

## **BUILDING USAGE POLICY**

Our facility is cooperatively owned and shared by the members of First Baptist Carthage. The policy for management of this facility is intended to ensure orderly access by first, the church program of ministries; second, members of the church; and finally, the broader Christian community and our local community. *Fees may be assessed in certain instances to cover full or partial expenses of an event.*

When you use the building, two simple rules of thumb should guide you:

- *This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory, but do your best to take care of it.*
- *When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry!*

## **GENERAL FACILITY POLICY**

1. Facility usage must be coordinated with the church calendar and scheduled in advance with the Church Office.
2. FBC members are allowed to use the Activity Center and the Fellowship Hall for special events such as birthday parties, bridal or baby showers, anniversary celebrations, gym use, etc. as long as it does not coincide with another event and/or regularly scheduled ministry events.
3. An adult FBC member (18 years and older) **MUST** be present at the event.
4. The use of the facilities cannot be used to promote personal business.
5. Please understand funerals take precedent over other events (for Activity Center and Fellowship Hall).
6. The FBC member in charge can check out a key or pass card one or two days prior to the event (between 8-5). At that time, they will also sign the "Building Usage Policy" stating they have read it.
7. After use of the facilities, the room(s) must be returned to the condition in which it was found. The FBC member that is in charge is responsible to set up, clean up, and tear down (see Building Usage Checklist).
8. If utilizing the Activity Center, events must be confined to the DOWNSTAIRS area. Use of an upstairs room must be arranged with the Church Office prior to reservation.

9. Use of the volleyball net in the gym requires special attention to the set up/tear down. To prevent floor damage, please do not drag the poles across the floor. Place the poles up against the wall on either side of the gym after usage.
10. Use of the sound and projector screen is allowed in the gym but member using it must make an appointment with staff beforehand for directions on how to use it.
11. If utilizing the Fellowship Hall, leave piano covered when not in use.
12. **Warning:** there are two steps down to the Fellowship Hall. Floors can be slick.
13. If tablecloths are used, they must be taken to cleaners and then returned to the Church Office. FBC member is responsible to pay for this.
14. The church's kitchenware may be used for your event (i.e, metal silverware, serving platters, bowls); the paper products in the kitchen may be used for church/ministry events, but will need to be provided by the party hosting a non-church/ministry related event (i.e., plates, napkins, styrofoam cups, plastic silverware).
15. Refreshments may be served; however, all food items, beverages, trash, dishes and utensils must be removed and/or replaced to their original location at the conclusion of event.
16. All appliances and equipment used must be turned off.
17. No fire exits, exit signs or air system inlets or outlets may be blocked at any time.
18. **ABSOLUTELY NO:**
  1. tobacco or alcohol products, foul language, or firearms anywhere on premises.
  2. taking church equipment from the premises for personal use (includes all tables and chairs).
  3. DUCT TAPE on gym floor; Gaffer's tape is a usable alternative (check with church maintenance before purchasing).
19. The use of snacks with children must be supervised by an adult; snacks should be used in areas without carpeting.
20. The church will not be responsible for personal property left in the building.
21. You are responsible for the building and all those who are there with your party. If you break something, you will be expected to pay for any damage, repairs, and/or replacement. Report any such incidents to the Church Office immediately.
22. Once event is over, the member is instructed to immediately return the keys and/or pass card to the door slot of the Church Office along with the Buildings Usage Checklist that has been initialed.
23. There will be a \$50 charge for lost pass cards and a \$10 charge for regular keys.
24. When leaving the building, please follow the lock-up procedures listed on next page.

WIFI code for Activity Center is **4dfc4494** (Belkin.109 is the network)

WIFI code for Fellowship Hall is **fellowshiphall** (FBC – Fellowship Hall is the network)

*No technical support is available for wifi.*

**UNLOCK/LOCK-UP PROCEDURES**The last person in the building should be the FBC member who requested the use of the building for the event. This person needs to complete the "Building Usage Checklist". Each item on the checklist needs to be "checked", and the sheet "initialed" when done. The completed and initialed checklist along with the keys should be put in the door slot of the Church Office immediately following event. To lock and secure the building, please follow this procedure:

1. Review the checklist and check each area as specified (kitchen, bathrooms, doors and lights).
2. Lock all exterior doors. (All other exterior doors should already be locked, but should be checked to ensure they are locked.)
3. If using the **Fellowship Hall**, to keep the door **unlocked**, push the handle in, hold it, insert the allen key into the top of the handle and turn one click to the right. The handle will stay in, and it is now in the open position. To **lock** the door, insert the allen key into the top of the handle and turn one click to the left. This will cause the handle to release which is the locked position.
4. If using the **Activity Center**, make sure kitchen doors are locked. To **unlock** the exterior door, hold the card in front of the eye on the key pad; light will turn green. The door will unlock and you can enter, but the lock will toggle back to the locked position. If you need the door to remain open during your event, then use a doorstop. The lock remains in the locked position for security. Please be sure the door is securely locked when leaving.
5. **The Activity Center door automatically locks at 10:00 p.m. Your temporary pass card will not open it after this time.**

**Any changes to the nature of this policy (or items not covered here) should be directed to and approved by the Executive Pastor. Please report any building problems immediately to church staff.**

#### **ACTIVITY CENTER**

Gym light is located in the Activity Center Office. (south wall labeled "gym lights")

Gym air switch is located in the breaker box in the Activity Center Utility Room between bathrooms. (North breaker box 4 breakers labeled "Gym A/C")

Fire extinguishers are located throughout the building.

Bottom floor fire extinguishers: Foyer-located at bottom of stairs.

Gym-North West corner by door.

Kitchen-North East corner by door.

Activity Room-North East exit door.

Second floor Fire extinguishers: Top of the stairs by AWANA office door.

Gym-North West corner by door.

Kitchen-North East corner by door.

Activity Room-North East exit door.

AED is located in the Activity Center Office.

First Aid Kit is located by AED in Activity Center Office.

#### **FELLOWSHIP HALL**

Fire extinguisher is located by North West exit door.

AED is located on kitchen West wall.

First Aid Kit is located above AED.

Breaker Box is located by women's restroom East wall.

*In case of emergency, contact the Executive Pastor.*

**I have read and understand the Building Usage Policy.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

2/28/2020