



BUILDING USE POLICY

(MINISTRIES, ATTENDEES, PARTNERS AND OUTSIDE GROUPS)

We see our church as an outreach tool that should be readily available to our ministries, attendees, and community. First Baptist Whitewright attendees have generously contributed time and resources to build and maintain our facility. Our policies and procedures ensure that our church will remain in excellent condition for many years of service.

Eligibility

Eligible Events

- *First Baptist Whitewright STAFF Ministries and Ministry Teams*
First Baptist Whitewright Staff Ministry leaders are responsible to complete a STAFF Calendar Request form. Reservations are scheduled on a "first come, first serve" basis.
- *First Baptist Whitewright Attendees*
Attendees must reserve events through the Facilities Management Team via the Calendar & Facilities Request form found on our website under Resources. The nature of the events will be evaluated on a case-by-case basis and usage will be approved at the discretion of the Facilities Management Team.
- *Partners*
Partners are organizations that First Baptist Whitewright has developed a joint relationship with to help those in need.
- *Outside Groups*
Outside groups include nonprofit organizations, conferences, and group meetings or events unrelated to First Baptist Whitewright. These groups may rent the facilities provided their purpose and activities are consistent with First Baptist Whitewright's values, beliefs and ministry.
- Sunday afternoon is our "Community Day." Outside groups may reserve rooms from 2pm – 4pm free of charge, provided that rooms are available. *Use during this time is limited to small gatherings with no changes to the current setup of the facility.*

Ineligible Events

- Profit-driven activities or events
- Boy Scout/Girl Scout recurring meetings
- Sport Practices
- School Dances/Socials
- Groups engaging in partisan politics
- Events that conflict with First Baptist Whitewright's values, beliefs and ministry.

General Procedures

Reservations and Rental Fees

All outside events and corresponding room rentals must be scheduled through the OEC.

Reservations may be made no more than six months in advance. For any event requested and approved to be scheduled more than six months in advance, First Baptist Whitewright reserves the right to reschedule the event up until six months prior to the reserved date, should an unforeseen ministry need arise and conflict with the event. Weddings will be the only exception to this policy.

Outside groups may meet not more than 12 times per calendar year unless special concessions have been authorized. For extended time, a signed authorization from either the Elders or Facilities Management Team must accompany your Facilities Reservation Form.

Additional fees will be charged for events and services required lasting longer than the agreed upon end time.

A security deposit is required, along with the Calendar & Facilities Reservation form in order to tentatively hold your date. Once the Facilities Management Team and the Outside Events Coordinator has reviewed your submission, the date will be finalized.

- Once your event date has been finalized, half (1/2) of your total event cost is due immediately.
- The balance must be paid in full ten (10) business days prior to your event or your date may be forfeited.
- After your event and an approved inspection of the facility, the security deposit will be refunded. Any damages, additional clean up required, or additional fees will be the financial responsibility of the Event Coordinator. Any refund due will be mailed within ten (10) days after the event.

First Baptist Whitewright does not formally announce or publicize your event. *(The only exceptions are FBC Staff ministries or Ministry Team hosted events by special request only.)*

All details including date, time, equipment, room(s), set-up, and special needs or accommodations must be specified before the agreement is signed.

Buildings and rooms will remain locked until the agreed upon time listed on your approved Facilities Reservation Form.

Cancellations must be presented in writing. For reservations cancelled less than thirty (30) days before the event, 50% of the rental fee will be refunded. The security deposit will be forfeited for all cancellations.



Returned Payments

There will be a service fee of \$35 for returned payment. In the event of a declined payment, all previous agreements and reservations may be considered null and void.

Responsible Party

Every rental event must have one appointed person as the responsible party. This person must be present at the event and will act as a contact and will be responsible for enforcing the contract guidelines by providing supervision at the event. The User will assume liability for personal injuries, damage to personal property, damage to the facilities or equipment and additional maintenance or cleaning costs. The User will restore the facilities or equipment to pre-rental condition.

Capacity

Users must abide by the capacity codes for the First Baptist Whitewright campus. Users will not sell or distribute tickets, passes or registration badges in excess of the capacity of the facility.

