



## **FACILITY USE POLICY**

**Revised 04/09/24**

### **Statement of Purpose:**

The facilities of Immanuel Baptist Church (IBC) are generally reserved for use by members only. However, to demonstrate love for and engagement with our community, IBC makes its facilities available to non-member activities that are consistent with the mission and beliefs of IBC as expressed in its constitution, bylaws, statement of faith, and other governing documents.

### **Scheduling Events:**

The church staff or authorized representative of IBC makes the final decision concerning facility use. Priority of use shall generally be given to members and church ministries. IBC will only allow individuals, groups, and organizations to use church facilities if that individual, group, or organization meets the following criteria:

1. The individual's, group's, or organization's objectives are in general harmony with the purpose and mission of the church.
2. The individual, group, or organization is willing to take responsibility for the facility and equipment, to properly supervise any activity, and to abide by the rules of conduct as included in this policy and as given orally by the church staff or authorized representative.
3. Requests by individuals, groups, or organizations that are not members of IBC must have an active member of IBC be present at the event in order to assume responsibility and oversight of the event.

Once the "Facility Use Application" is completed and returned to the church staff or authorized representative, the application will be reviewed. After the application is processed, the applicant will be contacted in order to complete the "Facility Use Agreement". Once this agreement is completed and returned by the applicant, and the Facility Use Fee and Maintenance Deposit are paid, the event will be placed on the church calendar.

### **Indemnity Agreement**

All individuals, groups, or organizations using the facility hereby agree to release, defend, hold harmless, and indemnify IBC and its officers, employees, members, and other representatives from and against all claims, damages, loss, actions, cost, and expense (including, without limit, attorney fees) arising directly or indirectly out of the use of IBC.

If damage occurs to the church facility or equipment, any individual, group, or organization using the facility agrees to accept the replacement costs as determined by the Pastor and Deacons or their designee and agree to reimburse the church upon demand.

## **Fees**

### **1. General Usage**

IBC charges a facility use fee of \$50.00 per event. This fee is non-refundable and must be submitted prior to the event. This cost is waived if the person securing the facilities is an active member of IBC. (Active member has attended within the past six months.)

IBC requires a Maintenance Deposit (refundable) of \$100.00 per event. This deposit must be submitted prior to the event. The fee will be voided/refunded at the conclusion of the event, provided all guidelines are followed and the Cleaning Checklist has been completed.

If your event requires sound, lighting, projection, or any other kind of media, IBC will charge \$100.00 to supply a trained IBC media team member to help with your event. This person will take care of media setup, operation during the event and tear down of all media equipment. Only a trained IBC media team member is allowed to operate and move equipment.

### **2. Wedding Usage**

IBC charges a Facility Use Fee of \$200.00 per event. This fee is non-refundable and must be submitted prior to the event. This cost is waived if the person securing the facilities is an active member of IBC. (Active member has attended within the past six months.)

IBC charges a Maintenance Deposit of \$150.00 for weddings (usage of the Worship center, changing rooms/classrooms, halls, bathrooms and foyers). This deposit must be submitted prior to the event. The deposit will be voided/refunded at the conclusion of the event provided all guidelines are followed and the Cleaning Checklist has been completed. (This deposit is subject to change if, according to the discretion of the church staff or their representatives, a different fee is justified.)

If your wedding requires sound, lighting, projection, or any other kind of media, IBC will charge \$100.00 to supply a trained IBC media team member to help with your event. This person will take care of media setup, operation during rehearsal, operation during the wedding, and tear down of all media equipment. Only a trained IBC media team member is allowed to operate and move equipment.

## **Facility Use Guidelines**

1. No alcohol may be served in church facilities or on the church campus.
2. Smoking inside church facilities is prohibited.
3. Individuals, groups, and organizations may only use the areas reserved for the event. Individuals, groups, and organizations must not exceed the capacity limits of the areas reserved.

4. Individuals, groups, and organizations must leave the used areas in good, clean condition. This includes completing the Cleaning Checklist for all reserved areas directly upon conclusion of the event.

The checklist should be immediately submitted to the church office (if after hours, please slide under the Pastor of Administration's door) and will be verified for completion. In the event the Cleaning Checklist items have not been completed, the individual, group, or organization forfeits their deposit submitted upon reservation. Please take great care that each item is completed as this ensures our facilities are ready for their next use.

The church's custodian is responsible for maintaining/cleaning the facilities following church-wide ministry events only. You are entirely responsible for the cleaning checklist following your private event or your church event that is not church-wide.

5. Lights must be turned off and doors must be locked when the event is complete.

6. Usage of disposable cups, plates, napkins, and/or silverware from the church's stock is prohibited. Such supplies are not included in your use fee. Our stock is regularly monitored to make sure it is replenished as needed. Failure to comply may result in the forfeiture of your maintenance/cleaning deposit.

