition it was prior to the event, normal wear-and-tear excepted.

3. **Miscellaneous provisions**

- a. The property of the Church is the result of generous contributions to it by its members and friends for the glory of God. The building has been dedicated to God. Under no circumstances are the building and equipment to be used in any way disrespectful to God and the beliefs and practices of our church and its membership. When using the building, it is expected that you will help to preserve the property and keep it clean. Users are responsible for property damage caused by their usage and / or the usage of their guests.
- b. Those who use the facility shall not move furniture, hymnals, etc., from their normal location in the building without prior authorization from the Pastor or the Chairman of the Board of Directors. If it is necessary to move furniture, hymnals, etc., from their normal location, the user is expected to replace them to their normal location as soon as the event is over.
- c. If users wish to use candles, only "drip-less" candles may be used. A protective covering must be placed under the candles to prevent wax from dripping onto the floor and/or furniture.
- d. Any decorations which are used must not obscure the emblems of our faith as Christians. The Communion table, pulpit, etc., must stand out if a Christian atmosphere is to prevail to the fullest extent. Decorations must not deface or damage furniture (such as the use of tacks, staples, or tape that harms the finish). The users must remove all decorations immediately after the activity or function.
- e. Rice or confetti are NOT to be used on the premises, inside or outside. Bubbles may be used and bird or grass seed may be thrown OUTSIDE the building, but not on the inside.

- f. Flowers must be in clean, rust-free, leak-proof containers. Please call the office and set up a time for delivery.
- g. Absolutely no alcoholic beverages may be used or served on the church premises. No alcoholic beverages are to be used in the punch or served in any way on the church grounds -- including the parking lot. The users shall make these rules known to those who attend any activity or function at the church.
- i. No smoking is allowed in the building, including the rest rooms.
- j. No food or drinks, other than communion elements, are to be taken into the sanctuary.
- k. Outside groups may not hold dances in the building.
- l. A function or activity should be scheduled to begin no later than 7:00 p.m. and should end no later than 9:00 p.m.
- m. As a general rule, the building is unavailable to outside groups on Sundays without the prior approval of the Pastor and/or Chair person of the Board of Directors.
- n. Church equipment (chairs, tables, etc.) shall not be used away from the church building without the prior consent of the Senior Pastor or the chair person of the Board of Directors. The users must leave a signed receipt in the church office which itemizes the equipment which is being borrowed from the church.
- o. Your event will not be scheduled on the Church Building Use Calendar until your Request For Use Of Building is submitted and approved, AND all fees are paid to the church. If the request for use is not approved, the fees will be returned. Please make the checks payable to First Baptist Church and deliver the check along with the Request For Use of Building to the Church office at 900 South Ridgeway St., Caney, KS 67333.