Decorations

Nothing is permitted on top of the piano without permission from the OEC.

Decorations are defined as any materials placed on facility surfaces that were not included in the original building design. All decorations must be approved by the OEC.

No use of thumbtacks or nails, tape, glue or any other material may be used on woodwork, furniture or walls in the process of decorating.

Fireproof materials must be used whenever possible.

No furniture or plants, located in the building, are to be removed from their position without the permission and direction of the OEC.

Platform displays, musical instruments and other items visible on the stage must not be moved without special permission. Be aware that fees will be involved.

Depending upon the sermon series at the time of your event, there may be items on the stage and/or walls that cannot be moved. If it is determined by our OEC that some or all of the stage equipment and/or props can be moved, a fee for their removal and replacement will be charged.

Publications

Flyers and publications are NOT permitted to be posted anywhere in the building except as designated by the publicity coordinator. The publicity coordinator will place all



approved flyers in designated locations. Unauthorized publications will be removed and discarded.

Equipment and Supply Usage

Basic room equipment: All church assets and equipment are to remain on the church property. All indoor assets will remain in the building. Equipment in any room must remain in that room and may not be moved without the approval of the OEC.

Any equipment brought on to the church property needs to be approved by the OEC.

Table Cloths: Table cloths for round tables are available. *A rental fee will be charged per table cloth.*

Technical Equipment: First Baptist Whitewright restricts the use of all audio/visual equipment solely to First Baptist Whitewright certified audio/visual technicians.

Guests

The conduct of all persons attending programs or events at First Baptist Whitewright will be respectful of the church facility and other guests. Users and their activities are restricted to their designated rental areas.

Childcare

Childcare is only available to events hosted by church an FBC Staff ministry or FBC Ministry Team and must be requested via the STAFF/Ministry Team Calendar Request form (*fees may apply*). All childcare workers are subject to a background check.

Insurance and Liability

First Baptist Whitewright will not be responsible for items that are lost, stolen or damaged. Users are responsible and assume liability for any personal injuries or damages to the facility and/or equipment.

Larger events may be required to provide proof of adequate insurance coverage before the rental agreement can be completed.

Kitchen Use and Food Policies

The Kitchen at First Baptist Whitewright will be available to our Users when reserved through proper procedures.

All equipment used is to be properly washed, dried and put away immediately after use. Please contact the church office or the OEC to acquire a copy of the *Kitchen Guidelines*.

The kitchen is equipped with a microwave, stove, oven, proofer, refrigerator, freezer, dishwasher and coffee brewer. (*For instructions see manuals located in kitchen or ask the OEC.*)



Outside caterers may be used to cater events. Please keep in mind that access to the facilities prior to your event is limited. Refer to your approved Calendar & Facilities Reservation form for agreed upon times.

The serving of food and beverage is allowed in all rental areas of the facility, with exception of the Worship Center. Bottled water only is permitted in the Worship Center.

Food and/or beverages are not permitted around sound boards and other technical equipment, etc.

Food and/or beverage with the tendency to stain, such as red or purple liquids, are not allowed.

Outside Media, Music and Materials Approval

All music, media, printed materials, and presentations for an event held at First Baptist Whitewright must be submitted to the OEC for review and approval at least one month in advance of the event. Any changes made after approval has been given must be resubmitted.

The use of materials and music found to conflict with the values and beliefs of First Baptist Whitewright will not be allowed.

Building Codes / Restrictions

- Recent interpretations of Federal Tax Laws indicate that immaterial use of church facilities is permissible.
- With the exception of church staff ministry sponsored events, fundraising activities or events are not permitted in the case where goods are sold (i.e. garage sales, bake sales etc.). Other types of fundraising will be reviewed on a case by case basis.
- Smoking, illegal substances and alcoholic beverages are prohibited on the grounds or in the building.
- Confetti or pop bottles with confetti type materials, glitter, silly string, flower petals (real or artificial), birdseed, rice, and any other materials are prohibited anywhere inside or outside the property.
- No red or grape-colored punch may be served as it could stain the carpet and floors.
- Users must be present to receive any items that are to be delivered for their event. Our staff will not be responsible for or allowed to sign for any event-related items.
- For safety and security, resource rooms and children's ministry areas are reserved for Children's Ministry related events only and considered restricted areas. Users must remain in their designated rental areas. The only exception is found in the Wedding Policy regarding room 124 for groom and groomsmen.
- Animals are not allowed in the building or on the grounds, with the exception health service dogs.



