

Forest Park Bible Church — Building Use Policy

Purpose of This Policy

Forest Park Bible Church (FPBC) is blessed with facilities intended to glorify God and support the mission of the church. This Building Use Policy ensures that all events held on church property are safe, respectful, and aligned with our values, while maintaining good stewardship of our building and grounds.

Eligibility for Building Use

Church-Sponsored Activities

Priority is given to:

- Worship services
- Bible studies and small groups
- Church ministries (children, youth, adult, outreach, missions, etc.)
- Church leadership meetings
- Funeral services for members and immediate family

Member-Requested Activities

Members in good standing may request building use for:

- Weddings
- Receptions
- Family gatherings
- Showers, birthday parties, or special events
- Community outreach they are directly overseeing

Outside Groups

Non-member and outside organization requests will be considered on a case-by-case basis, and must:

- Align with the biblical values and doctrinal statement of FPBC
- Not conflict with church ministry activities
- Receive approval from the Board of Trustees

FPBC reserves the right to decline any request for any reason.

Scheduling & Approval Process

1. A Building Use Request Form must be completed.
 2. Requests should be submitted at least **4 weeks in advance**.
 3. Final approval is granted by the Pastor and Trustees.
 4. Events are not confirmed until written approval is provided.
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Fees & Deposits

Fees may be charged to offset cleaning, utilities, and wear on the building.

Members:

- No fee for ministry-related events
- Modest cleaning fee may apply for private events

Non-Members/Outside Groups:

- Facility rental fee (set by Trustees)
- Refundable damage/cleaning deposit

Fees must be paid in full before the event date.

Building Use Guidelines

General Conduct

All persons using the building must:

- Respect church property and equipment
- Maintain Christian conduct, language, and behavior
- Supervise children at all times
- Observe posted capacity limits

Prohibited Activities

- Alcohol, illegal drugs, or tobacco use anywhere on property
- Gambling or raffles
- Events promoting teachings contrary to the church's doctrine
- Open flames (excluding approved candles for weddings, or use of firepit)
- Animals

Decorations

- Must not damage walls, furniture, or fixtures
- No nails, screws, or tape that leaves residue
- All decorations must be removed immediately after the event

Kitchen Use

- May be used for warming and serving food
- Deep frying or commercial cooking must be pre-approved
- All dishes, appliances, and counters must be washed and returned to original condition

Sound, Media, and Equipment

- Use of A/V equipment must be scheduled in advance
 - A trained FPBC operator may be required
 - Only FPBC operators may move A/V, instruments, or other sound equipment
 - No equipment may be removed from church property
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Cleaning & Reset Responsibilities

After the event, the user must:

- Remove all trash and place in designated bins
- Return rooms to their original setup
- Clean spills and wipe surfaces
- Vacuum
- Turn off lights and lock doors, turn off AC
- Report any damage immediately

Failure to comply may result in loss of deposit or future building use privileges.

Security

- Doors must remain locked unless the event is supervised
- A responsible adult (age 21+) must be present at all times
- User is responsible for ensuring the building is secured afterward
- FPBC is not responsible for lost or stolen items

Liability

- Building users agree to assume responsibility for any damage or injury occurring during their event
- Users may be required to provide proof of liability insurance for large events
- FPBC is not liable for accidents, injuries, or property loss

Policy Changes

Forest Park Bible Church reserves the right to modify this policy at any time. Final authority for interpreting and applying this policy rests with the Pastor and Trustees.