

FIRST BAPTIST CHURCH, WENTZVILLE
FACILITIES USAGE POLICY

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1. Purpose

The purpose of this policy is to outline the requirements, procedures, and fees (where applicable) for using First Baptist Church Wentzville (here-in referred to as FBCW) owned or leased facilities and grounds of the main campus for church-related, appropriate private, and community activities.

The church's facilities were provided by God's benevolence through the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always

to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

2. Responsibility

The Leadership Team is responsible for adoption and enforcement of this policy and they designate the Director of Facilities and staff as being responsible for day-to-day compliance with this policy.

3. Scope

This policy pertains to the FBCW campus, including the sanctuary, educational buildings and classrooms, adjacent grounds, parking areas, leased facilities and all associated vehicles or equipment. This policy applies to FBCW members, staff, and authorized users of the church's campus and facilities.

4. Use of Church Facilities

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. See 2 Corinthians 6:14 and 1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. See Colossians 3:17.

The pastor or official designee must approve all uses of church facilities. Priority shall generally be given to members of the church, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

Approved 08/20/2018

The use of the campus and facilities is restricted by the following:

1. Church Activities

1. Christian worship and related education activities.
2. FBCW's Solid Rock Preschool activities.
3. Established decision-making bodies and ministries of the church, i.e., Leadership Team and various ministry activities or events.
4. Outreach activities sponsored by various ministries and/or programmed by the staff, i.e., mission trips, athletic activities, choir/drama events, craft fairs, etc.

2. Church-Related Activities

1. Church-supported activities, i.e., Sunday School class fellowships or church ministry fellowships sponsored by a recognized group, class, or ministry of FBCW. If available, the facilities are free for use, but related expenses such as childcare must be paid by the individuals or group.
2. Member-supported activities, i.e., weddings, funerals, birthday parties, anniversary parties, showers, or informal fellowships sponsored by a recognized member, group, class, or ministry of FBCW. If available, the facilities may be used, but there will be a charge for clean-up and related expenses such as childcare must be paid by the individuals or group.
3. Activities of the Twin Rivers Baptist Association, Missouri Baptist Convention, the Southern Baptist Convention, or other religious association recognized by FBCW. If available, the facilities are free for use, but related expenses such as childcare must be paid by the individuals or group.

3. Non-Church-Related Activities

Church facilities and equipment are not available for use by non-church related groups.

5. Applicant's Requirements

In order to use any portion of the campus, all applicants must complete a calendar request via the church reservation system or by calling the church office if they do not have access to the reservation system for approval. It is preferable the request be at least one week in advance. In any case they must meet the following requirements:

1. Reservations must be made through the church calendar reservation system and approved by the Director of Facilities or appropriate staff.

2. Reservations are accepted on a first-come, first-serve basis with priority being given to First Baptist Church Wentzville programs, organizations, and members (see section 4.) Unforeseen scheduling conflicts may result in room reassignments.
3. Activity must be appropriate to a church environment.
4. Applicants must be at least 21 years of age, present during the activity, and responsible for overseeing the activity.
5. Comply with all fire and safety regulations, and the policies and procedures of FBCW.
6. All applicants are subject to approval by the Director of Facilities and/or Pastor or his direct staff.

On rare occasions when someone needs to use the church facilities with less than a week's notice, a verbal approval must be given by the Director of Facilities or church staff after consulting the church calendar. The applicant or the authorizing staff member should complete a calendar reservation online no later than the morning of the next business day for accountability purposes.

6. Maintenance

FBCW custodial staff will be responsible for the set-up and clean-up of the room(s) provided enough lead time is provided.

7. Safety

Safety requirements will be determined by the church staff and Church Safety Team (CST) as follows:

1. All exterior entrances will be open per normal procedures on Sunday mornings and Wednesday evenings;
2. If an event is scheduled for a time other than Sunday morning or Wednesday night and it is anticipated 50 or more people will be in attendance, CST personnel will be notified and will staff the event if personnel are available;
3. If an event is scheduled for a time other than Sunday morning or Wednesday night, anticipated attendance is less than 50 people will be in attendance and safety team coverage is requested, CST personnel will be notified and they may or may not staff the event depending on the decision of the church staff and CST leadership.

