

First Baptist Church of Rosenberg Facility Use Policy Agreement

1. One time events (not related to the on-going Church program) may only be scheduled within twelve (12) months for members and six (6) months for non-members.
2. Before a non-church related event will be calendared, the following must occur:
 - a. the Facility Use Policy Agreement and Application (completed and signed) along with an application fee of \$100 are submitted to the church office staff during normal weekday office hours (Monday thru Friday, 8:30-12:00 or 1:00-5:00);
 - b. event approval is received from a FBC Rosenberg minister, in addition to three church trustees.

Non-members must also pay an additional security deposit and applicable facility use fees before the event will be added to the church calendar.

3. Once calendared, an event host/hostess or a Church Event Ministry Team approved substitute will be assigned to represent the church with respect to overseeing the event. Responsibilities include meeting with requestor to explain church building use guidelines, contacting staff required to cover event, as well as being present at the church during the entire event. If the event is a wedding, the church hostess may also serve as the wedding coordinator upon request. The host/hostess will be compensated based on the *Required Event Staff Cost Sheet*.
4. The church kitchen may only be used under the supervision of a representative from the Food Service approved list or a Church Event Ministry Team approved substitute. The representative shall be compensated based on the *Required Event Staff Cost Sheet*. If dishwashers are required, the Food Service representative will coordinate.
5. If a sound technician is required, representation will be coordinated by the event host/hostess with the chairman of the Sound Committee. The sound technician will be compensated based on the *Required Event Staff Cost Sheet*.
6. Per church policy, custodial staff must be on-site during all non-church related events. Representation will be coordinated by the event host/hostess. The amount listed on the *Required Event Staff Cost Sheet* covers this expense in most circumstances. If set-up and/or clean-up results in additional hours beyond the normal scope, the additional charges will be deducted from any remaining security deposit or collected from the user if a balance is not remaining.
7. Sanctuary & Fellowship Hall Available Times--
 - a. The earliest time available to decorate for weekend events is 10:00 am Friday. It should be noted that the church building/custodial staff is not available to assist during normal work-day hours.
 - b. The user and all guests should be out of the building by 10:00 pm on any weekday evening and by 9:00 pm for Saturday evening events.
8. The FBC Minister of Music and Worship must approve all music played/performed in the facility. Weddings are a worship ceremony and the

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music should be appropriate as such. The music list should be provided to the event host/hostess at least 30 days prior to the event.

If pianist/organist is not a member of FBC Rosenberg, their name(s) with contact number(s) should also be submitted to the FBC Minister of Music and Worship for approval at least 30 days prior to the event.

9. Since a wedding is a worship service, photographs taken during the ceremony must be non-flash photos and the photographer should maintain a position from the back of the congregation so as to not distract from the ceremony. The photographer may move to the aisles during the processional and recessional. Video may be recorded during the ceremony from a fixed location with normal building lighting.
10. Users will only have access to the areas of the facilities that they have scheduled. No fixed furniture or fixtures may be moved without permission. Tape and/or tacks may not be used on any of the furniture.
11. No alcoholic beverages will be allowed on the property. No smoking will be allowed in any building.
12. User is responsible for any stains resulting from spillage on carpets. In these situations, additional charges may apply for carpet cleaning. No red punch may be served.
13. Confetti may not be used. Rice or birdseed may be thrown outside the buildings. If rice or birdseed are used, there will be a \$25 extra charge for clean-up.
14. Flowers must be in leak-proof containers.
15. Candles must be shielded with plastic. Candle wicks should be trimmed to ¼" in length to avoid excessive smoke when lit.
16. The Church will not be liable for any of the User's or their guest's personal property lost, stolen or damaged on the Church property.
17. User agrees to hold the Church harmless from all damages or injuries to Users and their guests.

Acknowledged:

I have read the Facility Use Policy of First Baptist Church of Rosenberg and agree to abide by its terms.

Signature of User

Date

Printed Name

Contact Phone #