



Fellowship Bible Church of Pierz Facility and Equipment Use Policy

Fellowship Bible Church of Pierz (FBC) has a commitment to hospitality by adopting a “Facility and Equipment Use Policy” that encourages utilizing and sharing our facilities while maintaining responsible stewardship of our assets. The facilities of Fellowship Bible Church exist for the primary purpose of being used by its members through its ministries. A member of Fellowship Bible Church is required to be present at all events at our facility. Requests for building and equipment use will come to the event coordinator for approval.

I. Priority of Use

1. Recognized groups within the church
2. Church member events
3. Non-church member events

II. Making a reservation

1. A Facilities Request Form must be completed by all groups and submitted to the FBC event coordinator. This form is available online at www.fbcpierz.org/facility-use.
2. Church events, church-related meetings, and weddings may be scheduled up to a year in advance.
3. Non-church member event groups may submit a Facilities Request Form no earlier than three (3) months ahead and no later than two (2) weeks before the event.
4. Once approval is granted, every effort will be made to honor our commitment; however, unplanned church events, such as funerals and memorial services, may require changes to this commitment.

5. All intended areas of use, set-ups, and other service/equipment must be designated on the Facilities Request Form.

III. Guidelines

The conduct of all persons in attendance is expected to be respectful of the property and maintaining noise levels that respect others in adjoining spaces.

Conduct:

1. No coarse language, profanity, or taking the Lord's name in vain will be tolerated.
2. Appropriate attire is required of all attendees.
3. We will not allow any material to be presented in written or verbal form that ridicules, mocks, or is contrary to the claims of Jesus Christ, the Bible, or Christianity at-large.
4. While we will allow diversity within the Christian faith, we will not allow views that are contrary to the exclusive claims of Christianity. We believe that Jesus is the only way to God and that salvation is found in Christ.

Facility Usage:

1. The sanctuary has a comfortable seating capacity of 210 people. Maximum capacity is 266 people.
2. Please respect that FBC is a smoke-free facility.
3. The following items are not allowed in or on church property: alcoholic beverages, controlled substances/drugs, weapons, pet/animals (except service animals or those being used in a church program) or anything that would distract from a Christian atmosphere.
4. Activities and programs are limited to the space that is assigned. Please use ONLY the designated rooms you have reserved.

5. If your event in the sanctuary requires the use of the audio/visual equipment, you must hire our technicians for the event.
6. If displays are utilized, please provide your own easels. Requests to decorate the space must be stated on the written application. Existing decorations must not be moved. Decorations may be hung from existing nails and hooks or command strips may be used and removed safely. Chalk and marker boards may be used if erased after the event.
7. Furniture or equipment cannot be moved within the building without the permission of the event coordinator to maintain the quality of the building's furniture and equipment and to prevent damage.
8. Dining or serving of food and beverages is limited to pre-approved designated areas. NO RED KOOL-AID OR BEVERAGE is permitted. Use of candles is allowed only in fellowship and worship area with prior approval of the event coordinator.
9. If you break or damage something, you will be responsible for the cost of repair or replacement. The user assumes liability for injuries to persons attending the event, and for damages or loss to church or user's property.
10. Any part of the building and/or grounds used is to be left in the condition in which it was found. It shall be cleared of all decorations, programs, food, and other items promptly after your event. All trash must be removed from the building in bags/boxes and placed in the waste receptacles.
11. If you discover something in need of attention or repair, please notify the event coordinator.

Children and Youth:

1. All children or youth activities shall be supervised at all times by a minimum of two adults over the age of 21.
2. When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

IV. Fees

Because of the high cost of maintenance and utilities, it is necessary for building users to help defray such costs.

Wedding Fees:

	<u>Members</u>	<u>Non-members</u>
Use of facility	No Charge	\$ 150
Use of facility with reception	No Charge	\$ 300
Event Coordinator	\$ 100	\$ 100
Sound Technician	\$ 75	\$ 75
Pastoral	No Charge	\$ 200

Funeral Fees:

	<u>Members</u>	<u>Non-members</u>
Use of facility	No Charge	\$ 100
Event Coordinator	No Charge	\$ 35
Sound Technician	\$ 35	\$ 35
Pastoral	No Charge	No Charge

Note: The Elders of Fellowship Bible Church of Pierz have the right to deny access of our facility to any individuals or group for any reason. We reserve the right to make exception to or waive any part of the above policy.

Approved by the Elders of Fellowship Bible Church of Pierz on 6/28/16.