

# BUILDINGS, GROUNDS AND PROPERTY USE GUIDELINES

For

## THE FIRST BAPTIST CHURCH OF INDIANAPOLIS

As part of serving and interacting with the community, the Buildings, Grounds and Property (“BGP”) of First Baptist Church (“FBC”) may be available for use by various community groups. Approval of BGP use and charges for such use are determined by the nature of the user group and its activities, and by the Church support personnel and tasks required.

BGP use for any purpose must be scheduled through the Church Administrative Assistant who works cooperatively with the Superintendent of Buildings and Grounds and with the Finances and Property Commission.

### PROCEDURE –

An “*APPLICATION TO USE FIRST BAPTIST CHURCH PROPERTY*” must be completed and submitted to the Administrative Assistant for determination of availability of BGP, responsibilities and services required of Church personnel, consideration of outside personnel and services, and fees or other charges. After consideration and if approved, an executed copy of the application will be issued to the responsible person designated by the user group.

General Rules (see below) have been created to foster fair, equitable and non-discriminatory practices, to coordinate with the general program of FBC, to provide for maintenance of BGP, and to comply with FBC’s insurance programs and legal requirements.

BGP use is to be confined strictly to the areas designated on the application and no furniture or equipment may be moved or used unless it is designated on the application or unless the Church employee on duty gives permission. Likewise, no additions or changes to BGP are permitted without the approval of the Property Committee, under the jurisdiction of the Finances and Property Commission.

### GENERAL RULES –

1. Worship services and other Church activities and programs shall have priority in scheduling use of BGP.
2. At least one general supervising staff member is to be present during all functions (Church and non-Church sponsored). A general supervising staff member may be the custodian, another Church employee, or an adult Church member designated by the Property Committee.
3. If services of police, fire, parking, or other non-Church personnel are necessary (due to size or type of function), the applicant must make those arrangements. Terms must call for the provider to bill the applicant directly (not through FBC). A description of applicant’s use of non-church personnel must be included in its application. The Administrative Assistant and/or the Superintendent of Buildings and Grounds must approve such personnel.
4. The use of Church supervisory personnel (i.e., custodian, security, audio-visual technician, etc.) at any event or activity is the financial responsibility of the applicant. If such use is contemplated in advance, approval must be obtained from the Administrative Assistant. The applicant must pay for any required church personnel.
5. Any damage to BGP is the responsibility of the applicant. The applicant shall pay FBC any damages assessed by FBC for the use or misuse of its BGP beyond the use contemplated in its application.

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6. FBC and/or its employees shall not be responsible for damage or loss of property on FBC's premises sustained by applicant, a participant in a program, or anyone attending any program or event held on Church property. Applicants may be required to furnish a certificate of General Liability Insurance in amounts to be designated by FBC at the time of contracting for such use. The applicant shall indemnify and hold FBC harmless from any claims arising from its use.
7. Drinking alcoholic beverages, using controlled substances, possession of intoxicants, and gambling within or upon BGP are specifically prohibited. Smoking is not permitted inside FBC buildings.
8. Vehicles are restricted to existing drives and parking lots. No parking areas and parking areas designated for staff must be adhered to. It is illegal to park on Central Avenue west of the Church building and athletic fields.
9. The kitchen is not available to community groups without supervision of the Church Hostess or Custodian.
10. As a general rule, meals are not served after breakfast on Saturday. However, if a meal is permitted, there may be custodial charges for overtime required to set up for Sunday usage. There may be exceptions such as Sunday School Class parties where members are responsible for clean up and set up for Sunday.
11. The Church building should be vacated no later than 9:45 p.m. so that the custodian can secure the building. If the event will last longer, arrangements must be made with the Superintendent of Buildings and Grounds prior to the event.
12. Generally signs, displays, materials, etc., may not be attached to or nailed to walls, woodwork, window glass, draperies, grounds or drives. Authorization for exceptions must be written in the application or granted by the Superintendent of Buildings and Grounds. Affixing must be under the supervision of the Superintendent of Buildings and Grounds.
13. For publicity purposes, any non-Church group using BGP must communicate clearly that the sponsoring organization is using FBC facilities but it is not an FBC function. Any printed material must be approved in advance by the Administrative Assistant and should state in these or similar words, *FIRST BAPTIST CHURCH IS NOT A SPONSOR OF THIS PROGRAM OR ACTIVITY*. This statement should be in all caps with type size at least 12 points.
14. The Church staff must authorize use of special equipment belonging to the Church (i.e., stage lighting, scenery, projectors, PA systems and scoreboards). The custodian on duty is to be contacted when the event is finished so that the equipment may be returned to storage.
15. Groups using outdoor facilities are responsible for keeping the grounds clean and free of trash, bottles, containers, and papers. Rubbish must be disposed of by removing it from the Church property. The Church trash Dumpster can be used for small quantities of suitable materials.
16. At the completion of a specified event or program all items of non-Church equipment that are not for general use in other programs are to be removed from the premises.
17. Applications which are approved for ongoing usage should be reviewed at least annually with the Administrative Assistant or the Building and Grounds Superintendent.
18. Approved applications may be canceled at the discretion of the Administrative Assistant, the Superintendent of Buildings and Grounds, and/or the Building Use Committee. Any flagrant disregard of the rules and regulations will result in immediate termination of use of BGP.

FOR POLICIES REGARDING WEDDINGS IN THE CHURCH,  
PLEASE SEE THE WEDDING BROCHURE.