

# BUILDING USE REQUEST FORM

Revised: May/2018

Faith Bible Church  
Phone: 513-489-1114

8130 East Kemper Road  
FAX: 513-489-2669

Cincinnati, OH 45249-1625  
info@fbccincy.org

**Instructions:**

1. Review the Building Use Policy (located at end of form)
2. Fill out all sections completely and return to church office
3. Church office will notify requestor of Trustees' decision on the request
4. Requestor pays applicable fees to Church Secretary
5. Non-FBC affiliated requests must include a signed Release of Liability Form (provided by Church Secretary)

**REQUESTOR INFORMATION**

Today's Date: \_\_\_\_\_ Name of Person Making Request: \_\_\_\_\_ FBC Family\*  Yes  No  
 Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_  
 Name of Organization/Group (if any) : \_\_\_\_\_  
 Purpose for which building is requested: \_\_\_\_\_  
 Dates & Times requested: \_\_\_\_\_ Approximate # of People: \_\_\_\_\_  
 Person in charge of actual activity: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

\* Select NO if you are not a member of Faith Bible Church

**FACILITIES REQUESTED**

Sanctuary  Library  Kitchen  Family Room  Lobby  Multi-Purpose Room (Gym)  
 Parking Lot  Nursery  Classroom (please select from following choices: 112, 204, 205, 206, 207, 208, 209, 304)  
 Sound Person and Equipment  Other (please specify) \_\_\_\_\_

**SCHEDULE OF FEES / GUIDELINES**

The table below outlines the fees charged for using Faith Bible Church's building(s)/equipment for non-church related groups or activities. Hourly fees may apply to recurring or multi-room events (team practices, summer camps, etc.). Fees and deposits are due when the form is approved by the Board of Trustees and are collected by the Church Secretary.

	FBC Family Events		Non-FBC Family Events (i.e. non-members)	
	Rental Fee	Additional Charges	Rental Fee	Additional Charges
Sanctuary	n/a	<ul style="list-style-type: none"> <li>\$100 cleaning deposit (refundable)</li> <li>\$100 stage reset fee (if applicable)</li> <li>\$50 janitorial fee (weekend events only)</li> </ul>	\$350	<ul style="list-style-type: none"> <li>\$100 cleaning deposit (refundable)</li> <li>\$100 stage reset fee (if applicable)</li> <li>\$50 janitorial fee (weekend events only)</li> </ul>
Multi-Purpose Room/Kitchen (for banquets)	n/a	<ul style="list-style-type: none"> <li>\$100 cleaning deposit (refundable)</li> </ul>	\$250	<ul style="list-style-type: none"> <li>\$100 cleaning deposit (refundable)</li> </ul>
Multi-Purpose Room (for sports activities/practices)	n/a	---	\$25/hr	---
Classroom	n/a	---	Starting at \$25/hr (per room)	---
Sound Person	n/a	<ul style="list-style-type: none"> <li>\$100/person (pay to sound person)</li> </ul>	n/a	<ul style="list-style-type: none"> <li>\$100/person (pay to sound person)</li> </ul>

**Please note the following:**

- Fees include: replacing furniture arrangements, using kitchen/tableware as available, using the Nursery (attendant NOT included) and normal cleaning of the building. Event organizers are responsible for providing their own consumables.
- Only 1 refundable cleaning fee will be charged per wedding or other large event (whether the sanctuary and/or MPR is used).
- The Board of Trustees reserves the right to set additional charges for extraordinary items after reviewing this Building Use Request Form, including, but not limited to, items such as: putting up or removing special décor, cleaning of kitchen (including washing dishes), cleaning of Nursery and its toys, setting up or removing apparatus or equipment, repairing beyond normal wear and tear, removing pulpit, chairs and/or communion table for weddings, setting up tables and chairs (including supplying of paper table cloths, plastic ware etc.) and emptying trash.

**ACCOUNTABILITY ACKNOWLEDGEMENT**

I (the requestor) acknowledge and agree to the acceptance of liability for any damage to the facility and/or the furnishings and equipment resulting from carelessness or inappropriate activity. I have read and understand the Faith Bible Church Building Use Policy. I agree to return the facility to its original condition following the event. I understand that alcohol, smoking, or other tobacco usage are not permitted in the building or on the property of Faith Bible Church.

\_\_\_\_\_  
Signature Date

**SET-UP DETAILS**

Date of Event: \_\_\_\_\_ Time Needed: \_\_\_\_\_ to \_\_\_\_\_  
Date/Time Set-up Requested to be Completed: \_\_\_\_\_ (may need to be overridden by Trustees if this conflicts with other events)  
Purpose for which set-up is needed (refreshments, luncheon etc.): \_\_\_\_\_

**Please Draw a Diagram of Set-up as Needed:**



**PLEASE RETURN THIS FORM TO THE CHURCH OFFICE – ONE MONTH NOTICE IS APPRECIATED**

**APPROVAL GRANTED BY BOARD OF TRUSTEES:** (Circle, date & sign):

YES NO \_\_\_\_\_  
Trustee Signature Date

Summary of Fees Due: \_\_\_\_\_

Reason for Denial or Conditions for Approval – Remarks: \_\_\_\_\_

# Building Use Policy

## POLICY OBJECTIVE:

The objective of this policy is to establish a clear understanding of permitted users and uses of Faith Bible Church facilities and of the prescribed processes for requesting and gaining approval to use any FBC facilities.

