



FACILITY USE GUIDELINES FOR CHURCH MINISTRIES

FBC Warrensburg welcomes the opportunity to serve the membership by making its facilities available for use by church ministries. Due to the number of ministries at FBC and the limited number of resources available, facility use must be scheduled by reservation. To ensure good stewardship of our facilities, we ask all ministries to follow the guidelines and requirements found in this document.

FBC Warrensburg also provides the opportunity for individuals and outside organizations to use church facilities. Such persons requesting use of FBC facilities should refer to a separate document, *Facility Use Guidelines for Individuals and Outside Organizations*. FBC will follow the following scheduling priority when making reservations.

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 for FBC Church Ministries

General

1. Every ministry 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 ministry is required to complete Ministry Event Form online in advance of the applicable meeting or event. If the event includes utilizing our technical staff and/or equipment, requires promotion, set-up and/or clean-up, 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. 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 trashcans. In the event of damage to FBC facilities, the church may require payment of the amount of repair and replacement costs as estimated, or otherwise determined, by FBC's designee, for any such damages as resulting from willful acts or negligent conduct.

Availability

1. FBC facilities are generally available for use Monday through Friday from 9:00 am until 9:00 pm, Saturday from 10:00 am until 5:00 pm, and Sunday from 1:00 pm until 4:00 pm.
2. If the facility is needed at other times, arrangements must be made at the time of reservation.

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 (140 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 – 50 (30 w/tables); No min capacity
 - f. Studio 34: Max capacity – 75 (50 w/tables); No min capacity
2. Before approval can be given to use 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. FBC's audio/visual equipment must be operated by church approved and trained technicians. Requests for technicians shall be provided for in the Ministry Event Form. If the pre-event meeting is not scheduled, the use and availability of A/V equipment cannot be guaranteed.
3. All technical support is based on availability of crew.
4. Technical changes made within one week of the event must be coordinated with the Director of Technical Ministries.
5. 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. For children, youth or adult events where children will be present, the applicable ministry must provide proof of adequate adult supervision for all usage. See the Childcare Policies, June 2019 edition, for detailed requirements.
3. The transfer or passing on by any ministry of permission to use FBC facilities to any other persons or ministry is prohibited.
4. Do not use other areas or take tables, chairs, and/or other items, from other rooms and/or areas of FBC facilities that are not reserved within the Ministry Event Form.
5. 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.
6. 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 ministry.
7. Tape, plastic adhesive, push pins, tacks, nails, screws, stage hooks or staples shall not be used to affix materials to walls or woodwork or to furnishings or equipment without prior written approval.
8. In general, flammable liquids, fire-producing chemicals, and/or open flames in any form may not be used on the church premises. Certain candles (dripless) may be used with prior written approval.
9. No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside FBC facilities without prior written approval. All scenery or props must be freestanding. All materials used must be non-combustible or have been treated so as to be made fire-retardant.
10. No red liquid beverages may be served within FBC facilities.
11. No smoking or tobacco use is allowed within FBC facilities. Alcoholic beverages of any kind or drugs are strictly prohibited on church premises.
12. FBC reserves the right to schedule other activities and events in other parts of FBC facilities.
13. No event shall be held for the purpose of endorsing any political party, candidate or political agenda.
14. In the event of an unscheduled closing (inclement weather, etc.), the office staff will contact the scheduled user to notify them of the closing.

Questions may be directed to:

Julie Farwell
FBC Warrensburg
1302 S. Maguire
Warrensburg, MO 64093
660-747-9186
jfarwell@fbcwburg.org