

Guidelines for Use of FVBC Facilities

Exceptions to the below stipulations will be considered by church staff and deacons on an individual basis. Regularly scheduled meetings will have prior claim to space, facilities, and equipment ordinarily used by them.

An event is scheduled via an Event Form, which can be found on-line or at the Information Centers. All events are scheduled on a first come first serve basis with the following priorities kept in mind. Final notice of the event's approval/disapproval is possible after the monthly deacon's meeting. Priority for determining the use of these church facilities will be as follows:

1. Church wide meetings
2. FVBC organizations and small groups
3. Requests made by members of FVBC for viable Christian functions where a church member is an active part of the function and responsible for the facilities, during the activity.
4. Outside Christian Organizations (e.g. Raleigh Baptist Association, Bible Study etc.) where a church member is an active participant of the function and responsible for the facilities etc. during the activity.
5. Any other outside non-profit organization in which a church member is a leading, responsible, and active participant of the function. At no time shall food or drink be served in the Worship Center nor at anytime at FVBC will alcoholic beverages, smoking, fund raising, gambling or dancing be allowed. Organizations that misuse or disrespect the Facilities will be denied further access to them. Insurance forms must be submitted for \$1 million limit of Liability coverage and \$5,000 limit of medical payments coverage. The organization's liability insurance will be primary. **Non-profits will pay a fee of \$400.00 for facility use. A presentation of the gospel must be made.**

Rooms That May Be Reserved:

Fellowship Hall

- The Fellowship Hall is divided into two sections by removable partitions.
- Seating capacity is 200 per section or 400 for entire Hall.
- The front section is setup with a stage and sound equipment devoted to the Youth Ministries and the Hispanic Church Iglesia Bautista Nueva Vida. Do not tamper with sound and music equipment.
- An Audio Ministry Team member must be contacted prior to your event if you have need of audio equipment.
- The back section is primarily used for dinners and receptions.
- Due to staffing and facility needs, typically no more than five special functions per year will be scheduled by groups in categories 3-5 above, with one annual function allowed per organization.

Kitchen -

- The kitchen is a full-sized commercial grade kitchen.
- Prior to your event, a member of the kitchen ministry team must meet with responsible persons of your group to instruct you on use of equipment.

- No children under the age of 15 years old should be exposed to or allowed to operate kitchen appliances. ALL children in the kitchen area should be properly supervised by a responsible adult.
- Wash all the church's pots, pans, plates, and all utensils after use and return to their proper places.
- Paper products, tea and coffee are furnished for church group events only. List on the sign-out sheet located in the pantry what you use so it can be re-ordered. Events like family reunions, or non-church functions need to furnish their own paper products and other supplies.
- Soiled kitchen towels must be taken home cleaned and returned as soon as possible. If someone in your group leaves their serving dishes the responsible person must wash and take home with them to return. Any dishes left will be disposed of.
- No food should be left in pantry. Either take your food items home or discard. Do not donate to the church pantry or refrigerators.
- All surfaces must be wiped clean, including dining tables, as well as serving tables. High chairs should be cleaned if used.
- Empty water out of serving bins (warming unit).
- Sweep and mop the kitchen after your event. Carpeted areas must be vacuumed. Vacuum cleaners are located in the storage closet behind the sound booth.
- All trash cans must be left completely empty and re-lined with clean trash bags. Return the trash cans to the kitchen area before you leave.
- Upon exiting the area; kitchen doors and pantry door must be locked and lights turned off. Make sure pilot lights are burning on the range as this is the correct condition for the gas range.
- Complete the checklist, sign it, and turn into church office. attach kitchen checklist.....

Worship Center

- The Worship Center seats 450 including balcony.

Chapel - The chapel seats 50. The custodian will need to be consulted on removal of any equipment presently used in the Chapel.

Parlor - The parlor seats approximately 17 or can accommodate 30 people standing. It may be used for photographs sessions. It cannot be used as a dressing room. Use the blinds to adjust the light - do not attempt to adjust draperies. Furniture must be protected from water marks. Only mechanical candles are allowed. Return furniture if moved to original position.

Room Regulations:

1. The use of decorations, or attempting to attach anything to walls in any way or the adjusting of furniture shall be noted on your event form and must get prior approval.
2. No temporary structure shall be built anywhere on the premises without the consent of the church staff.
3. At all times fire and safety ordinances must be followed.

4. Reckless or negligent behavior resulting in damages must be paid for by the individual or group using the facility.
5. Those participating and enjoying the facilities of FVBC should exemplify the very best of Christian conduct at all times.
6. Food or drink should be limited to Fellowship Hall and Kitchen.
7. No "for profit" groups will be granted use of FVBC facilities.
8. Groups will be restricted to the use of areas reserved. All other areas are off limits.

Acceptable Private Functions:

1. ***Bridal Showers and Baby Showers*** may be held in church facilities if the bride or groom or a parent of either is a member of a Sunday School or a member of FVBC. If held on Sunday, they can only be done from the hours of 1-4 PM. A reservation for these functions cannot be made more than 60 days in advance.
2. ***Birthday Parties***, will generally not be held in church facilities. However significant birthday parties will be considered. A reservation for the function cannot be made more than sixty days in advance.
3. ***Anniversary Parties*** may be held for the 40th anniversary and up, providing the husband or wife or child hosting the party is a church member or Sunday School member of FVBC. A reservation for this function cannot be made more than sixty days in advance.
4. ***Family Reunions and Receptions*** may be held in church facilities if a family member is a church member or Sunday School member of FVBC. A reservation for this function cannot be made more than sixty days in advance.
5. ***Functions for Office Parties, Retirement Parties, Sororities, Fraternities, Clubs***, etc. will typically not be approved for the use of FVBC 's facilities.
6. ***Weddings, Wedding Receptions, and Dress Rehearsal Dinners*** see wedding policy.

Reservations: An event form must be completed for the use of facilities for all events.

Rental equipment, catering, and outside food services:

1. See attached liability form that must be signed by caterer.

Deposits/Fees:

Any other outside non-profit organization where a church member is a leading, responsible, and active participant of the function will pay a fee of \$400.00 for facility use.

Deposit required by all members for all non-church related events for the following areas:

Kitchen - \$30.00

Fellowship Hall Back - \$50.00 (near kitchen)

Fellowship Hall Front - \$100.00 (Youth area)

Note: Areas above must be cleaned, vacuumed, trash taken out, and table/chairs returned to proper places in order to have the deposit refunded.

The following areas are fees and are non-refundable due to setup/break down required by staff.

Fellowship Hall Sound - \$50.00

Fellowship Hall Stage - \$100.00