



Facility Policies and Procedures

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General Guidelines

Facility Policies and Procedures are initiated for the following reasons:

- Being good stewards of what God blesses the body with.
- To ensure that all are welcome while maintaining our beliefs as Christians.
- To advance the Gospel of Jesus Christ.
- For the Glory of the Father.

Building Eligibility Guidelines:

The facilities of First Baptist Icard exist for the primary purpose of being used by its members through its organizations and ministries.

- All activities of church organizations should be placed on the church calendar which is kept by the Church Administrative Assistant. Any conflicts with scheduling should be worked out, if possible, by the groups involved. If this is not possible, the Board of Deacons may intervene.
- The facilities of FBI are not available to any group for fund-raising or for profit-making activities of any kind. Fund-raising activities must fall under all the church bylaws and policies.
- No partisan political group may use our facilities.

Criteria to Determine Building Use:

- Activity fits with who we are and what we believe as expressed in the Statement of Faith and additional statements of beliefs in the bylaws.
- Space availability.
- How use impacts other programs.
- Evaluation of safety and/or legal issues.
- Group understands respect for the property.

Priority of Use Shall Be As Follows:

- Recognized Groups Within the Church: Church Services (i.e. worship services, Sunday School, ministries); Regularly scheduled church activities (i.e. church sports, Wisdom Walkers, Baptist Men, FBI Youth, team, small groups, etc.); Church-related activities
- Church Members: Individual Parties and Special Events; Weddings, Funerals, and Receptions; Other Informal Church Member Requests (i.e. basketball, sports)
- Outside Groups: Church-recognized yet non-sponsored events that are in keeping with the building use policy of First Baptist Icard

Reservation Procedures:

- A *Reservation Request Form* must be completed and submitted to the Church Administrative Assistant by all groups seeking to use any part of the facilities for individual church members or outside groups at least 2 weeks in advance.
- There are no kitchen privileges available for non-members.
- Weddings must have been approved by the Board of Elders before being placed on church calendar.
- The Church Administrative Assistant will meet with the user when the reservation is made to review conditions of the church for usage, expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. The *Approved Schedule of Deposits and Fees* should be given to anyone who requests a *Reservation Request Form*.
- A security deposit will be required of all groups who file *Reservation Request Forms*, both church members and non-members alike, except for church-related events. This will ensure return of keys and clean-up of facilities after event. The deposit is refundable upon return of key(s) and verifying that clean-up was accomplished by a designated member. The deposit fee is set by the Finance Team.

Responsibilities of Users:

- The person formally in charge of ministry/non-ministry events is responsible for turning off all lights and ensuring all doors are locked.
- The person formally in charge of ministry/non-ministry events is responsible for enforcing all Facility Policies and Procedures.

- Areas being utilized must be returned to the original condition in which they were found, or better and a *Facility Clean-up Checklist* must be completed.
- Groups utilizing the facility are responsible for all damages.
- Only areas specifically requested should be used (i.e. if renting gym, stay out of the nursery, Sunday school rooms and kitchen) and equipment located in other areas (i.e. toys, riders, tables, and chairs) should not be used.
- All use must be consistent with the Statement of Faith and additional statements of beliefs in the bylaws.

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General Facility Use Responsibilities

- After building use, clean up all the areas used. Rooms should be set-up as they were previously.
- All items associated with an event must be removed from the building at once.
- Unless it is a church function, groups must provide their own paper goods for snacks, etc.
- The following items are not allowed on church property:
 - Weapons (unless the person is a church member and has a valid concealed carry permit)
 - Alcoholic beverages
 - Controlled substances/drugs
- No smoking is allowed in any part of the building.
- Furniture on the stage in the sanctuary may not be moved except with the permission of a member of the Board of Elders.
- Only church-certified personnel may operate or move any sound equipment. A list of church-certified sound personnel will be available upon request.
- Ministry furniture and equipment (i.e. chairs, folding tables, overhead projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of the church and may not be removed from the premises.
- Children in attendance at events must be under control of their parents or adults at all times and are not permitted to roam freely on church property.
- All Children's or Youth activities shall be supervised by two adults who are 21 years old or older.
- Follow all provided instructions for the facility.
- No pets or other animals are allowed in the facilities, except for dogs which are used to assist the blind, and are allowed by law.
- No hanging on nets or rims.
- Do not throw balls against walls.
- No kicking balls into the light fixtures or elsewhere in the Christian Life Center.
- Any light turned on will be turned off before leaving.
- The use of items that could potentially cause permanent damage to ceilings, walls, or floors is forbidden.
- Clean-up should include completing the *Facilities Cleanup Checklist*.
- The use of profanity from any avenue (music, verbal, video, etc.) is strictly prohibited and will not be tolerated.
- Those who continue to disregard these responsibilities will be asked to leave the premises.

