

**FRANKLIN COUNTY BAPTIST ASSOCIATION**  
**BUILDING USE POLICIES**  
**January 2007**

**Scheduling An Event**

Any event taking place at Franklin County Baptist Association Ministry Center should be requested by calling the FCBA office at 636-583-2639 as soon as possible before the event. A Usage form must be filled out and any required deposit paid before an event will officially be placed on the calendar. Events requested will be processed by date received. All events are subject to approval. Every attempt will be made to approve use requests. However, circumstances such as schedule conflicts, lack of resources, or activities deemed inappropriate may result in denial or a suggestion to move the event to a different day. Please communicate every detail of your event to avoid problems and conflicts on the day of your function. Try to gather all information concerning number of people expected, area requested and special needs before you send in your request.

**Usage Priority**

1. All boards, committees, groups and individuals affiliated with FCBA shall schedule use of the facilities through the FCBA office, subject to any applicable fees listed on the fee schedule attachment.
2. Other organizations or groups not affiliated with FCBA may use the facilities as available on a rental basis.
3. Association related activities will be given priority use of the facilities.
4. The Franklin Baptist Association also reserves the right to cancel a previously scheduled event in the rare case of an emergency, or other urgent and unexpected events. We will give as much notice as possible to the rental party and refund any fees.

**General Rules For Use**

1. All individuals and groups requesting use of facilities must complete the Facilities Use and Rental Agreement Forms and make payment of all applicable fees at that time. Full rental fees must be paid **in advance** of the event.
2. All rooms or areas must be returned to a clean and neat condition immediately following use. This includes the return of all furniture and equipment to designated storage areas.
3. People who use the gym and kitchen shall follow all the specific rules of usage posted in all locations.
4. No tables, chairs, or any other equipment shall be borrowed, rented for outside use, or otherwise taken from the Ministry Center. Special consideration for other equipment will be given to member churches.
5. Any damages to the facilities or equipment incurred during the use of the facilities is the responsibility of the party renting or using the facilities. **All such damages shall be reported immediately to the FCBA office.**
6. No running on gym floor without athletic shoes.

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## **Conduct**

Proper conduct and attire are required at all times. Proper conduct includes keeping children with your group closely supervised at all times. During functions, your group should remain in your designated function area. Conduct should always be consistent with church and denominational standards.

1. Tobacco products, alcohol, pets, fireworks, firearms and controlled substances will not be allowed on the property. Remember FCBA is a non-smoking facility.
2. Profanity, horseplay, gambling and fighting will not be tolerated.
3. Hanging on the basketball rims is not allowed. Balls should not be kicked or thrown in such a way to harm others or damage walls, doors or lights.

## **Set up, Tear Down and Clean-up**

Because of the multi-use of the facility and the extensive hours of operation, much changeover and set up is required. With this in mind, your function may require you to set up, tear down and clean-up after your event. (A checklist will be provided.) You may request maintenance/clean-up for function, if available (at additional fee). (Note: Extension cords and related items may not be available for your function. Plan on bringing your own just in case.)

## **Dress**

Dress for everyone should be modest. Short shorts (must be mid-thigh or longer), mid-drifts, halter-tops and clothing with inappropriate language, pictures or symbols are not permitted. Form fitting clothing should be covered. Shirts and shoes are required at all times and athletic shoes for athletic events.

## **Fees**

FCBA ministries and member churches are encouraged to give a donation, but not required, in lieu of fees to cover utilities, etc. Please review the current fee schedule. Other groups will be charged a fee as set by the Ministry Center Operating Committee. Because some weeks, months, and seasons are busier than others and because circumstances are different when the building is already open verses non-operating hours, fees may vary. Fees may be adjusted or waived by the Director of Missions, or his designate, for use by a group for purposes which may help promote the mission of FCBA.

## **Kitchen Usage**

The kitchen is used for many purposes. It is necessary that the kitchen be maintained in proper order at all times as the association is subject to health inspections without notice. The proper care of the equipment is essential. Paper products and utensils are available for association ministry functions. Other groups need to supply what they will use.

## **Storage**

Due to limited storage space, we cannot store personal items.