



BUILDING USE POLICY

The First Baptist Church of Sudbury maintains its building primarily to provide a central meeting place for worship, teaching and fellowship. The following rules for the use of our building are designed to keep the facilities ready and available to meet the needs of our congregation in these areas. They are also designed to govern the use of these facilities by both members and non-members for activities not related to the ministry & First Baptist Church.

All applicants must be individuals or organizations whose purposes and activities adhere to Christian Biblical principles and contribute to the welfare of the Church. Further, the applicant's practices and beliefs must be compatible with Christian Biblical practices and beliefs.

The objectives of the applicant and the activities conducted on Church property must not be in conflict with the mission of this Church.

I. GENERAL

1. Building must be returned to the original state in which it was found, including tables, chairs, carpet and floors.
2. No smoking or alcohol permitted on premises.
3. Food is to be served only in the **Multipurpose Room**. Any requests for variance from this policy should be directed to the **Board of Trustees**. Any such request should explain why the fellowship hall is inappropriate or unavailable for the service of food. At no time will any food or drink be consumed in the Sanctuary except for communion.
4. Any use of the kitchen shall be in accordance with the policy set forth by the Kitchen Committee.
5. Use of the sound system in the sanctuary shall be in accordance with the policy set forth by the Director of IT/Media. (see AV Operator rates below)
6. The use of the building shall be for non-profit functions only
7. The trustees reserve the right to reject requests for the use of the Church building for any functions that are not scheduled by the Church.
8. No "glitter" is allowed for craft/decoration/other purpose within the building.
9. No live or cut greens are allowed in the building per order of the Sudbury Fire Department.
10. No "outside" type basketballs, footballs, baseballs, etc. are allowed in the Multipurpose Room. Only soft sponge or nerf type balls are allowed.
11. The applicant and the individual or organization executing this application hereby waive any and all claims, demands, and causes of action that they may have against FBCS as a result of the use of church facilities pursuant to this application. The applicant and the individuals or organizations executing this application shall indemnify and hold harmless FBCS and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of Church property by the applicant group and its members, guest, employees, and agents pursuant to this application.
12. **The online *Building Use Request Form* must be filled out ahead of the event. You will be given a *Building Use Request – Check List* to be completed and returned the first business day following building use. Dual signatures will be required upon return of the checklist for Non-Members. Failure to return the checklist with all required signatures could impact future use of the building.**

II. MEMBERS OF FIRST BAPTIST CHURCH OF SUBURY & ASSOCIATION MEMBERS

1. Members may request to use the building from the Board of Trustees by submitting FBC's "BUILDING USE REQUEST FORM" for a non-profit function or wedding. Fees are as follows:
 - A. Building Use — no charge for FBC members
 - B. Building opening/closing fee
 - I. \$150 for wedding/function
 - II. \$50 for wedding rehearsal
 - C. Audio/Visual Operator Hourly Rates. The following vendors are trusted by the Church to operate and care for the sound system. You will be given contact information to coordinate with your vendor of choice.
 - I. Michael Harrison - \$100/hr. (Max of \$250)
 - II. Clear Line Audio - \$150+

III. Events United - \$150-250 (\$250/Day Rate)

D. Use of instruments such as the piano or organ must be pre-arranged with the trustees.

2. The member requesting the use of the building shall be responsible for obtaining a building key from the church office, opening the building for their function, securing the building after the function and returning the building key to the church office. When a member assumes this responsibility, the \$150 opening/closing fee is waived. No building fee will be charged to sister Southern Baptist Churches. They are responsible for the opening/closing and AV Operator fees only.

III. NON-MEMBERS OF FIRST BAPTIST CHURCH OF SUDBURY ONE-TIME EVENT

1. Requests must be submitted to the Board of Trustees online when building use is desired, for what purpose, number of people, and responsible party, using the Building Use Request Form – One-Time Event.
2. The fee for the use of the building is set by the Church. This fee is **\$400.00** for the use of the building and an additional fee of **\$50.00** for a wedding rehearsal and **\$50.00** fee for the wedding, which will be paid to the person responsible for opening and closing the building. The Audio Visual operator rates are outlined in Section II.
3. The fee must be paid prior to the date of the function. This fee can be waived or modified at the discretion of the Trustees.

IV. NON-MEMBERS OF FIRST BAPTIST CHURCH OF SUDBURY RECURRING USE

1. Requests must be submitted to the Board of Trustees in writing stating when building use is desired, for what purpose, number of people, and responsible party.
2. The fee for the use of the building is set by the Church. This fee will be dependent on the length of use and what facilities are required.
3. The fee must be paid prior to the date of the function. This fee can be waived or modified at the discretion of the Trustees.
4. A key fob will be given to grant access into the building. This key can only be used to enter the building during the event dates/time agreed to in the Building Use Request Form.