

**First Baptist Church
Diboll, Texas**

POLICIES AND PROCEDURES FOR USE OF FACILITIES

The Facilities of First Baptist Church – Diboll is a vital part of the overall ministries of First Baptist Church and the community of Diboll, Texas. With that said, the church in no way wants to hinder the support within the community and Church members however policies and procedures are needed to govern the usage of Church facilities. Those participating in events and enjoying the facilities will dress and conduct themselves in a Christ-like manner.

These policies and procedures cover the usage of the sanctuary and fellowship hall for events such as weddings, banquets, showers, etc. When using the facilities at First Baptist Church in general the following guidelines are to be followed:

I. GENERAL

1. No alcoholic beverages may be served in/on church premises and no smoking is allowed in any church facility. There will be no weapons, animals, tobacco, alcohol, or controlled substances brought into the Fellowship Hall. Dancing is prohibited.
2. Policies and procedures relative to the use of Fellowship facilities may be altered or added to only by the approval of the proper Committee and/or by the direction of the Church in conference action.
3. The Church properties/facilities must be left in the condition in which they are found.

II. RESERVATIONS

1. All reservations for the use of the Church facilities must be placed on the Church Calendar by the Church Staff at least one (1) week in advance of time desired. Reservations will be accepted on a first come basis. Building request form (SEE attached FACILITY REQUEST FORM) should be completed at the time reservations are made.
2. A Church Member; only if said member will be participating in the function, may make reservations for use of the Facilities for non-church related functions. The Church Member will be responsible for the function being conducted according to all policies herein (See attached FACILITY FEE SCHEDULE for charges).

**First Baptist Church
Diboll, Texas**

RESERVATIONS - continued

3. Reservations for use of the facilities for Non-Church related functions may be made by a Non-Church Member however a Church attendant must be paid which is covered in the FEES section – (See attached FACILITY FEE SCHEDULE).
4. Church wide activities take precedence over other reservations by individual Church organizations or community events. Although an effort will be made to avoid scheduling conflicts, it may be necessary to cancel an event for a Church wide event or activity. If it is necessary that a reservation be canceled, the Church Office will notify the reserving individual as far in advance as possible.
5. The person making reservation is responsible for checking out the key to the Fellowship Hall from the Church Office. This person is held responsible for any activity in the facilities. The key will be returned to the office within twenty-four (24) hours of completion of the activity.

III. CUSTODIAL CARE OF THE FACILITIES

1. The church facilities should be left in the condition in which they are found. Deposits are required as noted as a facility fee in the attached FACILITY FEE SCHEDULE.
 - a. Non-Members will pay a fee for custodial service to clean the buildings. This does not include the tear down and set up of the buildings or the kitchen, which is the responsibility of the person making the reservations for the event. The attendant from the Church will oversee the replacement of fixtures/furniture in preparation of the Church services.
 - b. Members of the Church are expected to clean the building when finished unless arrangements have been made with the custodian to compensate them for the cleaning of the building. It is also the responsibility of the member to disassemble and put away any temporary set ups for their event and leave facilities in the same condition as was prior to their event.

**First Baptist Church
Diboll, Texas**

IV. CHARGES AND GRATUITIES

1. Fees for use of the Church facilities are divided into two categories, members and non-members. Members are defined “active member” or “as a member in good standing” and their immediate family.
2. The Fee schedule applies as follows: Members are required to follow the fee schedule for weddings/receptions only. Non-members are required to follow the fee schedule for any/all events.
3. These charges can be found on the last page of these policies. For members of the Church, there is a hostess fee for the use of the fellowship hall for weddings and/or receptions. Members and non-members will be responsible for paying a refundable deposit. The deposit is to insure that the building is clean when the event is over. If all of these policies are followed, set up is complete and the building is clean, the deposit will be refunded.
4. Payment of all fees should be made the week prior to the event. Checks should be made payable to First Baptist Church – Diboll. A separate check for the cleaning deposit should be submitted at the time the event is reserved. This check will be returned after the buildings are cleaned.
5. A gratuity for the officiating clergy, instrumentalists, and singers is the responsibility of the requesting party. The facility fee includes the fees for the attendant, sound technician, and Church hostess.

