



First Baptist Church  
Starke, FL  
Facilities Usage Policy

2023

### **An Event at First Baptist Church:**

It should be understood any event held at First Baptist Church must not contradict the sanctity of the Church. It is of utmost importance that the church be regarded as "God's house" and it should not be used for any other purpose than that which will honor Him. Whether it is your desire to use the sanctuary or any fellowship facility it is expected that your event's conduct and or purpose take ideals into consideration.

### **Time Availability:**

The Church Facility will be available for use Monday - Saturday, with Sunday generally not available unless approved by the Administrative Pastor. The facility will be available for 6 hours between 9:00 AM and 8:00 PM, which includes the setup and clean-up of the items you bring into the facility.

### **Event supervisor:**

The event supervisor will be available to unlock and lock the buildings, assist you with the use of the facilities. They will remain on the church premises during your event to make sure that the building is secure and that your needs are met. If you are using both the Fellowship Hall and Sanctuary you will be charged one event supervisor fee.

### **Facility use expectations:**

The Custodians will clean all floors and restrooms as well as set the facility back up for Sunday programming. It will be your responsibility to remove any items you bring into the facility. If you are using the Fellowship Hall, please understand that the custodians ARE NOT expected to clean the kitchen items you use, this will be your responsibility Failure to clean up behind yourself and /or in the event items are missing from the facilities will result in the loss of your privilege to use the facilities. If you are using an outside vendor for catering or decorating, it will be your responsibility to ensure that they abide by these ideals, their failure to do so will result in the loss of your privilege to use the facilities.

### **Music:**

Any music used at any event in any building must stay within the realm of Christian ideals. Music for events such as weddings and funerals must be presented to the Minister of Music or Next Gen. Pastor, through the church office, for approval prior to the event.

### **Fee Chart**

Church members will be given priority in event planning. Members are given a much-reduced rate as a ministry of the church. Due to such expenses as personnel and cleaning maintenance, the church must charge fees to cover a portion of the expenses. The required fees are indicated below. All costs are to reserve for 5 hours.

\* There will be no charge to members in good standing for funerals and non-members will pay half the non-member rate.

**Rental cost for the facilities of First Baptist Church of Starke**

<b>Cost:</b>	<b>Members Cost:</b> (Not for funerals for members in good standing)	<b>Non-Members Cost:</b>	<b>Not For Profit Groups:</b>
<b>Sanctuary:</b>		\$450 – Fee to go to the church for power usage/insurance	
<b>Event Supervisor</b>	\$100	\$150	
<b>Sound/ Light Technician</b>	\$150 for 2 hours / \$75 for additional hours *If this is needed, this counts as the event supervisor	\$150 for 2hrs, then \$75 for each additional hour as needed.	
<b>Custodian Service</b>	\$150	\$150	
<b>Damage Deposit</b>	\$150	\$200	
<b>Total Cost:</b>	\$250 no light/sound \$400 with light/sound technician	\$950 no light/sound \$1,100 with light/sound technician	
<b>Fellowship Hall</b>			
<b>Event Supervisor Audio/Video</b>	\$100	\$150	
<b>Custodian Service</b>	\$150	\$150	
<b>Damage Deposit</b>	\$150	\$200	
		\$350 (Fee to go to the church for power usage/insurance)	
<b>Total Cost</b>	\$350	\$600	
<b>Youth Building:</b>	Not Available	Not Available	

**Membership price criteria:**

Those people who receive member prices are First Baptist Church members and their immediate family.

**Payment:**

Payment is due 48 hours before the event.

By signing below, you are agreeing to the terms of this policy, failure to agree to the terms of this policy will forfeit your ability to use the facilities of First Baptist Church. This packet must be signed and returned to the church office prior to the use of the facilities.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_