7. All church equipment must be returned to its original location unless otherwise directed by church staff or authorized representatives.

8. Drug use, foul or abusive language, and violent or destructive behavior are strictly prohibited. IBC reserves the right to require any person engaging in such behavior to leave the premises.

9. Individuals, groups, and organizations may not use tables, chairs, or other equipment from areas not reserved.

For example, if reserving the Worship Center for an event, this includes the use of tables and chairs from within the Worship Center storage closet. It does not, however, include gathering additional tables and chairs from other parts of the building that are not included in your reservation. This is to ensure that multiple parts of our church can be used simultaneously and that each group has everything they need per their application and reservation. If you feel you will need additional chairs/tables/equipment beyond what is directly in your reserved space, consult with the church staff as to where to get these from and be careful to note this on your application.

10. Individuals, groups, and organizations agree to abide by additional instructions from church staff or authorized representatives before and during use of the facility.

11. All sound, visual and media equipment are restricted to trained IBC media members. If these elements are needed for your event, you must request them in your application. Note: A \$100.00 fee will be required to secure a trained IBC media team member.

12. We do allow individuals, groups and organizations using the facility to use the playground. IBC requires adult supervision to be present at all times while children use the playground.

13. If there will be a charge for persons attending the event, or, if merchandise is, goods or services will be sold during the event, they must be pre-approved by IBC in advance of the event.

IBC limits the use of its facilities because all of its church facilities, whether or not attached to the church worship center, are set apart for the purpose of worship, biblical education, and fellowship. (See I Corinthians 10:31) Allowing activities or ceremonies contrary to the mission and statement of faith of IBC would violate the church's beliefs and religious practices, would render assistance to beliefs and practices contrary to its own, produce confusion among its members, and send an inconsistent message to the community. II Corinthians 6:14; I Thessalonians 5:22.

This policy is intended to cover basic concerns about church facility use. This policy does not cover every aspect of church facility use. No IBC representatives have authority to enter into an agreement contrary to or waive the guidelines and restrictions contained in this church facility policy.

## **FACILITY USE AGREEMENT**

1. I acknowledge that I have read and agree to abide fully by the terms and guidelines of the Immanuel Baptist Church (IBC) Facility Use Policy.
2. I understand that IBC limits use of its facilities to activities that are in general harmony with its mission, as stated in its Constitution and Bylaws as well as its Facility Use Policy.
3. I acknowledge that permission to use the IBC facilities is conditioned upon the aforementioned activity being fully consistent with the religious beliefs, mission and purpose of IBC. I agree to notify immediately the church staff or representative if a conflict arises between the intended activity and the religious beliefs, mission, and purpose of IBC.
4. I agree to reimburse the church for any damage caused to the church facility in the amount set by the Pastor and Deacons of IBC or their designee in congruence with repair/replacement costs.
5. I agree to abide by any further instruction(s) given to me (or to my group or organization) by the Pastor and Deacons or their designee before and during my use of the facilities.
6. I understand that IBC believes disputes should be worked out between parties and without legal action. (See Matthew 18 and I Corinthians 6) I agree to submit any disagreement, claim, or action to Christian mediation. If that fails, I agree to arbitration through the American Arbitration Association or any mediation service mutually agreed to by the parties.
7. If I represent a group or organization, I declare that I am duly authorized to sign for and bind that group or organization.
8. I agree to release, defend, hold harmless, and indemnify IBC and its officers, employees, members, and other representatives from and against all claims, damages, loss, actions, cost, and expense (including, without limit, attorney fees) arising directly or indirectly out of the use of the IBC facilities.
9. I agree to pay the required event Use Fee (non-refundable) and Maintenance Deposit (refundable) as stated in the Facility Use Policy upon submitting the Facility Use Agreement.
10. Will there be a charge for persons attending the event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, what is the amount? \_\_\_\_\_

Will there be any merchandise, goods or services sold during the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, describe the merchandise, goods or services to be sold \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Group Name & Authorized Signature

IBC Authorized Signature

Date

**WORSHIP CENTER & WELCOME CENTER (Front Foyer)**

**CLEANING CHECKLIST**

The following are to be completed immediately upon the completion of the event.

**Worship Center:**

\_\_\_ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

\_\_\_ Replace and return any items that were moved in sanctuary (eg. chairs)

\_\_\_ Pick up all trash and song books

\_\_\_ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

\_\_\_ Vacuum Worship Center

\_\_\_ Turn out lights and make sure Sanctuary doors are shut

Note: All sound, lighting and media related items will be returned by a trained IBC media member

**Welcome Center:**

\_\_\_ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

\_\_\_ Replace and return any items that were moved in Welcome Center (eg. chairs in seating area, welcome center desk, stools etc.)

\_\_\_ Pick up all trash

\_\_\_ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

\_\_\_ Vacuum Welcome Center if needed

\_\_\_ Vacuum entry mats

Sweep and clean all bathrooms. If more paper towels, toilet paper or hand soap are needed, please inform the office.

