

GUIDELINES FOR FACILITIES USE OF CARY FIRST BAPTIST CHURCH

GENERAL POLICIES

1. It is the policy of Cary First Baptist Church, whenever feasible, to permit use of church facilities by members and member organizations for church-related functions.
 - a) In these guidelines, the term “member” refers to members of Cary First Baptist Church or members of Life Groups of Cary First Baptist Church.
 - b) The term “member organizations” refer to organizations as specified in the **Complete Constitution and By-Laws of First Baptist Church, Cary** [see By-Laws, Articles IV-X].
 - c) One-time and irregularly scheduled usage should be coordinated with the church office and the Associate Pastor of Administration and Education or his delegate to avoid conflicts, to ensure that the church is open at the appropriate time and to ensure that heating/cooling is provided in the facility to be used.
 - d) No fees will be charged for the use of facilities for church-related functions.
 - e) If a member or member organization desires to use the facilities of the church for non-church related functions, then the guidelines specified in policy #7 must be followed.
2. It is the policy of Cary First Baptist Church, to permit use of the Sanctuary or Chapel by members and select non-members for funerals.
 - a) Funeral arrangements must be coordinated with the church office and the Associate Pastor of Administration and Education or his delegate to ensure proper availability of needed staff, support ministries or other church resources.
 - b) Use of the Sanctuary or Chapel by non-members must be reviewed and approved by the Associate Pastor of Administration and Education. Each request will be evaluated for consistency with the purpose of Cary First Baptist Church.
 - c) There will be no charge for use of the Sanctuary or Chapel for funerals.
3. It is the general policy of Cary First Baptist Church, to permit the use of the Sanctuary or the Chapel or other church facilities for weddings that adhere to the following guidelines:
 - a) Either the bride or groom, a parent of the bride or groom, or a grandparent of the bride or groom must be a member of Cary First Baptist Church. Any exception to this policy must be reviewed and approved by the Associate Pastor of Administration and Education of Cary First Baptist Church and the chairperson of the Property & Planning Committee. Each request will be evaluated for consistency with the purpose of Cary First Baptist Church.
 - b) All guidelines of the **Wedding Policies of First Baptist Church, Cary** must be followed.
 - c) Fees will be charged per the approved fee schedule.

4. It is the policy of Cary First Baptist Church to permit the use of the Sanctuary or Chapel for music recitals.

a) Music recitals must be coordinated through the church office and the Associate Pastor of Administration and Education or his delegate, who will in turn ensure that facilities are available.

b) Each request will be evaluated for consistency with the purpose of Cary First Baptist Church) Fees will be charged per the approved fee schedule.

5. It is the policy of Cary First Baptist Church, to permit the limited use of church facilities, furnishings and equipment by members for private social functions with the following conditions.

a) A **Facilities Usage Request** Form must be completed for each request of this nature and submitted to the church office.

b) The church office and the Associate Pastor of Administration and Education or his delegate may approve short range usage requirements and use of the furnishings and equipment. Each request will be evaluated for consistency with the purpose of Cary First Baptist Church.

c) Prior approval of Property and Planning Committee and the church in business conference for usage requests that extend beyond 30 days.

d) Fees will be charged per the approved fee schedule.

6. It is the policy of Cary First Baptist Church, to permit the use of facilities by all church-approved organizations or church-sponsored organizations, or activities considered as missional with the following conditions: (see * below)

In these guidelines, the term “church-approved organizations” or “church-sponsored organizations” applies to any organization or group that has been granted approval or permission to use the facilities including for a specific missional purpose of the church at the discretion of the Associate Pastor of Administration & Education.

a) No fees will be charged for use of facilities for the specified purpose by the church-approved organization or church-sponsored organizations or missional activities unless specified at the time of approval by the Associate Pastor of Administration & Education.

b) If a church-approved organization or a church-sponsored organization desires to use the facilities of the church in a manner other than that approved by the church in business conference, then the guidelines specified in policy #7 must be followed.

- * In church conference on July 15, 2007, a motion was presented to waive the normally required usage fees for the Gideons to meet at FBC Cary, with the exception of meetings involving food service. In such case the Gideons will still be responsible to pay normal custodial fees.
- * Moms In Touch, International also meets at FBC Cary. This group falls under the Prayer Ministry of FBC, and as such no fee is required.

7. It is the policy of Cary First Baptist Church, to permit non-profit, non-church approved groups and non-members use of church facilities on a limited basis with following conditions:
 - a) A **Facilities Usage Request Form** must be completed for each request of this nature and submitted to the church office
 - b) The church office and the Associate Pastor of Administration and Education or his delegate may approve short range usage requirements and use of the furnishings and equipment. Each requested will be evaluated for consistency with the purpose of Cary First Baptist Church.
 - c) Prior approval of Property and Planning Committee and the church in business conference for usage requests that extend beyond 30 days.
 - d) Fees will be charged per the approved fee schedule.
8. It is the policy of Cary First Baptist Church, **not** to permit the use of church facilities by for-profit groups or individuals.
 - a) Exceptions may be permitted only for special circumstances. A **Facilities Usage Request Form** must be completed for each request of this nature.
 - b) Prior approval of Property & Planning Committee, along with the church office and the Associate Pastor of Administration and Education or his delegate, will be required. In order to ensure adequate time for review, request for usage must be submitted a minimum of ten days prior to the desired time of usage.
 - c) Fees will be charged per the approved fee schedule.
9. The use of the Family Life Center is under the supervision of the Family Life Committee and is not under the supervision of the Property & Planning Committee except for the approved fee schedule.
10. The use of the Kitchen is under the supervision of the Kitchen Ministry and is not under the supervision of the Property & Planning Committee except for the approved fee schedule.
11. The use of multimedia equipment is under the supervision of the Multi-Media Services Director and is not under the supervision of the Property & Planning Committee. The usage guidelines of these resources are outside the scope of this policy.
12. The use of media library resources is under the supervision of the Media Library Director and is not under the supervision of the Property & Planning Committee. The usage guidelines of these resources are outside the scope of this policy.
13. The use of church transportation is under the supervision of the Transportation Committee and is not under the supervision of the Property & Planning Committee. The usage guidelines of these resources are outside the scope of this policy.

