



FIRST BAPTIST

CONWAY, SC

A gospel-driven community making God's love known.

Facility Use Policy

(Approved 1/16/2020)

Statement of Purpose

This policy applies to non-FBC ministry-related activities. The facilities of First Baptist Church of Conway (hereinafter "FBC" or "the Church") were provided through God's benevolence and by the sacrificial generosity of church members. The Church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the Church's faith or moral teachings, which are summarized in, among other places, the Church's Constitution and "What We Believe" on the Church's website (<http://fbconway.org/about-us/what-we-believe/>). This policy applies to all church facilities, regardless of whether the facilities are connected to the Church's sanctuary, because the Church sees all of its property as holy and set apart to worship God. See Colossians 3:17. The Senior Pastor is the final decision maker on whether a person or group is allowed to use the Church facilities, subject to review by the deacons.

This restricted facility use policy is necessary for two important reasons. First, the Church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the Church's beliefs would be material cooperation with that activity, and would be a grave violation of the Church's faith and religious practice. See 1 Corinthians 10:31; 2 Corinthians 6:14; 1 Thessalonians 5:21-22.

Second, it is very important to the Church that it present a consistent message to the community, as a representation of the Church's leadership, staff and membership, and as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the Church's faith would have a negative impact on the message that the Church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of its facilities, the Church is in agreement with the beliefs or practices of the persons or groups using church facilities. See James 3:10-12.

Approved Users and Priority of Use

Priority shall generally be given first to ministries or organizations of the Church or organized groups sponsored by the Church. Second priority shall be to activities of church members or of their immediate families. Lastly, if available, church facilities may be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices as well as all planned uses of the facilities, are in harmony with the Church's faith and practice.
2. The group or person seeking facility use must submit a completed and signed Church Facility Reservation Request and Agreement.
3. Although we make our facilities available to approved non-member persons and groups, we ask that non-member persons and groups have a member request the usage of the church facility. If a member is requesting for a non-member person or group, the member takes full responsibility for all actions and must be present for the entire period of usage.

Facility Use Hours

Facilities are available during the Church's normal business hours, which are 8:00 am - 5:00 pm, Monday through Friday. Use outside these hours may be approved by the Senior Pastor.

Scheduling Events

In order to receive approval for and establish an event on the Church Calendar, the following steps will be followed:

1. A completed and signed Church Facility Reservation Request and Agreement will be submitted to the Ministry Assistant.
2. After reviewing the Church Facility Reservation Request and Agreement for completeness, the Ministry Assistant will consult with the designated Contact Person concerning any clarification which may be needed. Specific information relating to service/setup needs for the event will be completed during this time. The Ministry Assistant will then solicit and receive staff input concerning the event and any potential conflicts in scheduling.
3. After this review and staff input, the Senior Pastor will determine whether the event or other use of Church facilities is approved.
4. The Contact Person or Organization requesting the use of church property will be advised of the disposition of the request.

Facility Use Guidelines

- Alcoholic beverages or controlled substances are prohibited on church property.
- Smoking in any form is prohibited on church property.
- General Conduct - Abusive or foul language or violent behavior are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premises. If necessary, the event in question may be canceled (without reimbursement of any fees or charges to the sponsoring group).
- Groups are restricted to only the area(s) of the facility reserved by the group.
- Food and beverages are allowed only in approved areas. Food and beverages are prohibited in the Sanctuary.

In addition to the other guidelines set forth herein, the following rules apply to specific areas of the church property:

SANCTUARY

1. Our sanctuary is available for Christian worship services, weddings, funerals and musical recitals.
2. All events must be coordinated through our Ministry Assistant.
3. Regarding decorations:
 - a. All decorations shall be done in such a manner that no damage occurs to the sanctuary or its furnishings.
 - b. No nails, tacks or tape are to be used on woodwork, walls or furniture.
 - c. No decorations or activities will be permitted which in any way conflict with the City of Conway fire codes.
 - d. All decorations and printed programs must be removed immediately after use of the sanctuary.
 - e. If flowers are used and you wish to leave them for the Sunday service, the church office should be notified in advance.
4. SOUND SYSTEM – Access to the sound system is prohibited without prior approval from the Minister of Music (Rocky Taylor) or the Praise and Worship Pastor (Scott Johnson).
5. The use of any musical instruments must be coordinated through the pastoral staff.
6. LIGHTING SYSTEM – Because of the complexity of our lighting system, the responsible party from your group must be trained in its use by a member of our pastoral staff.