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Name/Signature Date

Once cleaning has been completed, return this form to the church office.

## **WARMING AREA – RESTROOMS -HALLWAY**

### **CLEANING CHECKLIST**

The following are to be completed immediately upon the completion of the event.

#### **Warming Area:**

- Clean Sink
- Wipe Counters
- Sweep/Mop Floor
- Items used from the kitchen should be washed, dried and returns to their designated place. (Pots, pans, dishes, utensils, etc. For your convenience, cabinets and drawers are labeled.
- Refrigerator: Remove all food items brought and clean any spills/messes. Clean handles, knobs, etc. with disinfectant wipes.
- Microwave and conventional ovens: Clean any spills/messes. Clean handles, key pads, etc. with disinfectant wipes.
- Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.
- Clean all door knobs (both sides of door), chairs, tables, counters that have been used in any of these areas with disinfectant wipes)
- Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bags).
- Turn off all lights

#### **Restrooms:**

- Sweep/Mop Floor
- Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bags).
- Wipe Counter
- Clean toilet handles, seats, stall doors etc. with disinfectant wipes
- Clean all door knobs (both sides of door), chairs, tables, counters that have been used in any of these areas with disinfectant wipes)
- Turn off all lights



**WARMING AREA – RESTROOMS -HALLWAY  
CLEANING CHECKLIST**

**Hallway:**

\_\_\_ Sweep/Mop if needed

\_\_\_ Return church property to original location

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Name/Signature

Date

Once cleaning has been completed, return this form to the church office.

Notes/Comments:

**CHILDRENS CHURCH ROOM - CHILDREN'S CLASSROOMS**

**CLEANING CHECKLIST**

The following are to be completed immediately upon the completion of the event.

**Classroom #** \_\_\_\_\_ (Each classroom is numbered)

\_\_\_ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

\_\_\_ Return all church property to original location

\_\_\_ Vacuum if needed

\_\_\_ Clean up any spills (Make note of spills on carpet so our facility manager can follow up if additional cleaning is required)

\_\_\_ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

\_\_\_ Turn off lights

**Children's Restrooms:**

\_\_\_ Sweep floor

\_\_\_ Empty trash and place in receptacle outside

\_\_\_ Wipe Counter Clean toilets-handle, seat and stall door with disinfectant wipes

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Name/Signature

Date

Once cleaning has been completed, return this form to the church office.

Notes/Comments:

**STUDENT LOFT  
CLEANING CHECKLIST**

The following are to be completed immediately upon the completion of the event.

\_\_\_ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

\_\_\_ Replace and return any items that were moved in student wing (eg. chairs)

\_\_\_ Pick up all trash

\_\_\_ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

\_\_\_ Vacuum if needed

\_\_\_ Clean up any spills (Make note of spills on carpet so our custodian can follow up if additional cleaning is required)

\_\_\_ Turn out lights and make sure doors are locked

Note: All sound, lighting and media related items will be returned by a trained IBC media member

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Name/Signature Date

Once cleaning has been completed, return this form to the church office.

Notes/Comments:

**ADULT GROW GROUP ROOMS**

**CLEANING CHECKLIST**

The following are to be completed immediately upon the completion of the event.

**Classroom #** \_\_\_\_\_ (Each classroom is numbered)

\_\_\_ Remove all personal items, decorations, party supplies, paper plates, cups, napkins, etc.

\_\_\_ Return all church property to original location

\_\_\_ Vacuum/Mop if needed

\_\_\_ Clean up any spills

\_\_\_ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bag)

\_\_\_ Turn off lights

Restrooms: Sweep floor Empty trash and place in receptacle outside

Wipe Counter Clean toilets-handle, seat and stall door  
with disinfectant wipes

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Name/Signature Date

Once cleaning has been completed, return this form to the church office.

Notes/Comments:

**PLAYGROUND & EXTERIOR CAMPUS (PARKING LOT & GROUNDS)**

**CLEANING CHECKLIST**

**Playground:**

\_\_\_\_ Pickup all belongings

\_\_\_\_ Empty all trash and place in receptacles outside. (All liquid needs to be cleaned out of trash cans before replacing trash bags).

**Exterior Campus (Parking Lot & Grounds)**

\_\_\_\_ Pickup all belongings

\_\_\_\_ Pick up all trash and place it in Blue City Trash Containers.

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Name/Signature Date

Once cleaning has been completed, return this form to the church office.

Notes/Comments:

# Immanuel Baptist Church

## Facility Use Application

Contact Info:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event Info:

Date: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

If recurring, list dates/times:

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Description/Purpose:

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Specific Rooms Requested:

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Additional Information:

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed by Office Staff:

Date turned into office: \_\_\_\_\_ Approved: \_\_\_\_\_

Added to Calendar:  Wall  Google