8. Facility Use Guidelines

The following are general use guidelines for behavior while using church facilities:

1. The use of any tobacco products, alcoholic beverages, or controlled substances in any church-owned facility or on church owned or leased grounds is strictly prohibited.
2. Abusive or foul language and violent behavior are strictly prohibited while using church facilities.

9. Insurance

The Applicant may be required to sign a release fully releasing First Baptist Church Wentzville and its employees and agents for any damages, losses, or injuries that may occur during an Applicant's use of this facility. In some cases, proof of additional insurance coverage and a hold harmless agreement may be required.

Following an emergency, immediate notification will be provided to the Director of Facilities, on campus maintenance or staff member. Written notification should be submitted to the church within 48 hours following any emergency.

10. Damage from Misuse and/or Neglect

The Director of Facilities shall be the sole judge as to whether damage has occurred from Applicant's use of any facility. If misuse and/or neglect have occurred, the Applicant will be responsible for the excessive clean-up and/or repair costs incurred.

11. Right of Refusal

FBCW, the Director of Facilities or staff reserves the right to refuse the use of the facilities to any person or organization and to evict any person for misconduct or other reasons in the best interest of the church.

12. Hours of Usage

Facilities will not be occupied earlier than stated on the calendar reservation system and will be vacated at the stated termination time. Facilities are available between the hours of 8 a.m. and 10 p.m. Use outside these hours must be approved by the Director of Facilities, Pastor or church staff.

13. Facility Access

General

In most instances, the church custodial staff will open and close for ministry events, meetings, etc. In some **rare** instances, ministry team leaders will be expected to be responsible for opening and closing the building.

If the event is not associated with a standing ministry, admission procedures will be determined on a case by case basis. Procedures will be determined by the church staff when the event is placed on the calendar.

Access to the church facilities requires reservations made through the church calendar program. The church office will contact ministry leaders prior to the event to discuss opening and closing the building for your event. They will also inform the ministry leader which door will be used for admitting participants. No other doors may be used.

Sunday Morning or Wednesday Evening Access (In Hours Access)

Doors 1 through 4 will be open and monitored by the Church Safety Team (CST). All other doors will remain locked and unused for access.

Church Office Hours Access (In Hours Access)

Access during church office hours will be treated on a case by case basis. The procedures will typically follow the Out of Hours Access procedures (see below), but the office staff will admit the ministry leader.

Out of Hours Access

The procedure for opening and closing is as follows:

1. The name of a designated individual must be provided when scheduling the event to monitor the door for admitting ministry workers and participants. This individual must be an adult church member who can enforce admittance or refusal.
 1. A roster of workers and participants will be provided on a table inside the Church Office door (Door 3) for the door monitor to determine admittance to the event. Each event will have its own Door Monitor and they will not admit anyone except those associated with their event, i.e. - there may be multiple Door Monitors with rosters for their events.
 2. The roster will be developed by the office staff with the assistance of the ministry leadership.
 3. In the case of children being “dropped off” and “picked up,” both occurrences should be noted on the roster of participants.
 4. If an individual not on the roster requests admittance and it is determined they should be admitted, an “Event Check-in” card should be completed.
 5. If the door monitor feels their presence is no longer needed at the entry door, they may place the “Call for Entry” sign on the door with their ministry name and cellphone number on it.
 1. That cellphone must be monitored in case of late arrivals.
 2. Door monitors for other events should refer late arrivals to the sign.
2. There will only be one door used for entry for events. The choice of which door will be made by the church staff on a case by case basis. The door choice will be conveyed to the ministry leader prior to the event, on the participant roster and through signage throughout the campus. **NO OTHER DOOR SHOULD BE USED FOR PARTICPANT ENTRY.**
3. If custodial staff is opening and closing for an “out of hours” event, they will admit the designated Door Monitor and/or the ministry leader at the time shown for arrival time on the church calendar reservation system. The doors will remain locked throughout the event and the Door Monitor will be responsible for admitting others.
4. If custodial open and close are not available, a key card will be provided. Written instructions for disarming and rearming the security system will be provided with the key card. Admittance to the event will be controlled as explained in “A” above.

1. The key card should be returned as soon as possible. There are a limited number of key cards available and they must be shared by all ministries.

2. If the event is recurring and lasts for several weeks, you may request permission to retain the key card for the duration of the program. The decision to grant this request is, however, subject to the overall need for key cards based on scheduled events.