V. CONTRACT/AGREEMENT

When the application is completed, signed by both requestor(s) and Church staff it becomes a contract. It is understood that the parties concerned will read and abide by the forgoing rules and regulations. These policies have been adopted by the membership of First Baptist Church - Diboll.

**First Baptist Church
Diboll, Texas**

FELLOWSHIP HALL

I. GENERAL

1. The facilities are for the general use of the Church family and the community. Request for use should comply with the procedures and guidelines in accordance with Church Bylaws.
2. The fellowship hall will be closed during regularly scheduled Church meetings, except when such meetings are a part of regular scheduled Church activities.
3. Food or drinks will not be allowed outside the designated area, unless there is a church-wide approved eating activity. Any group holding an activity with food and/or drink is responsible for the cleanup and removal of all trash to the dumpster or refuse containers outside of the building.
4. Children less than six (6) years of age will be supervised by an adult (18 years or older)
5. Furniture in the Fellowship Hall may be rearranged, but must be returned to the proper place unless otherwise directed by Church Hostess/Church Fellowship Committee member. The reserving Church member/building attendant is responsible for seeing this is accomplished.
6. Uses of special items such as coffee service, punch bowl, crystal, cups, plates and linens is restricted to Church members' use only and is to be arranged through the Church Hostess. Items broken or damaged will be replaced with like items.
7. No equipment, dishes, silver, linens, etc. are to be removed from the facilities. The Church will furnish trash bags and dishtowels.
8. Locked storage area to be accessible only to Church Hostess and/or by permission of Fellowship Committee.
9. Special cleaning procedures may be required on some items. Check with Church Hostess and/or Fellowship Committee members for instructions.

**First Baptist Church
Diboll, Texas**

GENERAL – continued

10. The Audio Visual System is operated by the Audio Visual Ministry Team.. No one is allowed to operate it except those authorized by the Church. The Audio Visual Ministry Team will authorize the use of any part of the Sound System.
11. No rice, birdseed, confetti, etc will be thrown in any part of the Church buildings. (It is permissible outside.)
12. Policies and procedures relative to the use of Fellowship facilities may be altered or added to only by the approval of the proper Committee and/or by the direction of the Church in conference action.

II. RESERVATIONS

1. Reservations for Wedding Receptions may be made by non-church members. All use of the facilities for Wedding Receptions must be coordinated with Church Hostess. (See attached FACILITY FEE SCHEDULE for charges).

III. FLOWERS AND DECORATIONS

1. Decorators are required to schedule a time with the Church Office when they may begin decorating so as not to conflict with any other services.
2. Only dripless candles will be used. Cellophane paper or cloth to be used under candles. If candles drip on the carpet/floor the person making the reservation will be responsible for cleaning of the carpet/floor, and is liable for any damage to the carpet.
3. No tacks, pins, nails or glue will be used to fasten decorations to the furniture or building.
4. Flowers will be placed where there will be no water damage or other stains. No flowers will be placed on any Church musical instrument.
5. All decorations and equipment that are not Church property will be removed promptly following the activity. This is not the responsibility of the Church Custodian.

First Baptist Church Diboll, Texas

SANCTUARY

Generally, a sanctuary is reserved for a wedding; therefore this section is driven toward our policy and procedures on reservations for wedding ceremonies. First Baptist Church is happy to help with your wedding plans.

Your wedding is a sacred occasion. Careful planning will help it be a memorable event which you will treasure all your life.

The ceremony is not a gala social event, but a Christian worship service in which two persons publicly pledge their vows of fidelity and love and spiritually become as one by divine ordinance of God. The pastor and staff of First Baptist Church wish to provide any assistance needed to you so that your wedding will be memorable experience.

I. GENERAL

1. It is recommended that the wedding date be set as early as possible. This should be done with the Church staff and placed on the Church calendar. You may telephone to inquire about dates but a date can be placed on the Church calendar only after you make written application.
2. The Pastor at First Baptist Church is available for weddings however counseling is recommended prior to the ceremony. If you choose to use outside minister, it should be communicated at the time the request form is completed.
3. It is suggested that you enlist a wedding director who will help you plan your wedding. A wedding director will assist you in wedding etiquette with time management, rehearsal, and the ceremony. Should you not have a director in mind, the church staff will be happy to suggest ladies who have experience in this area. The wedding director must contact the Church staff in advance of plans for wedding and rehearsal.
4. Choosing the music and instruments are vital parts of the wedding ceremony. The instruments (keyboard, piano, and organ) are available for use at the wedding. If the Church instrumentalists are not used at the wedding, please include the names of your instrumentalists on the application form. This is done to protect the instruments as unskilled musicians could damage the equipment. The fee for the instrumentalists is the responsibility of the parties being married and should be agreed upon in advance with the instrumentalists.

