

Facility Usage Policy (updated December 19, 2019)

Bethel Free Will Baptist Church

The facilities of Bethel Free Will Baptist Church have been built and dedicated to the glory of God and are to be used in such a way that they will continue to accomplish that purpose. In general, usage of Bethel facilities is reserved for the Bethel church family. All usage must conform to established church doctrine, the Free Will Baptist Treatise, and the Church Covenant.

It is the desire of the church that the use of our facilities will result in lives being changed and souls being saved. With this desire in mind, we ask that every activity be opened and/or closed in prayer. Our prayer is that God's unseen Presence would be experienced by everyone entering and leaving these premises.

In keeping with these principles, proper guidelines can help the leadership ensure that:

- The facilities are used to carry out the mission of Bethel Church.
- Our facilities are protected against damage and misuse.
- A Christ-like spirit of cooperation is nurtured in the church body as a whole.

Please understand that these guidelines may be subject to change. The current version of the church guidelines is available on the church website: www.bethelfwb.org.

Scheduling and Eligibility Requirements

1. Use of the church facilities will be limited to members of our church family. Church family is defined as church members and those who regularly attend more Sunday services than they miss.
2. Our buildings are reserved for two levels of usage: primary usage and secondary usage.
 - a. Primary usage is use by recognized groups within the church, such as youth, Seniors, Sunday School Classes, Bethel Kids' Club, etc.
 - b. Secondary usage is the use of the facilities by the church family and partnering entities for such things as weddings, birthday parties, family reunions, etc.
3. We do ask for all those who use the building to practice understanding, sympathy, and flexibility in the case of funerals and other unexpected church events.
4. Facilities are not available to outside groups for profit-making activities or to organizations engaged in partisan political activities. Fundraising activities must be approved by a member of the pastoral staff before the event can go on the church calendar. Fundraising is generally limited to activities that benefit the youth or missions.
5. No reservations can be made during times which regular church functions occur. If a reservation is made for the same day of a regular church function, it must not begin less than an hour after the service ends and/or must be concluded no less than an hour prior to the service time.

6. There may be times (Vacation Bible School, Bethelfest, etc.) when the facility is unavailable for extended periods.

Reservation Procedure and Fees

1. Check the calendar on the church website for availability.
2. If the facility is available on the needed date, fill in the online reservation form on the website. All reservations must go through the website. You should receive a response by email within one week. If you are approved for usage, you will need to come by the church office to finalize arrangements and leave the cleaning deposit.
3. Reservations should be made at least four weeks in advance of the scheduled event.
4. After the facilities request has been approved and the cleaning deposit made, the reservation will be placed on the church calendar
5. All usage must be under the supervision of at least one adult, 21 years of age or older, who is also a member of the Bethel Family.
6. The person making the reservation will be responsible for supervision, clean up, and any damages to the facility.
7. A refundable cleaning deposit of \$100 is required for all secondary usage of the sanctuary and Family Life Center. This cleaning deposit is \$25 for use of the Fellowship Hall.
8. The Bethel sound system should only be operated by authorized personnel. Please coordinate this request with the pastoral staff.

General Guidelines for Building Usage

1. The church assumes no responsibility or liability for injuries during usage of our buildings beyond reasonable care. Any individual or group using the facility will do so at their own risk.
2. Generally, the Family Life Center is to be used for church related activities.
3. Activities other than those that involve church ministries should be limited to a time slot of less than four hours.
4. Supervision
 - a. All activities must be sponsored and attended by a member of the Bethel family.
 - b. When children are in attendance, they must be under the control and supervision of their parents or other adults and are not permitted to roam freely on church property.
 - c. A responsible adult 21 years of age or older is to be present at all times to supervise all activities.
5. All activities are limited to the assigned space. Please be considerate of concurrent activities when you use particular areas of the building.
6. Areas that may be reserved for usage:
 - a. The Sanctuary—may be used for Gospel concerts, funerals, and weddings. Food and drink are not permitted in the Sanctuary.

- b. The Family Life Center—includes kitchen, youth room, and restrooms. Available for reunions, parties, dinners, etc. Food and drink are permitted in these areas.
- c. The Fellowship Hall, Kitchen, and Bathrooms—Suitable for smaller gatherings than might be appropriate for the Family Life Center; (bridal showers, small group events, etc.) Food and drink are permitted in these areas.

7. Dress and Behavior

These buildings and grounds are an extension of Bethel’s ministry, which is to win the lost and strengthen the saints. Therefore, the buildings and grounds are set apart for the glory of God. So the following standards are to be upheld by all who enter:

- a. All users are encouraged to maintain a good attitude and model respectful behavior toward one another and the facilities.
 - b. We should seek to encourage one another by using loving and uplifting words. Degrading or negative remarks are not acceptable. Profanity or other forms of foul language will not be tolerated.
 - c. No smoking, vaping, or the use of any form of tobacco, alcoholic beverages, or controlled substances will be permitted on these premises.
 - d. Pets, other than service animals, are not permitted in the buildings.
 - e. Apparel must be modest. Appropriate apparel must be worn at all times, and shoes may be required unless otherwise designated. Clothing with slogans or images not consistent with Christian principles are not permitted.
 - f. All users are expected to bring glory to God by their words, deeds, and attitudes.
8. For organizations not affiliated with Bethel, a certificate of liability and property damage insurance coverage of \$2,000,000, naming Bethel Free Will Baptist Church as an additional insured must be on file prior to the date of an event. All groups will be required to sign liability waivers.
9. All activities and clean up should be concluded and the doors locked by 10:00 p.m.
- ## 10. Clean Up
- a. Anyone using the building will be responsible for a thorough clean up immediately following the activity. This includes restrooms, classrooms, kitchen, or any other parts of the facilities used.
 - b. All trash must be hauled off.
 - c. Tables, chairs, and other furniture should be returned to the configurations in which they were originally set up before the event.
 - d. All items brought to the church for the event must be removed at its conclusion. Leftover food items should be removed from the kitchen.
 - e. Groups who use the facilities are responsible to care for it, clean it, and turn off all lights (excluding the lights with motion sensors) at the conclusion of the event.
11. All groups that use the facilities are responsible to observe the rules posted throughout the buildings.

12. Bethel reserves the right to restrict or refuse the privileges of any one or any group who willfully violates the guidelines and regulations of this policy.
13. Please report immediately any equipment not working properly or broken to Jon Forrest or Donnie Stevanus.

Weddings

- a. Normally, those officiating weddings should include a member of the pastoral staff. Any exception must be approved by the pastoral staff.
- b. In keeping with our doctrinal beliefs (Genesis 2:24), Biblical marriage involves a man and a woman. Only such marriages are appropriate for Bethel facilities.
- c. Only Christian weddings are permitted.
- d. Due to the sacred nature of wedding ceremonies, all music should be appropriate to the setting. "Appropriate" should be understood to mean that music with Biblical and/or religious content is preferred. Any questions should be referred to the pastoral staff who have the final say in whether or not a particular song may be included in a wedding at Bethel. Additionally, we ask that events not include dancing.