

Faith Bible Church Property Use Policy

Faith Bible Church (FBC) desires to glorify God by being good stewards of the facilities that God has entrusted to our care.

- 1) Any permission granted for use of church facilities may be revoked by the elder board at their discretion. The use of this property is a privilege and not a right, provided by the sacrificial generosity of church members. FBC reserves the right to refuse the use of this property for any reason.
- 2) All facilities of the church must not be used for any purposes that contradict the Bible as it is explained in our Statement of Faith or Bylaws (2 Cor 6:14; 1 Thes 5:22), including, but not limited to "same-sex marriage" ceremonies and other unions which Scripture forbids (Rom 1:18-32; 1 Cor 6:9-11; 1 Tim 1:8-11; etc.). Therefore, no gambling, fighting, quarreling, profane language, obscenity, inappropriate dancing, narcotics, nicotine products or intoxicants are allowed on FBC property. Anyone participating in such behavior on FBC property will be required to leave the premises immediately.
- 3) Only members of FBC are permitted to apply for the use of FBC facilities.
- 4) Any request from a for-profit business to use FBC facilities will not be approved, even if requested by a member of FBC.
- 5) The process for getting approval to use FBC property is as follows: 1) Read the current FBC Property Use Policy, 2) Fill out the appropriate Property Use Form (Ministries of FBC or Request from Non-ministries), 3) Wait for approval. This can take up to a month if elder approval is required. Once the administrative assistants receive a completed property use form, then this is passed to the elder with oversight over property usage requests. It is at this elder's discretion either to approve the request, decline the request, or to forward the request to the elders for evaluation (new kinds of requests, substantive requests, etc. would need elder board approval), and 4) You will be notified when the request is either approved or declined.
- 6) Do not submit a property use application if you are still scouting various locations. Only submit a form when you have settled on FBC property as your final choice.
- 7) All applications for non-church ministry usage shall be completed and signed on forms provided by FBC **no more than 3 months before the scheduled event**. Church ministry events take priority over all other events.
- 8) No church facilities shall be used **before 7:00am or after 11:00pm Monday-Friday or 8:00pm Saturday, or anytime on Sunday**, unless special approval has been granted by the elders.
- 9) Adequate adult supervision and sponsorship is required of all groups using church facilities.
- 10) Use of the facilities is restricted only to those rooms that are approved for use (not counting the foyer, hallways and bathrooms).
- 11) Church furniture and/or equipment shall not be moved by anyone who is not a church employee without permission of the employee "in charge." When permission has been granted, church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- 12) No equipment, material, or supplies shall be removed from the facilities without prior approval.

- 13) Persons or organizations using church facilities shall be responsible for ALL SETUP and CLEANUP (unless other arrangements have been made) and any loss of property or damage to church facilities and equipment (beyond normal wear). Documentation of who will setup and cleanup the facilities must be provided with the application for use.
- 14) Any use of church facilities shall comply with county ordinances and all state and local fire, health, and safety laws.
- 15) The church member on duty shall have the power to enforce the rules and regulations of this policy. This member should see that all lights are turned off and that all doors and windows are locked upon departure.
- 16) A group with authorization to use these facilities is permitted to allow entrance only to persons of the approved organization with the exception of FBC members who may need to use other portions of the building.
- 17) All organizations or groups seeking use of the church premises must designate an authorized FBC member who will be held responsible on behalf of the organization or group for seeing that all conditions of the policy are met and for the signing of the application for use and liability waiver.
- 18) Any event that wants to charge a fee in the use of our property must obtain prior approval in order to be able to charge fees for the event.
- 19) Groups who want to use FBCs property and facility and are not a ministry of FBC are requested to donate the following funds as suggested:
 - a) These are the base amounts requested for each space used:
 - i) \$100 for use of the auditorium
 - ii) \$50 for use of the youth room, or the fellowship hall and kitchen
 - iii) \$25 for the use of a classroom
 - b) These are the hourly amounts requested for each space used for the preparation time, the actual meeting, and clean-up time:
 - i) \$30/hour for use of the auditorium
 - ii) \$20/hour for use of the youth room, or fellowship hall and kitchen
 - iii) \$10/hour for use of a classroom
 - iv) \$25/hour for janitorial clean-up
 - v) \$25/hour for audio-visual personnel including set-up, sound checks, running the system, and tear-down.
- 20) Wedding Policy:
 - a) Because the Bible teaches that marriage is God-ordained as the union between one man and one woman (Gen 2:24; Mt 19:4-6; Mk 10:6-9; Eph 5:31), no pastor or elder of Faith Bible Church is allowed to officially participate in nor can the property be used for any marriage ceremonies different than this, including "same-sex marriage" ceremonies and other unions forbidden by Scripture (Lev 18:1-30; 20:10-21; Mt 19:3-12; Rom 1:18-32; 1 Cor 5:1-11; 6:9-11, 18; Gal 5:16-21; Eph 5:3-5; Col 3:5-11; 1 Thes 4:1-8; 1 Tim 1:8-11; Rev 21:8; 22:15; etc.).
 - b) The couple needs to:

- i) Qualify for marriage according to how the Bible defines marriage (between a man and a woman for life; See the Addenda in FBC's Statement of Faith).
 - ii) Provide a written statement explaining why they are unable to use their home church for the wedding ceremony.
 - iii) Complete a property use application form and liability waiver.
 - iv) Complete premarital questionnaires to satisfy the elders that the bride and groom:
 - (1) Are both believers, with a credible profession according to the Bible.
 - (2) Are not under the discipline of another church.
 - (3) If divorced, have the Biblical right to remarry.
 - (4) Will participate in our premarital counseling or an approved equivalent.
 - v) Submit ceremony details. This includes any music used for the ceremony and/or a reception held on FBC property.
 - vi) Agree to arrange and donate funds for all support personnel and equipment through FBC.
 - vii) Have a sponsor that is a member of FBC that will agree to be at the church during the rehearsal and wedding ceremony.
- c) The *elder with oversight over property usage* shall then review the documents and determine the appropriateness of using the facility for the ceremony. In order to satisfy the questions above, the elders may require a meeting with the prospective bride and groom.
- d) Only FBC pastors or other approved (by FBC) clergy are permitted to perform ceremonies at FBC facilities. The member of the pastoral staff asked to perform the ceremony shall accept or decline such invitation based on his own preferences and convictions, but in harmony with these guidelines and the Bible.
- e) Any use of candles for a wedding in the auditorium other than a Unity Candle needs to receive special approval from the elders
- 21) Violations of any rule or regulation may be cause for IMMEDIATE revocation of any permit granted for use of church facilities.
- 22) This permit is non-transferable.
- 23) For all non-church sponsored events, the group or person using the facilities will be required to show proof of liability insurance coverage in the amount of at least \$500,000. The user must also sign a "Property Usage Form" that includes the "Indemnity and Hold Harmless Agreement."
- 24) Faith Bible Church, its officers, members, and employees will assume NO responsibility for properties left on church premises or injuries that occur on church premises.