



## **FACILITY USE GUIDELINES FOR INDIVIDUALS AND OUTSIDE ORGANIZATIONS**

FBC Warrensburg welcomes the opportunity to serve the community by making its facilities available for use by individuals and organizations that are not a part of FBC's ministries. Federal tax law requires that the assets of a non-profit such as a church be used exclusively in the organization achieving its exempt purposes, we must then impose a fee for the use of FBC facilities whenever that use is considered for the benefit of private interests. This document provides the guidelines and requirements that must be met in order for an individual or outside organization to use the facilities.

In order for an event to be considered, the following requirements must be met:

1. The activity must be non-business related. For-profit activities are not permitted. For-profit organizations that want to use FBC facilities for non-business related activities may do so upon payment of the applicable use fee.
2. Nonprofit organizations will normally not be charged for the use of FBC facilities. If the facility is needed for an intensive use (such as a large event or a frequent event), an applicable use fee may be assessed.
3. Government and education entities may use the facilities upon the payment of a use fee. The facility use fee for government and education entities will be 50% off of the regular use fee.
4. Direct selling of anything, regardless of purpose, is not permitted.
5. Incorporated organizations, their purpose, and the activity must not conflict with the purpose, beliefs and doctrines of FBC.

FBC Warrensburg reserves the right to cancel at any time the reservations of an individual or organization that does not adhere to the guidelines set forth in this document.

### **Scheduling Priorities**

1. Meetings or other events involving FBC ministries or programming will always have first priority.
2. Individual FBC members' usage of facilities will have second priority.
3. Other requests by outside individuals or organizations for usage of facilities will have third priority.

4. If a church ministry request conflicts with a previously contracted event, the contracted organization or individual may be asked to move to a comparable room within the facility.

### **Guidelines and Requirements**

1. Every individual or organization is required to abide by FBC's guidelines, requirements and other restrictions regarding usage of FBC facilities. General guidelines, requirements and other restrictions are included in this document.
2. Every person or organization is required to complete a Facility Rental Form and submit to the church in advance of the applicable meeting or event and pay all applicable fees and charges. If the event includes utilizing our technical staff and/or equipment the form must be submitted thirty (30) days in advance. For all other events, the form must be submitted fifteen (15) days in advance.
3. Incorporated organizations will need to provide a Certificate of Insurance showing FBC as the additional insured with property damage and bodily injury limits of \$1,000,000 each. This certificate must be submitted with the Room Rental Request Form.
4. Users of FBC facilities agree to use utmost care in the use of our facilities and agree to leave facilities in good, clean condition. Trash must be gathered up by users and placed in the dumpster on the southeast corner of the parking lot. A cleaning deposit of \$25 may be collected in addition to the fees but is returned after the event if the facilities are properly maintained.
5. Use of the FBC facilities for weddings must adhere to additional requirements and pay fees as found in the Guidelines for Weddings policy.

### **Availability**

1. FBC facilities are generally available for use Monday through Friday from 9:00 am until 9:00 pm, and Saturday from 10:00 am until 5:00 pm.
2. If the facility is needed at other times, arrangements must be made at the time of reservation.

### **Coordinator**

1. A coordinator and/or custodian may be required for some events and will be provided by FBC. In certain circumstances such as weekend events, a fee will be required for use of the coordinator/custodian. They will be the FBC contact person during the event to answer questions or address needs. They will also unlock the building at the appropriate time, ensure that the only areas being used are those previously contracted, trouble-shoot in case of an emergency and lock the facility after the event.
2. The coordinator/custodian will report to the Facilities Director on the condition of the areas used to determine the appropriate refund of the cleaning deposit.

## Fees

1. A detailed listing of fees is attached. All such fees are subject to change up to 90 days prior to the event.
2. 50% of the fee may be required at the time the room request is made. The balance, and the cleaning deposit (if required), are due prior to the event in two separate checks. Unless there are cleaning issues, the cleaning down payment will be returned after the event. **The room is not guaranteed until all fees are paid in full.**
3. Additional fees may be incurred for last minute changes and some late changes may not be possible.
4. In the event you need to cancel your event, the down payment will be returned if notice was given at least five (5) days prior to the event.

## Auditorium Use

FBC Auditoriums include: The Worship Center, Apex, Garage, Warehouse, Drive-In, and Studio 34.

1. All auditoriums have a maximum capacity and some auditoriums have a minimum capacity that an event must expect before it can be reserved.
  - a. Worship Center: Max capacity – 550; Min capacity - 165
  - b. Apex: Max capacity – 250 (200 w/tables); Min capacity – 60
  - c. Warehouse: Max capacity – 150 (65 w/tables); Min capacity - 45
  - d. Garage: Max capacity – 100 (45 w/tables); No min capacity
  - e. Drive-In: Max capacity – 75 (65 w/tables); No min capacity
  - f. Studio 34: Max capacity – 100 (65 w/tables); No min capacity
2. Before using any A/V equipment in any auditorium, a pre-event meeting must be held at least fourteen (14) days prior to the event with the FBC's Technical Director in order to provide a full and detailed outline of the event and of all required equipment and the placement of the equipment.
3. FBC's audio/visual equipment must be operated by church approved and trained technicians. Charges for technicians are listed on the Facility Rental fee list.
4. All technical support is based on availability of crew.
5. Technical changes made within one week of the event must be coordinated with the Technical Director and may incur additional fees.
6. All events in the auditorium areas will be held with the understanding that any existing stage setup cannot be moved or cleared without permission from the Technical Director.

