



## FIRST BAPTIST CHURCH SUTHERLAND SPRINGS

### CHURCH FACILITIES USE POLICY

First Baptist Church Sutherland Springs (the Church) may allow, at its discretion, the use of its facilities for activities not directly related to the operation of the Church.

#### **COMPATIBLE USE**

*Mission of the Church:* Non-Church related activities may be allowed when the goals of users are compatible with the Church. No activity shall be conducted on Church property that is incompatible with the Christian faith and the rules and doctrines.

As the spiritual authority of the Church, the Pastor shall have non-appealable authority over a decision relative to whether a use is consistent with Christian theology, doctrine, and witness. Further, if an activity negatively reflects on the Church's testimony to the community, then the Pastor and/or Church Administrator, in their sole discretion, may direct the denial of an application or cancel a calendared activity.

*Safety:* The Church may deny an application or cancel a calendared activity if determined that there is an unreasonable level of risk of injury to persons or property. A representative of the Church, given supervisory authority over a use of the facilities for a given event, has the inherent authority to stop said event in progress if, in his or her opinion, such action is necessary in order to protect life, health, and property.

#### **PRIORITY USE**

Church activities take priority over all other uses. For non-Church activities, first priority for space is to Church members.

#### **PUBLIC ACCOMMODATION**

Church facilities are not a place of *public accommodation*.

#### **PROPERTY TAXES**

The facilities are currently exempt from property taxes. Any use that jeopardizes the property tax exempt status of the Church is prohibited.

#### **TAX EXEMPT RELIGIOUS NONPROFIT**

The Church is a nonprofit religious corporation which is exempt from state and federal taxation. The Church will not permit non-Church users to engage in activities which could compromise the nonprofit status of the Church.

#### **INSURANCE**

Users shall provide proof of insurance for the use of the facilities, if determined necessary by the Church.

#### **CANCELLATION OF AN EVENT**

If the Pastor or Church Administrator, or their designee, determine that a calendared event must be cancelled or stopped, the Church shall refund the money to the user.

*Exception: The Pastor or the Church Administrator, or their designee, may decline to refund money due to a false statement on the application or concealment of a material fact.*

## **WEDDINGS**

The Church deems *marriage* a religious institution. A wedding is a solemnization and celebration of a marriage. All weddings are subject to the Church’s marriage doctrine which is memorialized in the Baptist Faith & Message.

## **USE FEES**

The Church may charge a use fee to cover the performance of services or provision of things such as set up and tear down, staff, security, utilities, supplies, cleaning, wear and tear, damage deposits, etc. Such fees will be kept at below market value for the rental of like property. Event will only be calendared once contracted is signed, appropriate fee is paid in full, and proof of insurance provided. The charge of a use fee does not convert the use of Church facilities into a for-profit commercial transaction.

EVENT TYPE	AREAS OF USE	ACTIVE CHURCH MEMBER USE FEE	NON CHURCH MEMBER USE FEE	EVENT INSURANCE REQUIRED
Small personal or business gathering ( <i>Birthday party, baby/wedding shower, funeral reception, etc.</i> )	Fellowship Hall	\$150	\$300	No
Wedding	Sanctuary only	\$150	\$400	No
Wedding & Reception	Sanctuary, Fellowship Hall & Kitchen	\$300	\$600	Yes (or \$300 refundable damage deposit.)
Funeral	Sanctuary only	Offering	Offering	No

## **AMENITIES FOR USE**

The following are the available amenities for use:

Fellowship Hall: 15 round tables, 100 chairs; large flat screen TV, restrooms, two breakout classrooms each with one table & 12 chairs.

Kitchen: Use of common spaces only is available for use – sink, counters, water & tea dispensers, coffee maker, refrigerator space and ice machine. All events serving food must be catered events wherein all food, warmers, ice chests, serving trays, utensils, paper goods, cutlery, food items and condiments must be provided by the user. Access to or use of range/oven, cabinets, drawers and their contents is not permitted.

*Note: Special arrangements for use by active church members may be made.*

Sanctuary: Use of stage, podium and seating for 260.

## **GENERAL RULES & PROCEDURES**

All decorations must be stand alone. No decorations or other items may be affixed to any surface in the facility. No candles, glitter, confetti, sparklers, rice, bird seed or other scattered materials are to be used on premises.

A FBCSS staff/safety representative will be present during all events.

All items brought into the facility by the user must be removed within one hour of the end of the event.

Wedding & Reception use is only available on Saturdays between the hours of 9 a.m. & 8 p.m. Additional available time for decorating or rehearsal can be granted on Fridays between the hours of 5 p.m. & 8 p.m. and is included in the user fee. Any cleanup necessary between events is the responsibility of the user.

Any music or other entertainment must be appropriate for all ages, free from any profane or vulgar language or any other inappropriate representation that would conflict with the proper decorum of the church.

The use of the sanctuary audio/visual system will be an additional \$200 fee and subject to the availability of AV staff.

Alcohol is not permitted on the premises.

Smoking is not permitted indoors or within 30 feet of any building.

With the exception of tables and chairs to be used during event, no church furnishings or property will be moved or altered, unless prior request and approval is given.

All areas of the church property are under continually monitored CCTV surveillance cameras.

## APPLICATION FOR USE OF CHURCH FACILITIES

### FIRST BAPTIST CHURCH SUTHERLAND SPRINGS 216 4<sup>TH</sup> STREET, SUTHERLAND SPRINGS, TEXAS 78161

*Please complete the following information about the event for which you would like to use our facility and return to the church office in person, Monday-Friday, 9 a.m. to 2 p.m. or by email at [secretary@sutherlandspringsfbc.org](mailto:secretary@sutherlandspringsfbc.org).*

Date of Event: \_\_\_\_\_

Name of Applicant/Organization: \_\_\_\_\_

Name of Primary Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you a member of the Church?  Yes  No

If not a member of the Church, are you a member of another church?  Yes  No

If applicant is an organization, please complete:

Organization's Website: \_\_\_\_\_

Organization's Purpose: \_\_\_\_\_

Is the applicant a non-profit corporation?  Yes  No

If *yes*, is an officer or director of the corporation a member of the Church?  Yes  No

If *no*, is an officer or director of the corporation a member of another church?  Yes  No

Purpose of Gathering \_\_\_\_\_

Is this a wedding?  Yes  No *(If yes, both bride and groom are required to sign application.)*

If not provided above, describe the planned activities at the event.

\_\_\_\_\_  
\_\_\_\_\_

Estimated Number of Persons Attending: \_\_\_\_\_

The Church may deny the application, at its sole discretion, due to incompatibility, including, but not limited to the following:

- scheduling;
- potential risks of injury to persons and property;
- activities are inconsistent with the Church's mission or messaging;
- the mission of the applicant organization is inconsistent with Church's mission or messaging;
- incompatibility with the physical facilities;
- subjecting the Church to potential tax liability.

By signing below, the applicant attests that he or she has read the *Church Facilities Use Policy* and acknowledges the items below as follows:

- this application does not create a contract;
- the Church campus is private property and is not a place of public accommodation.

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Signature

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Printed Name

Dated: \_\_\_\_\_, 20\_\_\_\_

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Signature

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Printed Name

Dated: \_\_\_\_\_, 20\_\_\_\_