

Building Usage Policy

Name of Organization: _____

Date: _____

Purpose: _____

Part of the Building to Be Used: _____

Time of Activity: _____

Set-up Time: _____ Tear-down Time: _____

Contact Person: _____

Phone Number: _____ Work Number: _____

Approval of Building Usage: _____ Date: _____

I hereby release First Baptist Church, its staff, sponsors and corporation, from any responsibility and liability for any injury or illness that may be sustained during this activity:

Activity Name: _____

Sponsoring Organization: _____

Signature of Trustee: _____

General Rules:

1. It is not the policy of First Baptist Church to allow outside groups or agencies to rent or to use the facility or grounds of the church without a representative of the church present during the entire activity. (To include set-up-, tear-down, opening and closing of the building.

Church Representative: _____

2. No smoking or drinking of any alcoholic beverages is allowed in any part of the church building or grounds. It is the Church representative's responsibility to instruct all parties and participants of this rule.
3. Appropriate clothing must be worn at all times by the participants involved in the activity.
4. Adult sponsors must be present at all times when the event is youth or children related.
5. The organization requesting the building is responsible for setting up and cleaning up the kitchen, bathrooms, and fellowship hall (trash out to dumpster, washing dishes, re-setting tables and chairs, cleaning grill, sweeping and mopping floors if necessary.)
6. Organization using the church will be charged if carpets need cleaning or if there is damage to the facility caused by the participants involved in the activity.

7. Wooden furniture is not mar or heat resistant; therefore, coffee pots shall be kept on serving carts. Care of table tops include cleaning with a wet cloth.
8. It is not the policy of First Baptist Church to allow outside groups to use the church on Saturday evening (after 5:00 p.m.). If an outside group is permitted to use the building or grounds on a Saturday, the following rules must be followed:
 - a. A staff Member of First Baptist Church must be present for opening and closing.
 - b. If the group is a youth or children's group, a 1-10 ratio of sponsors must be present at all times with the group.
 - c. An adult church member must supervise the entire activity.
 - d. Since the building is set up for Sunday School, the group shall not be checked out of the building until the building is reset for Sunday School (per regulations on page 1).

Church designee Responsibilities:

1. The person in charge of the activity at First Baptist Church is always an adult member of the church. The person in charge is never a hostess, or a consultant, or the chairman of the group, unless that person is the church designee in charge of the building.
2. You are the person responsible for the activity and the conduct of the organization using the church and the participants involved in the activity. Therefore, it is your responsibility to instruct all involved of the rules governing the church.
3. The building of First Baptist Church is built and dedicated to the glory of God. The use of alcoholic or tobacco products are prohibited in the building or on the grounds of First Baptist Church.
4. Sponsors and participants leave the activity excited and tired and forget to secure the building. It is your responsibility to see that the building is reset for church usage, lights are turned off, and the building and grounds are locked and secured.
5. It is your responsibility to open only that part of the facility that will be used for the activity and to monitor access to the rest of the building.

Signature of Church Member: _____

Date: _____

Approval: _____ Date: _____

First Baptist Church

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