

# FELLOWSHIP BIBLE CHURCH OF TEXARKANA PROPERTIES USE POLICY

(Non-FBC-sponsored Events/activities)

## 1. GENERAL:

1. ***Nothing Contrary to Faith or Practice.*** The properties of Fellowship Bible Church (FBC) should be used so as not to conflict with or hinder the mission of the church: “to build the Body of Christ to reach the world for Christ.” No use, activity, action, music, sign, display, publicity, clothing, etc. will be allowed which is deemed contrary to faith or practice of FBC. (Please see the Pastor, Chairman, or the FBC Constitution and Doctrine, to answer any question on this subject.)
2. ***No Conflicting Uses.*** No uses will be allowed which would conflict with or hinder any FBC-sponsored activity.
3. ***Commercial Activity.*** No commercial sales or solicitations will be allowed on the premises or using the personal property. The Pastor and Chairman may together grant approval for rare exceptions benefitting the body. Ministry-related sales or solicitations will be allowed with approval of the Pastor or the Chairman.
4. ***Arrangements.*** All uses will be arranged and scheduled through the church office.
5. ***Sponsorship.*** There must be one or more “Sponsors” who will be responsible to see that all policies of FBC will be honored during the use.
6. ***FBC Property Use Form.*** No use of any property will be allowed without the Sponsor completing and signing the FBC Property Use Form and returning it to the church office.
7. ***May Deny Use.*** The Board, or the Pastor and Chairman acting together, may decline to approve any requested use if, in their opinion such decision would be in the best interests of FBC.
8. ***Interpretations and Adjustments.*** Questions of interpretation or application of these rules, or adjustments in fees, may be decided by the Pastor and Chairman acting together with subsequent notice to the Board, or by the Board.
9. ***Revisions.*** The Board of Elders reserves the right to revise these rules at any time.
10. ***Exceptions.*** Exceptions to these policies must be approved by the Board of Elders.
11. ***Types of Use.*** Property use is of two types:
  1. Premises (use of the premises and personal property on site) and
  2. Off-Site Personal Property (use of listed personal property off site).

church  
member

2. PREMISES:

1. ***General Premises Use Rules.*** Again, Sponsor is responsible for seeing that these are honored.
  1. No alcoholic beverages or controlled substances will be allowed anywhere on the premises of Fellowship Bible Church.
  2. Smoking is not allowed inside any FBC facility or within 10 feet of any exterior door.
  3. Non-members may reserve the facilities no more than three (3) months before the event in order to give first preference to church members.
  4. Staffing: A knowledgeable FBC person is required to operate whatever equipment or system is needed for the use in question. If use involves sound, graphics, video equipment, kitchen, nursery, or youth center, Sponsor must arrange the services of a person on the FBC-approved list for operation of that equipment/space. Do not expect those services to be donated.
  5. If the Kitchen is to be used, please see the separate Kitchen Use Policy for additional details about that use. If preparing foods on-site, an additional fee is to be charged, above the charge applicable if only pre-prepared foods are served.
  6. Only non-damaging decorations should be used. For example, flowers or plants should be used in only clean, leak-proof containers; and only dripless candles should be used, with protective coverings under candelabras. All decorations must be removed and facility cleaned immediately after conclusion of use.
  7. Cleanup/Repairs:
    1. It is expected that the sponsor/user will clean up the used spaces/property and do any needed repairs and replacements, immediately upon completion and before the property/item is needed for its next scheduled or normal use.
    2. Any necessary cleanup or repair by FBC, plus any required expense of cleaning or repair, will be charged to the sponsor/user.
  8. Fees for premises use are based on up to an 8-hour block of time and are for each use.
  9. No uses will be scheduled on holidays or Sundays. Holiday weekend uses may be scheduled only with the approval of the staff. All Saturday uses must conclude no later than 9 p.m. in order that our facilities might be prepared for Sunday. If they conclude after 5 p.m., special arrangements must be made for clean up and preparation for Sunday morning.
  10. No use of the nursery or preschool areas will be allowed Saturdays after 5 p.m. without special arrangements, due to special cleaning needs in

preparation for Sunday a.m.