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Wedding Use

Expectations

- *Faith* – Both bride and groom must have a personal relationship with Jesus Christ (2 Cor. 6:14).
- *Celibacy* – The engaged couple must live separately before their wedding day. Sexual intimacy is to be celebrated exclusively within marriage (1 Thess. 4:3).
- *Man / Woman Monogamy* – Marriage is a sacred union of one man and one woman. First Baptist Icard does not recognize, nor will it take part in, any ceremony that does not meet this basic criteria (Gen. 2:24; Matt. 19:4-5).
- *Premarital Counseling* – The engaged couple must participate in at least three sessions of premarital counseling prior to the wedding ceremony. Please schedule at least six months in advance to allow adequate time for premarital counseling. If the premarital counseling is to be completed by a person who is not one of the Elders of the Church, the couple must receive prior approval from the Board of Elders.
- *Church Membership/Attendance* – Either the bride or groom must be members at the Church and in regular attendance.

Because the Church believes that marriage is designed to be a life-long union, the Church does not allow its facilities to be used in remarriages except under the following circumstances:

- *Death* – The former spouse is deceased (Rom. 7:2; 1 Cor. 7:39).
- *Marital Unfaithfulness* – The former spouse committed adultery against the spouse seeking remarriage (Matt. 5: 32, 19:3-9).
- *Desertion* – The spouse seeking remarriage was deserted by an unbelieving spouse (1 Cor. 7:15).

Finally, for any weddings celebrated outside the Church, the elders and staff of First Baptist Icard shall only officiate weddings and solemnize marriages between one man and one woman.

Guidelines

1. There will be no consumption of alcohol on the Church properties. If there is, the wedding will not proceed.
2. There will be no smoking allowed in the Church building.

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3. Portions of the Church building, including the Sanctuary, will be available for use beginning two hours prior to the wedding. Pictures may be taken and the Church opened earlier by special arrangement.
4. The wedding must be performed by an Elder of First Baptist Icard unless express permission has been given. Other ministers may assist at the Elder's discretion.
5. If the Church audio equipment is to be used, a member of the Media Team will need to be present.
6. All music to be played during the wedding service and or reception is to be selected in consultation with the Elder who is performing the wedding. This consultation should take place at least one month prior to wedding. The Elders reserve the right to veto music they consider inappropriate.
7. The only authorized dancing allowed will be the traditional first dance with the bride and groom as well as the family dance i.e. Father/Daughter.
9. Rice is *not* allowed during the departure of the bride and groom. Birdseed may be used.

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Kitchen Use Policy

1. Food brought in for an upcoming event should be clearly labeled. The label should indicate the person's name, the event, and the date the food was left at the church.
2. Food left over from an event should be taken home, or it will be disposed of. Nothing should be left in the refrigerator.
3. All dishes must be washed and put away in the correct place.
4. Members using the kitchen for events should take towels and dishcloths home afterwards, launder them, and return them promptly. Members may also wash and dry items in the church laundry room.
5. All trash is removed and disposed of in the dumpsters outside.
6. The kitchen will be inspected by a designated member after use and the use deposit withheld if it has not been restored to pre-use condition.
7. The kitchen will not be rented to non-members.

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Asset Use Policy

- In an effort to protect assets purchased by First Baptist Icard, the only use of church property should be limited to specific ministry events.
- The person making the request will submit formal request to Church office.
- A member of the staff will approve assets leaving property.
- Church equipment should only be used by trained personnel.
- Equipment must be returned within twenty-four hours after event or first business day.

