

POLICY ON FACILITY USEAGE

Fairview Baptist Church, Version 22-May-2016

INTRODUCTION

This is the policy statement of Fairview Baptist Church concerning the use of church facilities. Church facilities are defined as real church property, including but not limited to fields, parking lots, buildings, furniture, equipment, and vehicles. All use of these facilities must be approved under the policies of Fairview Baptist Church as provided herein and in other applicable policy documents of the church.

STATEMENT ON FACILITES USEAGE

Fairview Baptist Church, hereafter referred to as FBC, exists to make disciples of Jesus Christ. As stewards of the facilities God has provided, the membership and staff of FBC seeks to ensure that:

- The use of church facilities does not contradict the mission, values, and vision of FBC.
- The members of FBC have safe and adequate facilities to carry out God's ministry goals.
- The community we serve has appropriate access to FBC facilities.
- Facilities are protected against loss, abuse, and theft.
- All applicable regulatory requirements for liability, security, fire, and safety standards are met.
- Facilities are cared for and properly maintained for both immediate and future use.

POLICIES

1. FBC facilities may be used for approved activities by community groups, church members (defined as abiding by duties as defined in Article V. Section 4. of the Bylaws), and non-members.
2. Scheduling of all FBC facilities is administered through the church office on a first-come first-served basis. However the ministries of the church take priority over all non-church use.
3. The church secretary shall maintain a master calendar of all events.
4. The church reserves the right to require fees and deposits consistent with the facility being used, and the type of proposed usage.
5. Under certain conditions, usage of FBC facilities may require proof of insurance by the persons or groups using the facilities.
6. All persons or groups wishing to use church facilities shall submit a written request through the church office for approval. The church secretary shall provide all required forms and documents

- 31 and will collect any required payment. No facility use is confirmed or reserved until approved and
32 placed on the church calendar.
- 33 7. Requests for using FBC facilities must be documented in such a way that staff will be able to
34 identify and verify the following:
- 35 1. Names of persons responsible for the usage.
 - 36 2. The purpose of the proposed use
 - 37 3. The exact facility requested
 - 38 4. The requested date and time of use
 - 39 5. Any additional information as needed to process the request
- 40 8. Facility requests for non-church-sponsored events shall be reviewed by the senior pastor for
41 approval. At his discretion, review may be delegated to church staff, members, or FBC
42 committees. Approval shall be granted only if the use is clearly consistent with the mission of the
43 church and the policies stated in this document.
- 44 9. All facilities have requirements for their use. Instructions will be included with the
45 documentation from the church office and must be affirmed as part of the contract.
- 46 10. Activities at odds with FBC's Christian mission are not allowed. This includes but is not limited
47 to immoral behavior, the use of profanity, and the degradation of others.
- 48 11. Illegal activities are not allowed.
- 49 12. Alcohol, tobacco and all illegal controlled substances are not allowed.
- 50 13. Smoking of any kind, including vapors, is not allowed.
- 51 14. Activities that violate or put at risk FBC's federal and property tax-exempt statuses are not
52 allowed.
- 53 15. FBC facilities may not be used for commercial purposes.
- 54 16. FBC facilities may not be used for partisan political efforts.
- 55 17. FBC facilities may not be used by organizations that advocate laws or policies contrary to the
56 doctrines and beliefs of FBC.
- 57 18. Persons using FBC facilities may not store items of any kind, anywhere on church property
58 without prior approval.
- 59 19. Facility-use policies shall be reviewed as needed by the staff and appropriate FBC committees.
60 Changes to these policies shall be recommended to and approved by the church according to the
61 document approval process outlined in the FBC Bylaws.