14. It is the policy of Cary First Baptist Church, that the use of the church facilities be conducted in a manner that is consistent with the purpose of the church. As such, the following policies also apply to all categories of use previously covered:

- a) All requests for use of the church facilities should be made to the church office and the Associate Pastor of Administration and Education or his delegate. The church office and the Associate Pastor of Administration and Education or his delegate will be responsible for notifying the Property & Planning Committee of any request requiring additional review or approvals as outlined in this policy.
- b) The very best of Christian conduct should be always exemplified.
- c) Profanity or coarse language is prohibited.
- d) Alcoholic beverages, tobacco products, illegal drugs or other controlled substances are not be brought into, served or consumed during the usage of church facilities or property.
- e) The possession of dangerous or deadly weapons is prohibited.
- f) Food or Drink can only be consumed in areas designated for such: Dining Hall/Kitchen, Fellowship Hall, Youth Lounge (The Hub) or other areas deemed appropriate by church.
- g) Requests for use of decorations or for moving of furniture or fixtures in any way must be noted on the **Facilities Usage Request Form** and requires approval prior to the event. If approval is received, after the event, any furniture moved must be returned to its original location and any temporary decorations must be removed.
- h) Care of the facilities is required. All lights should be turned off after your event. If you unlock outside doors for your event, please ensure they are locked and secure after your event is complete. Charges for reckless or negligent behavior resulting in damage or breakage may be assessed by the church. For weekend events, all trash cans should be emptied.
- i) Usage of facilities is restricted to areas for which approval is granted. All other locations are off limits.

FEES RELATED TO WEDDINGS

*All of the following fees are to be paid directly to the church.
 Make checks payable to **First Baptist Church of Cary**.*

Description	Fee
Sanctuary Custodial Fee for Rehearsal and Ceremony	\$150.00
Dining Hall Custodial Fee for Reception	\$150.00
Dining Hall Custodial Fee for Rehearsal Dinner	\$100.00
Window Globes and Candles Candles and globes may be used in the Sanctuary windows. You must use the church's equipment. The bride must provide the 10 six-inch drip-less candles.	\$15.00
Bride and Groom Kneeling Bench	No Charge
Church Tablecloths Laundry Charges	
Round Tablecloths—Laundry Charge	\$ 8.00
Linen cloths for covering 8' table	\$22.00
Linen cloth for Round Cake Table round cloth with lace coverlet	\$22.00
Fee for use of church kitchen if caterer, employed by the bride, uses it to cook food for reception or rehearsal dinner	\$100.00
Kitchen Custodial Fee for Rehearsal and Reception	\$20.00

FEES RELATED TO FACILITY USAGE

*All of the following fees are to be paid directly to the church.
Make checks payable to **First Baptist Church of Cary**.*

Description	Usage Fee	Custodial Fee
Member / Member Organization / Church-Approved Organization / Church-Sponsored Organization		
Recitals: Use of Sanctuary, Chapel, Dining Hall or Fellowship Hall	No Charge	No Charge
Use of Dining Hall or Fellowship Hall	No Charge	\$75.00
Use of Kitchen	\$75.00	\$20.00
Use of The Hub or Conference Rooms – with Food	No Charge	\$50.00
Use of The Hub or Conference Rooms – no Food	No Charge	No Charge
Life Group Rooms (s) – no food	No Charge	No Charge
Non-Member / Non-Church Organization / Non-Profit Organization		
Recital/Class/Baptisms: Use of Sanctuary, Chapel, Dining Hall or Fellowship Hall	No Charge	\$75.00
Family Life Center – Per Hour (See #1 below)	\$25.00	\$10.00
Use of Sanctuary or Chapel – Per Day	\$175.00	\$75.00
Use of Dining Hall or Fellowship Hall – Per Day	\$175.00	\$75.00
Kitchen	\$100.00	\$30.00
Kitchen (over 6 hours continuous usage)	\$200.00	\$30.00
The Hub – with food	\$75.00	\$50.00
The Hub – no food	\$75.00	\$25.00
Life Group Room (s) – no food	\$75.00	\$25.00

1. Family Life Center usage fee by church, youth basketball teams that participate in FBC sponsored youth basketball leagues was changed from \$50 per hour to \$25 per 1.5 hour practice time. There is no custodial fee charged for these practice sessions. Motion was approved on 12/21/2008 in church conference.
2. Family Life Center usage fees were changed from #1 above in church conference on 12/19/14 to \$45 per 1.5-hour to non-profit league groups; \$45 per hour to non-profit church member groups and \$60 per hour to non-profit, non-members groups. This fee does not affect RBA and Girls Basketball leagues game rental fees.
3. The Associate Pastor for Administration and Education may waive custodial fees if an event does not result in additional costs for the church.