KITCHEN

1. Leftover food must be removed from the kitchen.
2. Any food items already in kitchen may not be used.
3. No equipment may be removed from the kitchen premises.
4. Equipment used must be cleaned thoroughly and returned to its original location.
5. All trash must be removed and placed in the outside dumpster.
6. Only First Baptist organizations may use church-purchased paper products and disposable utensils.
7. Counters and sinks must be cleaned; floor must be swept and mopped.

FELLOWSHIP HALL

1. Regarding decorations:
 - a. No nails, tacks, or tape are to be used on woodwork, walls or furniture.
 - b. Decorations already on walls, bulletin boards, etc. shall not be removed or altered in any way.
 - c. No decorations will be permitted which in any way conflict with the City of Conway fire codes.
2. Rectangular tables located in the fellowship hall are the only tables that may be removed from the property. Folding chairs are also available. These items may be borrowed for church-related activities only. Prior approval to remove these tables and chairs must be received from the church office staff.
3. A cleanup fee of \$150 may be required for use of the fellowship hall for functions other than weddings. Other fees apply for weddings.

PARLOR

Except as allowed in the wedding policy, the use of the parlor is limited to church members only for meetings and social events limited to 20 persons. Over the years it has been found that the placement of the furniture in the parlor meets the needs of most meetings suitable for this room. We request that the furniture not be rearranged.

PARLOR KITCHEN

1. If food is to be consumed in the parlor, plates and coasters must be used to avoid watermarks and food stains on the furniture and carpet.

2. Any food items that are already in parlor kitchen may not be used.
3. No equipment may be removed from the premises.
4. Equipment used must be cleaned thoroughly and returned to its original location.
5. All trash including leftover food must be removed and placed in the outside dumpster.
6. Only First Baptist Church organizations may use church-purchased paper products and disposable utensils.
7. Counters and sinks should be cleaned; floor must be swept and mopped.

Church Facility Reservation Request and Agreement

1. Name of person or organization requesting use of facilities:

2. Please state whether you are a:

Church-sponsored Ministry Church member

Other - Please explain: _____

3. Contact Person:

Address: _____

Phone Number: _____ Email Address: _____

4. If the requested use is by an organization not affiliated with the Church, please briefly state the organization's purpose and mission:

5. Please provide the organization's website, if any: _____

6. Please describe the purposes for which you intend to use the facilities:

7. What date(s) and time(s) are you requesting to use the facilities? _____

8. Approximate guest count for the event: _____

9. What section(s) of the facilities are you requesting to use? _____

Weddings:

If you are requesting use of the Church's facilities for a wedding* and/or wedding reception*, please list the names and contact information for the bride and groom. Both bride and groom must sign the Facility Use Agreement.

Bride:

Groom:

Home Church:

Home Church:

*For a wedding or wedding reception to be performed at First Baptist Church of Conway, a Minister of the Gospel on staff at FBC must officiate, and the Bride and Groom must comply with the Minister's requirement(s) for pre-marital counseling, etc. Upon request, a minister from another church may be permitted to officiate or assist in a wedding at FBC, but only with the approval of a Minister on staff at FBC. If the requirements of this Facility Use Policy or the Wedding Guide are not met, the Church reserves the right to cancel any reservation made to that point and refund any fees or deposits which may have been paid. An additional booklet titled First Baptist Church Wedding Guide is provided with additional information, requirements and choices specific to weddings and receptions.

Facility Use Agreement

I affirm that:

1. I hereby affirm that I am the authorized representative of the group or entity indicated in item 1 of the Church Facility Reservation Request on page 6 herein; that I hold the position or office indicated below, and as such I am authorized to enter into this agreement on behalf of and otherwise bind said entity.
2. I have received, read and understood a copy of this First Baptist Church of Conway's Facility Use Policy, and I understand that the Church does not allow its facilities to be used in a way that contradicts its faith, or by persons or groups holding beliefs that contradict the Church's faith and moral teachings.
3. The purpose for which I am requesting use of church facilities does not and will not contradict the Church's faith and moral teachings, and I commit to promptly disclose any potential conflict to the Ministry Assistant or the person signing at the bottom of this page on behalf of FBC.
4. No beliefs advocated by me or the organization I represent and which is requesting use of the Church's facilities contradict the beliefs of the Church.
5. I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the Senior Pastor's approval, which is conditioned in part on my agreement to the requirements in this Facility Use Policy.
6. If applicable, fees charged by the church are intended to offset expenses incurred in allowing use of the Church's facilities. I agree to promptly pay any such fees as agreed, but in no event later than 30 days past the date of my (group's) use of the Church's facilities.
7. I understand that I will be responsible for any damages to the Church facilities resulting from this proposed use of facilities.

Signature

Group or Organization Name

Signature

Title or Office held on behalf of Group or Organization

Printed Name(s)

FBC Staff Signature