## Additional Requirements and Restrictions

1. Those using FBC facilities agree to release, protect, defend, indemnify and hold harmless FBC and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any FBC facilities.
2. In the event of damage to FBC facilities, those using any facilities shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by

- FBC's designee and shall pay FBC for such repair and replacement costs upon demand.
3. For children and youth events, the applicable individual or organization must provide proof of adequate adult supervision for all usage. Adequate adult supervision means two adults (18 years of age or older) in each room.
  4. FBC nursery rooms are not available.
  5. The transfer or passing on by any individual or organization of permission to use FBC facilities to any other persons or organizations is strictly prohibited.
  6. Usage must not exceed the space/capacity and equipment provided for in the user's Facility Rental Form. Those using FBC facilities must confine themselves to the areas provided for in the Facility Rental Form and may not take tables and/or chairs or other items from other rooms or areas of FBC facilities.
  7. Property belonging to FBC, including but not limited to tables, chairs, podiums, coolers and drink dispensers, are for use during onsite events only. Under no circumstance should FBC property be taken offsite by an individual or organization for use.
  8. Any articles of property left on FBC premises by those using FBC facilities shall, after a period of seven (7) days, be deemed abandoned and shall become the property of FBC. In no event shall FBC be responsible or liable for any loss or theft of, or any damage to, any articles of property of any individual or organization.
  9. At no time should tape, plastic adhesive, push pins, tacks, nails or staples be used to affix materials to walls or woodwork or to furnishings or equipment.
  10. Flammable liquids, fire-producing chemicals, and/or open flames in any form (except approved drip-less candles) may not be used without the written approval of FBC's staff.
  11. No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside FBC facilities without prior approval of FBC's staff. All scenery or props must be freestanding. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to be made fire-retardant.
  12. No red liquid beverages may be served.
  13. No smoking or tobacco use is allowed within FBC facilities. Alcoholic beverages of any kind or drugs are strictly prohibited on church premises.
  14. FBC reserves the right to schedule other activities and events in other parts of FBC facilities.
  15. FBC does not furnish any security services, or any other services except as expressly provided for in this policy and the Room Rental Request Form.
  16. The facility is to be in the same or better condition when departing as when arriving. FBC may require, in addition to listed fees, the payment of a refundable deposit, which is to be refunded to the applicable group or organization after inspection by FBC facilities following the group's or organization's meeting or event showing that no damage resulted from their usage of FBC facilities.
  17. For purposes of this policy, any reference to facilities includes any property of FBC, including furniture and equipment.

18. No individual organization shall use any FBC facilities in any manner or for any purpose that is in conflict with or contradicts the teachings and doctrine of FBC Warrensburg.
19. FBC's name shall not be used by any individual or organization in any manner in advertising or other publicity or any other oral or written statements that indicates or implies that FBC endorses or sanctions such individual or organization or its meeting, event, mission, or principles, except for any reference to FBC solely as the location of event or as may otherwise be expressly approved in writing by FBC.
20. No event shall be held for the purpose of endorsing any political party, candidate or political agenda.
21. In the event of an unscheduled closing (inclement weather, etc.), the office staff will contact the scheduled user to notify them of the closing and any fees paid will be refunded.

Questions may be directed to:

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This policy is applicable to use of FBC facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of FBC facilities. Without prior notice and at any time for any or no reason, FBC specifically reserves the right to (1) construe and interpret these or any other FBC policies, (2) apply, maintain and administer these and any other FBC policies in FBC's discretion and (3) modify, change, or terminate these or any other FBC policies in whole or in part. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No FBC representative has any authority to waive or enter into any other provisions of this policy or any request form without the express written approval of FBC's Staff.

## Fee Schedule

Room	Capacity w/ chairs	Minimums	Capacity w/ tables	Minimums	Fee
Worship Center	550	165	n/a	n/a	\$50/ Hr.
Apex (includes kitchen)	250	60	140	35	\$60/Hr
Kitchen Only (in Apex)	n/a	n/a	n/a	n/a	\$10/Hr
Warehouse	150	45	65	25	\$30/Hr
Studio 34	100	30	65	25	\$30/Hr
Garage	100	30	45	15	\$30/Hr
Drive-In	75	25	65	25	\$30/Hr
Café 56	100	n/a	75	n/a	\$35/Hr
Indoor Playground	n/a	n/a	n/a	n/a	\$10/Hr
Kitchen (in KidsZone)	n/a	n/a	n/a	n/a	\$5/Hr
Regular Classroom	30	n/a	20	n/a	\$10/Hr
The Loft	75	25	45	20	\$30/Hr
The Cup	n/a	n/a	20	n/a	\$20/Hr
Conference Room	10	n/a	10	n/a	\$10/Hr
Atrium	n/a	n/a	n/a	n/a	\$25/Hr

A/V Needs (2 Hr Minimum – per person) A/V charges are calculated at the hourly rate for a 2 hour minimum for set-up, shut down and reset plus time for the duration of the event.	Sound w/Tech	Computer/ Projector w/Tech	Words/ Screen w/Tech	Lights w/Tech.
Worship Center	\$25/Hr	\$25/Hr	\$25	\$25
Apex	\$20/Hr	\$20/Hr	included	Included
Warehouse	\$20/Hr	\$20/Hr	included	included

**Live Video** \$200/Hr

### Coordinator

Coordinator to act as the FBC contact person during the event.

\$15/Hr

### Custodian / Facility Assistance

To provide set up and/or clean up before and after events. Two-hour minimum per person, staffing requirements determined for each individual event according to the amount of setup/clean up requested.

\$15/Hr