- Church-sponsored ministries using animals at an event must have prior approval. Animals must be under constant supervision. The owner is financially liable for damages to the facility as a result of the animal(s).

Set-up, Cleaning and Maintenance of the Facility

All Users are expected to leave the building reasonably clean and remove all items associated with their program immediately following the event.

Report damages to the OEC by completing a *Maintenance Request Form*.

Rearranging furniture or other items must be pre-approved.

All room set-up requests must be finalized one week before the event. Additional fees will be charged for changes made after that time, if the facilities manager can work the change into their team's schedule.

Temperature Control

Room heating and air-conditioning are controlled by thermostats that may be manually adjusted two degrees above or below the set temperature of 72 degrees. Thermostats in the Crossroads and Fellowship Center cannot be manually adjusted.

Outside Officiating Pastors for Weddings or Funerals

We welcome ordained pastors from other churches and denominations of the Christian faith to officiate at weddings and funerals of First Baptist Whitewright members. For approval of outside officiating pastors, please complete the *Outside Officiating Pastor Request Form*.

Weddings

The *FBC Wedding Guidelines* will provide a detailed explanation of all wedding policies and FAQ's as you plan your special event.

Unexpected or Uncontrollable Events

In the event of a fire, natural disaster, local or national emergency or other matters outside the control of First Baptist Whitewright that might cause a substantial delay, rescheduling or cancellation of a scheduled event, the church will be released from the rental agreement. The User hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of the rental fee.

First Baptist Whitewright Emergency Closings Guidelines: At times, emergencies such as severe weather, fires, power failures or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of our offices and church facility. First Baptist Whitewright will act in conjunction with the Whitewright



Independent School District. If Whitewright schools are closed, the church facility will be closed. If Whitewright schools delay their opening until 10:00 a.m., our church campus will open at 10:00 a.m., etc. Should an emergency closing occur on the day of your event, Users should call First Baptist Whitewright's main number or the Outside Events Coordinator to discuss options.

Safety, Security and Fire Prevention

A facilities staff member and/or a security official will be on site during events and after hours and available for assistance.

No roller-skating, rollerblading, Heelys, skateboarding or scooters are allowed inside the facilities or on sidewalks around the facilities.

Dial 911 immediately in case of an accident, smoke, fire, serious illness or injury, or crime in progress.

In the event of an emergency, the first contact should always be the event staff or security official on site.

Report all issues, such as missing or stolen equipment, suspicious persons, unusual activities, or safety hazards to the facilities staff member or the security official on site.

Complete an "Incident Report" and deliver to the OEC as soon as possible.

Security

For larger events and conferences, the church reserves the right to require security and possible traffic control that will be provided at the User's expense.

Users will enter and exit through main entrances only.

The church will not be held responsible for the security of personal property.

Fire Prevention

LED candles **only** are permitted. The only exceptions are birthday candles on celebratory food and unscented dripless candles which must be placed in candelabras.

Smoke generators, Sterno heating material, pyrotechnical devices or any other fire hazard materials must be listed in the agreement and approved for use through the OEC and the Facility Manager. Bonfires or any open fires are prohibited on the campus. No flammable substances are to be stored in the facility. Please report all potential fire hazards to the OEC or the facilities staff member immediately.



Consequences for Non-Compliance to Policies and Procedures

The guidelines above define the criteria for anyone requesting the use of the facility at First Baptist Whitewright. The policies and procedures are to be followed by any and all individuals or groups using the buildings and/or grounds. If any of these are not followed, the church reserves the right to cancel or stop activities and request individuals to leave the premises. Violations may also result in the denial of future use of First Baptist Whitewright.

