

**First Baptist Church  
Rome, Georgia**

**FACILITIES USE POLICIES  
(Events other than weddings)**

The following policies are designed to assist in properly managing the facilities of our church, allowing for their maximum use in fulfilling the mission statement, while at the same time recognizing our responsibility for the proper care and preservation of the facilities.

1. All use of the facilities must be scheduled through the church office. Requests will be considered for approval at staff meetings each Tuesday. Approval or denial of requests will be sent after that time. Meetings and programs should not be scheduled or announced until after calendar approval is received from the church office.
2. Facilities are available for use by groups both within and outside the church. The facilities will be scheduled on a first-come, first served basis. Any use by a group outside the church **must not conflict with the church's own schedule or with the mission and purpose of the church. When groups outside the church use the facilities, a church employee (or designated person) must be on site.** Cost recovery information for church members and groups, as well as groups from outside the church, is located at the end of this document. No group outside the church may reserve facilities earlier than three months prior to any planned event. A facilities reservation form and associated fees must be submitted before the event can be approved and placed on the calendar.
3. Possession or use of intoxicants and illegal drugs are strictly prohibited in all buildings and on the church grounds. Smoking and other uses of tobacco are prohibited inside all buildings and on the church grounds.
4. No food or drink is permitted in the Sanctuary or Chapel.
5. No furnishings or equipment are to be moved or removed. **A limited amount of tear down and set up can be provided by our maintenance staff.**
6. **No decorations or other objects are to be attached to the walls or ceilings.**
7. The church is not responsible for personal items brought to the church by church members or outside groups for use in any function or event; nor shall the church be liable for such items lost, stolen or damaged. The church assumes no responsibility or liability for injury or loss of or damage to property.
8. If rented or borrowed property has been used, it is the responsibility of the party reserving the facility to return it immediately following the function. The church will not store items left at the church.
9. The church is not liable for injuries sustained during any event while individuals or groups use the church facilities.
10. Childcare is not provided for groups other than scheduled church activities. According to our security policies, only church-approved childcare workers are permitted to provide childcare and serve in the nurseries.
11. Weekly or monthly scheduled events will be reviewed annually. \*\*\*\*
12. Church property may be borrowed for church-sponsored or ministry-related events ONLY.
13. A separate policy for weddings can be obtained through the church office or by visiting [www.fbcrome.com](http://www.fbcrome.com).
14. The Community Room can be scheduled without fee for community non-profit groups and for other uses if considered a ministry of the church.
15. Food service supervisors must be contacted for use of kitchen. (Refer to the wedding policy.)

16. A key will be issued with a deposit of \$100.00. The key should be returned the next business day, at which time the deposit will be returned.
17. Members are requested to be good stewards of our buildings and the resources required to operate them. Whenever possible, rooms should be used during normal operating hours, keeping utility and maintenance costs to a minimum. Members hosting private events exceeding these times may chose to help underwrite the cost of such use. If a church member hosting a private event prefers not to clean the building after use, our custodial services can be arranged at \$40.00 per hour.

*I/We agree to the conditions of use listed above and assume responsibility for compliance. Any damage repair costs, liability for injuries, or other similar charges will be borne by me/us. Any violation of the policy will result in the forfeiture of any or all of the damage deposit. I/We have also paid in advance for the amount of time a custodian or other church employee is required by my/our proposed usage. I/We hereby indemnify the church from all charges and costs relative to this use of facilities and grounds owned by First Baptist Church of Rome.*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

For office use only:

\_\_\_ Approved \_\_\_ Not Approved Deposit received: \$\_\_\_ Date\_\_\_\_\_

### **Facilities Fee Schedule**

**(Not church-sponsored\* events)**

**Effective September 1, 2008**

	<b>Members**</b>	<b>Non-Profit</b>	<b>Non-Members</b>
<b>Community Room</b>	n/c	n/c	n/c
<b>Fellowship Hall (non kitchen)</b>	n/c	<b>\$300</b>	<b>\$1250</b>
<b>Dining Room</b>	n/c	<b>\$200</b>	<b>\$500</b>
<b>Activities Room (Gym)</b>	n/c	<b>\$200</b>	<b>\$500</b>
<b>Sanctuary</b>	n/c	<b>\$400</b>	<b>\$2500</b>
<b>Chapel</b>	n/c	<b>\$150</b>	<b>\$1500</b>
<b>Kitchen</b>	<b>\$100</b>	<b>\$200</b>	<b>\$500</b>

\*Church-sponsored, such as Sunday School classes, WOC, Men's Ministry, Children, Youth or Adult Ministries

\*\*Members may reserve church buildings for private receptions, showers, birthday parties, etc. If reserving on behalf of a community group, the "fees for non-members" will apply.

\*\*\*Minimum fees apply if furniture is moved or removed.

\*\*\*\*Organizations that meet monthly a one-time fee will be established, based on usage. (Ex. \$750 per year)