11. Funerals in which a FBC pastor presides are considered to be FBC-sponsored and are not covered by this policy.
12. Under this policy, premises uses are categorized as follows:
  1. Ministry (non-profit).
  2. Weddings.
  3. Civic, Cultural (non-profit), and Personal.
  4. Concerts (for profit).
  5. Business and other (not fitting in any of the above).
2. **Ministry:** Evangelical church or non-profit evangelical ministry functions will be at no charge other than a sum to cover estimated expenses.
  1. Use Forms are still required.
  2. In all public communications concerning the event, the event Sponsor should be clearly identified as the “sponsor” of the event.
3. **Weddings:**
  1. A request for a particular date for a wedding and rehearsal, with a completed Use Form should be made to the church office as soon as the proposed date is known. Note that arranging the facility does not “rent” the pastor – separate arrangements must be made with the pastor.
  2. In addition to the Use Form, the attached "Wedding Questionnaire" shall be completed and returned to the church office
    1. at least four weeks before the event, or
    2. at the time of the request for a date, if done within four weeks of the event.
  3. Rental fees for Weddings are as follows: Members-\$100 / Non-members-\$200. If the wedding reception is held on site, double those fees.
  4. A wedding and its rehearsal and reception are together considered a single use. Rehearsal dinner would be considered a different use.
  5. Rice, confetti, or dried flowers are not to be distributed or thrown inside or out. Birdseed may be thrown outside the building.
4. **Personal, Civic, and Cultural:**
  1. Civic and cultural events that are not for profit, and other personal or family uses, will be at wedding charges.
  2. A \$150 damage deposit will be required, unless a FBC member is sponsor.
  3. In all public communications concerning the event, the event Sponsor should

be clearly identified as the “sponsor” of the event.

5. **Concerts:**

1. Any concert for-profit will be covered by this section, unless sponsored by FBC.
2. All concerts must be approved by the Pastor and Chairman, and requests must be submitted no less than 30 days before the event.
3. Fees for concerts (for up to 4 hours) are as follows:
  1. Rental of sanctuary/lobby \$300
  2. Rental of kitchen \$100
  3. Rental of nursery \$50
  4. Youth center \$50
  5. Rental of other space (determined by staff)
  6. Clean-up fees as needed
  7. Damage deposit (refundable) \$300 (unless sponsor is member)
  8. Insurance (if through FBC) current cost of rider
  9. Additional charges may be added to those above as appropriate.
4. In the event of a Saturday concert, the building must be vacant and cleared of non-FBC equipment by 5 p.m., unless special arrangements are made for preparations for Sunday a.m.
5. The concert sponsor must provide:
  1. insurance for the event, either independently or through FBC,
  2. adequate security, and
  3. personnel for loading and unloading supplies and equipment.
6. Concert groups will be limited to the power sources readily available.
7. **In all public communications concerning the event, the event Sponsor should be clearly identified as the “sponsor” of the event.**

6. **Other:** Business events, and other events that do not fit into another premises use category set out in paragraphs B.-E., above, will be at concert charges and under concert rules.
  1. The damage deposit will be \$150 (unless a FBC member is the sponsor of the event).
  2. In all public communications concerning the event, the event Sponsor should be clearly identified as the “sponsor” of the event.

3. OFF-SITE PERSONAL PROPERTY:

1. Personal property may be used off-site under this policy only for FBC-related activities or for evangelical Christian ministry activity.<sup>1</sup>
2. In case of items being lost or destroyed, the sponsor will be responsible for the cost of a replacement at least as good as that lost or destroyed.
3. This policy does not apply to printed or recorded matter.

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<sup>1</sup> A separate policy applies to use of certain personal property off-site in connection with FBC-sponsored events.

# Fellowship Bible Church

## Event – Building - Equipment Request

Today's Date \_\_\_\_\_

Group/Organization \_\_\_\_\_

Event Date \_\_\_\_\_ Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Onetime  Weekly  Monthly  1st  2nd  3rd  4th Day  Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Setup Date \_\_\_\_\_ Begin Time \_\_\_\_\_ End Time \_\_\_\_\_

Person Responsible and Present at Event \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Describe Event** (What will you be doing, how many are you expecting, space usage, food preparation, etc.)

### Space Requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Worship Center [seats 300-400] | <input type="checkbox"/> Student Center                |
| <input type="checkbox"/> Entry                          | <input type="checkbox"/> Conference Room               |
| <input type="checkbox"/> Kitchen                        | <input type="checkbox"/> Van 1 [FBC official use only] |
| <input type="checkbox"/> Class Room 101                 | <input type="checkbox"/> Van 2 [FBC official use only] |
| <input type="checkbox"/> Class Room 102                 | <input type="checkbox"/> Field                         |
| <input type="checkbox"/> Class Room 103                 | <input type="checkbox"/> Other _____                   |
| <input type="checkbox"/> Nursery/Preschool              | <input type="checkbox"/> Other _____                   |

**Audio/Visual Needs** (must have approved personal to operate)

**Other Equipment Needs** (No equipment, tables, chairs may be removed)