**First Baptist Church
Diboll, Texas**

GENERAL – continued

5. The Audio Visual Ministry Team operates the Audio Visual System. No one is allowed to run it except those authorized by the church. Please make arrangements through the church office for a technician for both the rehearsal and wedding.
6. It is the responsibility of the wedding party to arrange for photographs and videotaping of the wedding. The photographer is not to mar furniture by standing on the pews or placing camera equipment on the pews or furniture in the Church. The wedding party is responsibility for any damage so caused.
7. The fellowship hall is available for receptions. Please include this need when completing the request form. Please refer to the “Fellowship Hall” section of these policies and procedures for the guidelines.

II. FLOWERS AND DECORATIONS

1. Florists or decorators are required to schedule a time with the Church Office when they may begin decorating so as not to conflict with any other services.
2. Only metal encased candles or votive cups are allowed in any of the candelabra. Only dripless candles will be used. Cellophane paper or cloth to be used under candles. If any candles drop on the carpet, the family of the bride and/or florist will be responsible for cleaning of the carpet. Candles may not be placed in or surrounded by any inflammable material. If candelabra are used down the aisle, they must be enclosed – as in hurricane lamps or similar protection.
3. No tacks, pins, nails or glue will be used to fasten decorations to the furniture or building.
4. Flowers will be placed where there will be no water damage or other stains. No flowers will be placed on any Church musical instrument.
5. Only wrapped wire or ribbon may be used on the wood or pews therefore not marring pew ends.
6. All decorations and equipment that are not Church property will be removed promptly following the activity. This is not the responsibility of the Church Custodian.

**First Baptist Church
Diboll, Texas**

FACILITY FEE SCHEDULE

Charges for MEMBERS:

Refundable Deposit	\$100.00
Hostess Fee	\$ 50.00
Sound Tech (if needed).....	\$50.00
Facility Fee	\$100.00
Total Wedding/Reception/Event Fee	\$300.00

Charges for NON-MEMBERS:

FEES FOR THE USE OF BOTH SANCTUARY AND FELLOWSHIP HALL

Refundable Deposit	\$200.00
Custodial Fees – Fellowship Hall & Sanctuary.....	\$100.00
Hostess/Attendant Fee - unlocking, locking, attendance for event Including weddings (rehearsal, wedding & reception)	\$100.00
Facility Fee	\$150.00
Sound Technician	\$ 50.00

**Total Facility Fee for NON-MEMBERS (including refundable dep.)
FELLOWSHIP HALL OR SANCTUARY ONLY:**

Refundable Deposit.....	\$100.00
Custodial Fees – either facility	\$ 50.00
Hostess/Attendant Fee	\$ 50.00
Facility Fee	\$ 75.00
Sound Technician	\$ 50.00

**First Baptist Church
Diboll, Texas**

FACILITY REQUEST FORM

Event Planned: _____

Date(s) Needed: _____

Facility Request:

_____ Sanctuary _____ Fellowship Hall
_____ Both (Sanctuary & Fellowship Hall) _____ Other

If wedding, please include the following:

Bride's Name _____ Phone # _____
Groom's Name _____ Phone # _____
Wedding Director _____ Phone # _____
Reception Director _____ Phone # _____

Pastor conducting ceremony _____
Instrumentalists _____

Name of Requestor (Responsible Party) _____

Address: _____

City, State Zip: _____

Home Phone #: _____ Cell #: _____ Work Phone #: _____

Member of FBC – Diboll YES NO (please circle one)

I have read the Policies and Procedures for use of Facilities. I agree to the information provided and accept responsibility for any damage to the facilities beyond the usual wear and tear of normal use.

Total Fees Due to First Baptist Church: \$ _____

Signature of Requestor

Signature of Church Staff
First Baptist Church – Diboll

FBC Use:
Hostess: _____
Attendant: _____
Sound Technician: _____
Total Fees Due: _____