

WAREHOUSE POLICY

The Outreach Center of First Baptist Church, Starkville exists to fulfill the mission statement of the church. It is first designed to enhance worship, ministry, fellowship, and unity. We will work together to provide an atmosphere where all members have the opportunities to develop in body, mind, and spirit and use their gifts to the glory of God. We want to provide a Christ-honoring atmosphere.

RESERVATIONS:

1. All members of First Baptist Church and FBC ministries are authorized to use the Warehouse (Outreach Center) for church-sponsored events. Non-church members are eligible to use the Center with proper approval.
2. All regularly scheduled functions of First Baptist Church and the denomination have scheduling priority over non-church functions.
3. Groups and organizations that represent First Baptist Church have priority in scheduling.
4. The Facilities Use Committee is authorized to designate specific groups that are allowed to use the facility without charge.
5. All reservations must be made through the church office and are subject to approval by the Church Facilities Pastor. Approval will be granted and communicated through email or phone. Exceptions will need Facilities Use Committee approval.
6. Reservations for non-church functions will not be accepted more than 90 days prior to the event, except for wedding receptions (6 months prior to date). (See fee policy below for individual and group use rates).
7. All non-church groups requesting reservations must have adequate supervision. All children must be accompanied by a parent/guardian. Youth groups – one chaperone/supervisor for every 15 people.
8. In case of conflicts, the Facilities Use Committee of FBC will review applications, make a decision, and notify parties.
9. No political groups or private for-profit organizations can use the facilities. Only Christian outreach events and activities may use this facility.
10. All outside groups requesting use of the facility for children and/or youth activities must provide a copy of their policy for protecting children/youth (background checks, etc.)

PARTICIPANTS:

1. All participants in non-church-sponsored events are required to sign in, fill out emergency contact information and sign out. (Example: Youth, children, or sporting events)
2. Members can bring a guest/guests. A member must be present at all times when their guests are present.
3. The member will be responsible for the conduct of his/her guest/guests.
4. FBC will not violate capacity limits. Capacity limits are as follows:
5. Area Format Limit (# of People)
 - Assembly Seated 265
 - Standing 568
 - Gym Seated 416
 - Standing 654
 - Bleachers 238
 - Game Room/Lounge _ Standing 60

REGULATIONS, DRESS & DISCIPLINE:

1. For non-church functions, the applicant must provide proof of liability insurance.
2. In the interest of reaching others for Christ, the speech, dress, and conduct of members and guests will be in accordance with the highest Christian standards.
3. Shirts and shoes, along with appropriate apparel must be worn at all times.
4. Food and drinks are allowed only in designated areas, except for scheduled church functions,
5. No alcohol, drugs, or tobacco products are permitted.
6. No profanity is permitted.
7. No weapons, firearms, open flames, smoke, or combustible devices are permitted. No pets/live animals/birds will be allowed.
8. No skating or kickball will be allowed inside the building. No skateboarding will be allowed on church property.
9. All music, movies, and videos must be in harmony with FBC values. These must be identified on the application for use of the facility for approval by church staff.
10. No tape, staples, or putty can be used on the walls. All decorations should be free standing.
11. Users shall not injure, mar, or deface the facility or furnishings.

12. Sound equipment, musical, electronic, and visual equipment can only be used with technical personnel present and responsible.
13. The kitchen can only be used with an authorized FBC representative present. Instructions/guidelines for use of the kitchen will be supplied to the user.
14. All activities must be concluded by 11:00 P.M.
15. Only official church activities may be scheduled on Wednesdays and Sundays. Exceptions can be granted with the permission of the Facilities Use Committee based on recommendations from the ministerial staff. (Ex. Reception for staff, special event)
16. The user will not be permitted to sell or distribute merchandise of any kind except by prior authorization.
17. All events are to be conducive to the vision and values of FBC. Any materials, people, or actions believed to be unacceptable, for any reason, shall be removed immediately by proper authorities.
18. All lost and found items will be taken to the Office of the Warehouse (Outreach Center).
19. Exceptions to this policy will require approval by the Facilities Use Committee and church staff.

FEES:

Fees must be paid within two weeks of application approval. The facility will not be reserved until fee is received.

Damage Deposit (Refundable) \$100

The organization or individual submitting the application shall be accountable for all necessary repairs or replacements done professionally (by someone agreeable to both parties) and at fair market value for any damages to facilities.

Pricing Structure for Parties, Banquets, Dinners, Wedding Receptions or Special Events

- Members \$100
- Non-Members \$500
- Church Sponsored Events Free
- Audio/Video Tech Operator Fee: \$25 per hour, 3 hour minimum (\$75.00)

Non-profit organizations whose mission is consistent with that of FBC shall be allowed to use the facility for the member price.

- Use of the kitchen or gym will require an additional \$25 per hour charge.
- Use of the gym for basketball practice only: \$25 per hour.

The fees will cover set-up, clean-up, utility cost, and depreciation to the facility.

KITCHEN & BATHROOM GUIDELINES AND INSTRUCTIONS:

1. Cleanliness, sanitation, and order are important! Prior to each event, FBC janitorial staff will ensure that the kitchen is mopped, cleaned, and in order. Proper instructions on use of equipment will be given to the user before each event.
2. An FBC representative must be present when the kitchen is in use.
3. For private events and outside groups, the user is responsible for all paper products, cups, & utensils.
4. After each event the user must be responsible for the following:
 - All dishes should be washed, dried, and put up.
 - All counters and sinks should be sanitized.
 - If tea machines/coffee pots are used, they should be washed, dried, and returned to their proper place.
 - All food items must be stored or discarded.
 - All tables and chairs should be wiped off and sanitized.
 - Sinks including the hand sink should be scrubbed and sanitized after each use.
 - The floors should be swept.
 - The garbage should be removed from the building and placed in the dumpster.
5. The church will provide for user:
 - Refrigerator and freezer space (if available) and ice if desired.
 - Plastic gloves for all people handling food.
 - Cooking utensils, pots, and pans (if requested on application).
 - Dishwashing soap, plastic wrap, aluminum foil, paper towels, oven mitts, cloth towels, scrubbing brushes, pads, and cleaning items
 - Protective pads/boards for hot items for serving tables
6. Dirty towels, oven mitts, etc. will be washed/dried by the FBC. Clean items will be made available for each group/individual using the facility,
7. Prior to each use, the bathroom will be cleaned, mopped, and stocked with toilet paper, soap, and hand towels by the janitorial staff.
8. Before and after each use of the facility, the facility should be checked by the user with an FBC representative. Following the inspection, the FBC representative will be responsible for closing the building. Documentation of any problems and/or damages should be made by the user with the FBC representative.
9. Tablecloths are available with permission. The clothes must be professionally cleaned at users expense immediately following event.