## POLICY:

Faith Bible Church facilities are built and operated to support the Christian ministries of Faith Bible Church and are maintained by the Elder Board and the Board of Trustees of Faith Bible Church for that purpose. All uses of FBC facilities by its pastoral staff, ministries, and Family members are controlled by church staff and the Board of Trustees and are scheduled on the FBC Master Calendar. All building uses shall be completely consistent with the FBC Constitution, By-Laws, and Policy Manual. If there is any doubt about this the Building Use Request will not be approved.

A fee schedule for building use is established and maintained by the Board of Trustees. This fee schedule covers most typical or routine building use requests. A Building Use Request form will be required for all building requests initiated by anyone other than FBC staff or Elders.

The following information and guidance is given with respect to Faith Bible Church facility usage;

1. Ministries of Faith Bible Church will coordinate with the Church Office and schedule all building usage on the FBC Master Calendar.
2. Family members of FBC will request facility usage via the Building Use Request Form and submit to the Church Office at least one month in advance of the event. There is generally no building use fee to Family members for one-time uses but repeated uses of the facility may require a facility usage fee, set by the Board of Trustees in accordance with a fee schedule. Typical uses by FBC Family or Family & Friends can include birthday parties, showers, dinners, reunions, receptions, or practices. FBC Family will be responsible for cleanup and re-setting of rooms after use.
3. Other ministries financially or operationally supported by FBC (such as Gideons, CRU, CEF, Samaritan's Purse, etc.) will also request facility use via the Building Use Request Form and submit this to the Church Office. There is generally no building use fee to Supported Ministries for one-time uses but repeated uses of the facility may require a facility usage fee, set by the Board of Trustees in accordance with a fee schedule.
4. Ministries and groups not directly supported by FBC are identified in this Policy as "non-FBC groups". Non-FBC groups having some FBC Family participation or leadership may request building usage via the Building Use Request Form available from the Church Office. The Board of Trustees and Board of Elders must review and approve these requests before they can be added to the FBC Master Calendar. These requests should be received by the Church Office at least 30 days prior to the event. A fee will be charged for all building uses by non-FBC groups based on space requirements, duration, and set-up/clean-up needs and in accordance with a fee schedule.
5. Non-FBC groups having no Family member participation or leadership may also request facility usage via the Building Use Request Form and will submit this to the Church Office at least one month in advance of the event. Permission to use the facility for these types of events is to be given by the Board of Trustees and the Board of Elders. These requests will generally have low priority and can be bumped from the schedule when a higher priority request is received. A fee will be charged for all building uses by non-FBC groups based on space requirements, duration, and set-up/clean-up needs and in accordance with a fee schedule.
6. All weddings and wedding receptions at FBC require the approval of the Senior Pastor and Board of Trustees. At least six months notice is suggested for these requests.
7. All FBC building uses by non-FBC ministries or non-Family groups shall be accompanied by a Liability Release Form that is available from the Church Office.
8. All uses of the facility by children/teens under the age of 18 must have adequate adult supervision.
9. For events taking place in the sanctuary on a Saturday, all attendees must be out of the sanctuary by no later than 6:00 PM to allow for time to setup for Sunday morning worship.
10. The facility may be used for athletic events as long as there is a connection and request made by one of the FBC Family members of the church. The church will not be used for community athletic events unless arranged with the Board of Elders. (Liability insurance may be required.)

11. The facility will not be used for personal garage sales, rummage sales, bake sales, or other money raising activities outside the “fellowship” fund raising that occurs through church dinners, etc. (youth missions). Additionally, it is generally not to be used by profit making or commercial interests for the purpose of enterprise. The FBC policy manual section on “fund raising” will serve as the basis for decision making.
12. The facility will not be used by any group that the Board of Elders or Trustees deems as high risk for liability. That is, activities that may either do excessive damage or have higher risk of injury.
13. Ministry events will typically take precedence in the event that the same space is desired by two groups. It is desired that the two (or more) parties negotiate toward a mutually agreeable solution as a first step. In the event an agreement cannot be reached, the Board of Elders will make the final decision.
14. The Board of Elders reserve the right to approve or disapprove the usage of the facility to any group or individual for any reason they find prudent to the God-pleasing efforts of FBC’s ministries, facilities, and Family.
15. Audio/Visual equipment is only to be used by members of the Audio/Visual Team or a designee of the Audio/Visual Team Chairman.
16. Rooms may be used on an “ad-hoc” basis by FBC staff and family. However, if the room is rearranged for your purpose, please arrange the room back to the way you found it.
17. Trustees will do the major setups, per the setup procedures they establish.
18. Please clean up after your event and take your trash to the dumpster. If there are spills or other damages please notify the Trustees as soon as possible.
19. Building access codes will be given out to selected people. If the building is opened by your code you will be responsible for the usage by those you are letting in. If you are last to leave the building, please turn off the lights, lock the doors and set the alarm (or communicate to others remaining in the building that you are leaving and they will be responsible for closing).
20. Collections/in-gatherings (eg: food drives, baskets, etc.) may be stored in the church in areas that are determined by the facility coordinator. If you have this need please contact the church office.
21. Questions on building use and approval processes should be directed to the FBC Facility Coordinator, Eric Winhusen or to the Board of Trustees.

Effective May 18, 2018