



FIRST MEMORIAL
BAPTIST CHURCH

FMBC Facility Use Policy

To use the FMBC Facility:

* Contact Sis. Aleria Harper, Facilities Coordinator, to obtain forms and to schedule the event.

FMBC facilities are available for use under policy guidelines. A "Church Facility Use" form must be completed. Contact the church office for a form.

Those who use FMBC facilities agree to the following:

1. We will maintain good order and discipline.
2. We will keep all activities and participants in the area assigned to us.
3. We will not use any church property that is not assigned to us.
4. We will close at the hour stated in the agreement.
5. We will not bring alcoholic beverages on the church grounds or in the building.
6. We will not allow the selling of raffle tickets or games of chance.
7. We will provide a Certificate of Insurance confirming that we have adequate liability insurance (if needed) prior to the approval of this agreement.
8. We will pay all damages, if any, as soon as the cost is determined.
9. We will leave the area we use clean and in good order taking everything out that came with us.
10. If youth and/or children are present we will provide adequate adult supervision.
11. I understand that FMBC expressly prohibits the recognition, performance and/or any observance of same-sex marriage, according to church bylaws (Article III, 2016)
12. We understand that all events held at FMBC will be scrutinized to determine appropriateness with regard to Christian, moral and ethical standards.

Payments of donations are to be sent at the time of approval for use of the building and are non-refundable. Donations must be received by church office two weeks in advance. (See donation schedule for facility use and table use attached)

FMBC FACILITY USE DONATION/FEE SCHEDULE

Frequently, questions are raised about the use of our church facilities and remunerations to be paid to the functionaries for their services.

A. Church-owned equipment, such as tables, chairs or musical instruments, shall not be taken from the church building, unless prior approval has been obtained from the facilities director and pastor. Equipment may be used for our own church functions at other locations.

B. A Rental Application Form for the use of the church auditorium or meeting rooms, must be obtained from the facilities director. Once the booking has been confirmed, the facilities director will confirm the arrangements with the custodians.

C. Conditions attached to the use of the church building:

1. No alcoholic beverages will be allowed in the church building.
2. Functions or meetings on Saturdays must end no later than 9:00 pm, to allow time for preparation for Sunday services.
3. Any group using the church building must see to it that the rooms used are left in good condition, or additional charges may apply.

FUNERAL SERVICES AND MEMORIAL SERVICES: FACILITY USE AND GRATUITIES/HONORARIUMS

Service	Donation/Honorarium
Musical Director	No charge - Member \$200 - Non-member
Custodian	No charge - Member \$60 – Non-member
Sound Tech	No charge - Member \$30 – Non-member
Clergy	No charge – Member (May provide a “thank you” offering) \$200 – Non-member
Sanctuary Use Only	No charge - Member \$300 – Non-member
Family Life Center	No charge - Member \$300 – Non-member
Sanctuary, Kitchen, and Family Life Center Use	No charge - Member \$500 – Non-member

Non-refundable deposit: \$100.00 (Non-members ONLY)

*Will be deducted from balance

NOTE: All payments must be made by cash, money order or cashier’s check, two days prior to services. (Non-members)

**WEDDING SERVICES (includes rehearsal):
DONATIONS/HONORARIUMS**

Service	Donation/Honorarium
Musical Director	Determined by musician
Custodian	\$60 – Members and Non-members
Sound Tech	\$30 – Members and Non-members
Clergy**	\$100 – Member** \$200 – Non-member
Sanctuary Use Only	\$75 - Member \$300 – Non-member
Family Life Center	\$75 - Member \$300 – Non-member
Sanctuary, Family Life Center, and Kitchen Use	\$200 - Member \$500 – Non-member

Non-refundable deposit: \$100.00 *Will be deducted from balance

NOTE: All payments must be made by cash, money order or cashier’s check, 30 days in advance of the event.

****The Pastor does not charge a fee to members. However, honorariums are graciously accepted.**

Waivers may be made on a case-by-case basis by the Pastor for mission projects and ministries/community services such as food pantry and other service projects.

FACILITY USE: Parties, Events, Etc.

Location	Members	Non-Members
Sanctuary Only	\$50 flat rate	\$150/hr
Family Life Center Only	\$75 flat rate	\$100/hr
Kitchen	\$35 flat rate	\$50/hr
Whole Building (no Kitchen)	\$200 flat rate	\$250/hr
Whole Building with kitchen	\$300 flat rate	\$400/hr
All rentals require custodial fee	\$60 flat rate	\$60 flat rate
Sound Tech	\$30 flat rate	\$40 flat rate
FMBC Security	\$30 per officer	\$40 per officer
Set up Fee	\$100 (only if FMBC linens are leased)	\$100 (only if FMBC linens are leased)

*Minimum 2 hr. usage/Maximum 4 hr. usage

***Non-refundable deposit: \$100.00** *Will be deducted from balance

*All events with 50 or more attendees MUST have at least 2 FMBC Security Team members present.

NOTE: All final payments must be made by cash, money order or cashier’s check, 30 days in advance of the event.

First Memorial Baptist Church

APPLICATION FOR USE OF FACILITIES

To use the FMBC Facility:

Contact Sis. Aleria Harper, Facilities Coordinator, to obtain forms and to schedule the event.

Date(s) of use: _____ Hours: _____ a.m./p.m. to _____ a.m./p.m.

Name of person/group: _____

Number of persons expected: _____ Purpose of event: _____

Will meal/refreshments be served? _____ Time: _____

Person responsible: _____

Address: _____ Zip _____

Phone: _____ Alternate Phone: _____

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6. We will not allow the selling of raffle tickets. (Event ticket sales are appropriate.)
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I hereby certify that I have read and agree to abide by the regulations regarding the leasing or use of First Memorial Baptist Church facilities. I will also make these regulations known to members of my party.

Signature _____ Date _____

Church Official
Signature _____ Date _____