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Key Distribution Policy

1. The Church Administrative Assistant will be responsible for developing and keeping a record of key distribution and on **all** keys issued *with the exception of the office holders listed under 2 below*.
2. The following office holders should be issued keys by the Church Administrative Assistant.
 - Pastor
 - Pastor's spouse
 - Associate Pastors
 - Church secretary
 - Facilities Team
 - Custodian
 - Team Chair's
 - Media Team Leader
 - A/V Tech
 - Trustees Chair
 - Worship Leader(s)
 - Fire Department
 - Counting Team
 - Deacons
 - Elders
 - Facility Supervisor
3. At the expiration of their terms of office, holders of keys must return the key assigned to them to the Church Administrative Assistant.
4. For special events, the administrative assistant may issue a key for temporary use, with return of key to be the following day.
5. Additions or changes to this list of people needing permanent keys (Item 2 above) can be made only by approval by the Facility Team.
6. Lost or broken keys will need to be reported to the Church office a.s.a.p.
7. Keys may not be copied.
8. Keys may not be loaned to another person.

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Vehicle Use Policy

Vehicles owned by First Baptist Icard are for the purpose and support of ministry. They are made available to ministry groups and organizations within First Baptist Icard to provide safe and dependable group transportation for Church-related activities and ministry functions.

General Use

Use of Church vehicles shall be in compliance with these guidelines, the policies of our insurance carrier, and applicable state and federal laws. Failure to abide by any of these rules shall result in the denial of future use of Church-owned vehicles.

Vehicle Use

Church vehicles are to be used exclusively for the support of ministries and church programs. Any use apart from this purpose is strictly prohibited.

Approved Drivers

Only a Church approved driver may operate the vehicle. A driver must have a valid state of North Carolina driver's license with the appropriate endorsements and be covered by the Church insurance provider.

Driver Responsibilities

The driver will be responsible for making certain that all procedural rules are followed, pre and post inspections are done, and financial obligations paid. The driver will be responsible for exhibiting proper driving behaviors and following all laws during operation of the Church vehicles. The drivers are responsible for the safety and security of all passengers in the vehicle(s).

Vehicle Scheduling

Keys are to be checked in and out from the church office. Requests for vehicle use must be completed through the calendaring process via the Church office.

Vehicle Pick-up/Drop-Off

The driver will have the responsibility of picking up the vehicle from the designated area and returning it to that same area after the trip.

Vehicle Inspections

Inspections prior to and after each use will be completed by the driver to ensure the vehicle is in working order.

Refueling and Cleaning

The vehicle must be filled with fuel at the end of the trip and returned to the storage area with the tank filled. The vehicle must be cleaned at completion of use/trip including removing all trash and other items. The interior and exterior shall be cleaned and washed if needed prior to returning the vehicle to the designated area.

Seat Belt Use

Each passenger must have access to and wear a seat belt. It is the drivers' responsibility to ensure all persons in the vehicle are secured with a seat belt at all times.

Supervision and Child/Youth Safety

Adequate adult supervision (at least two legal adults) is required on all trips where minors are involved. It is the responsibility of the trip director to secure adequate adult supervision.

Financial Obligation due to Violations

First Baptist Icard Church will not be responsible for financial obligations due to the actions of drivers operating Church vehicles in violation of local, state and federal ordinances.

No Smoking Statement

Smoking is not permitted in a Church vehicle.

Cell Phone Use

Use of a cell phone, by the driver, is only permitted either while the vehicle is parked or when used by a passenger who is not driving.

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Facilities Team Administration

The Facilities Team shall have the responsibility to create those forms which are necessary for the administration of these Policies and Guidelines and/or to fulfill their duties as described in the *Bylaws of First Baptist Church of Icard, INC.* The *Bylaws of First Baptist Church, Icard, INC* and the *Articles of Incorporation of First Baptist Church, Icard, INC.* will take precedence over these Policies and Guidelines. Any issue which shall arise outside of the scope of the guidelines shall be settled by the Board of Deacons, except those related to the Weddings which shall be decided by the Board of Elders.