

# **Society of First Baptist Church, Olds**

## **Facility Usage Guidelines**

**As a Christian church dedicated to the Service of God, we believe that all activities that occur on the premises of First Baptist Church, Olds must be consistent with our *Statement of Faith and Facility Usage Guidelines.***

# **Society of First Baptist Church, Olds**

## **400.1 Statement of Faith**

Basing our faith wholly on the Lord Jesus Christ for our salvation, believing in the teaching of the Word of God, and in those great distinctive principles set forth herein; namely, we believe in:

- The pre-eminence of Christ as our divine Lord and Saviour and in His personal return.
- The divine inspiration of the Bible, accepting in their entirety the writings of the Old and New Testaments in their original manuscripts, as the very Word of God; and therefore all-sufficient as the ultimate authority for Christian faith and practice.
- One God, and only one, who is self-existent, eternal, and infinite in every excellence, and who has revealed Himself in the Trinity as Father, Son, and Holy Spirit, the same in essence though distinct in personality.
- Receiving salvation through grace, that it is the free gift of God, through the death and resurrection of Christ, not by any virtue of works of man, but received only by personal faith in Jesus Christ.
- The right of private interpretation and the competency of the individual soul in direct approach to God.
- The absolute separation of Church and State.
- The two scriptural ordinances of baptism in the name of the Father, Son, and Holy Spirit, by believer's baptism only, which we practice by immersion, and the Lord's Supper as a memorial communion for the redeemed.
- The complete independence of the local church and its inter-dependence in associated fellowship with other Baptist churches.
- The personality of Satan as the enemy of God and adversary of man.
- The spiritual unity of all believers, for which the Master so earnestly prayed.
- A world-wide program of missionary fervor and evangelism in obedience to the final command of Jesus.

We therefore band ourselves together as a body of believers in Jesus Christ.

## **Society of First Baptist Church, Olds, AB Facility Use Guidelines**

### **400.1. User Guidelines:**

#### **First Baptist Church Facility:**

- The premises of First Baptist Church will not be used for any political or commercial purposes.
- The premises of First Baptist Church will not be used for the practice of rituals of any secret society or lodge.
- The premises of First Baptist Church will not be used to hold dances.
- The congregation of First Baptist Church, Olds, AB, reserves the right to allow use of the premises of First Baptist Church only for funeral services which are consistent with our Statement of Faith and our church practice regarding funerals.
- The congregation of First Baptist Church, Olds, AB, reserves the right to allow use of the premises of First Baptist Church only for the solemnization or celebration of marriages which are consistent with our Statement of Faith, with our church practice regarding marriage and with our congregation policy that marriage is 'the covenant relationship between one man and one woman to the exclusion of all others.'
- Any special requests for facility use must go to the Board of Deacons for approval.

### **400.2. Physical Facility:**

- We do not allow smoking or the use of alcohol in any part of the church facility.
- Confetti is not to be used in any part of the church facility.
- Pins, tacks, staples or tape are not to be used to place decorations on painted or dry walled surfaces. Please use only sticky, reusable putty to attach decorations.
- All furnishings and equipment to be returned to their original places. Banners are not to be moved.
- All fire exits, aisles and hallways must be kept free and clear in the event of an emergency.
- Occupancy ratings may not be exceeded for Fire Code Regulations.

Church Capacities as follows: (tables in rows)

Sanctuary 450 people

Fellowship Hall Banquet 300 people

### **400.3. Kitchen & Food Services:**

- Use of kitchen facility must be supervised by a member of the Kitchen Committee.
- Guidelines set out for use of the kitchen must be followed.  
(copy posted in kitchen area or obtained from the Kitchen Committee)
- Church food supplies are not to be used for non-Church events.
- Tables & chairs in the fellowship hall must be clean before they are put away.
- Caterers MUST go through an orientation with a Kitchen Committee representative prior to engagement.

### **400.4. Other**

- Use of sound equipment will be allowed provided church personnel are used to operate it.
- To obtain entry to the facility for decoration, set-up etc. contact the custodians.
- Any and all damages must be reported to the custodian or the Board of Management.
- Arrangements must be made with the custodian for final check and lock up of facility once the event is finished.

### **400.5. Cost Schedule**

#### **400.5.1 Custodial Fee – Weddings, Funerals, Music Specials, Conference/Seminar, Family Specials**

- Per area used: \$75 for the sanctuary; \$75 for the Fellowship Hall
- This fee is paid directly to the custodian and must be in the church office on or before the date of your event.

#### **400.5.2 Audio Technician Fee – Weddings, Funerals, Music Specials, Conference/Seminar, Family Specials**

- A minimum fee of \$75 plus an additional \$25/hour for any event exceeding 2 hours is to be paid to the person whose services have been acquired.
- This fee is paid directly to the Audio Technician and must be in the church office on or before the date of your event.

#### **400.5.2 Video Technician Fee – Weddings, Funerals, Music Specials, Conference/Seminar, Family Specials**

- A minimum fee of \$75 plus an additional \$25/hour for any event exceeding 2 hours is to be paid to the person whose services have been acquired.
- This fee is paid directly to the Video Technician and must be in the church office on or before the date of your event.

#### **400.5.3 Facility Usage**

- First Baptist Church is a charitable organization supported by the donations of individuals. The building has been constructed to enable us to serve our community in the name of Jesus Christ and is available to appropriate persons and groups on a donation basis. We invite you to give what ever you feel is appropriate.

**Society of First Baptist Church, Olds, AB**  
**400.6 Guidelines for Kitchen Use**

- 400.6.1 Wash all dishes that have been used.
- 400.6.2 Return all supplies to proper places.
- 400.6.3 Put tea towels & dish cloths in hamper
- 400.6.4 Do not leave anything perishable in the cooler.
- 400.6.5 If using the dishwasher, follow instructions posted.
- 400.6.6 Wipe all counters.
- 400.6.7 Wipe all tables.
- 400.6.8 Tables & chairs are to be returned to storage room.
- 400.6.9 Make sure gas stoves are turned off and all electric appliances unplugged.
- 400.6.10 No church equipment or supplies are to be removed from the kitchen.
- 400.6.11 Church food stuffs are not to be consumed.
- 400.6.12 Caterers MUST go through an orientation with a Kitchen Committee representative prior to engagement.

**400.6.13 Statement of Understanding**

Having reviewed the Kitchen Guidelines I/We agree to be held accountable and fully understand the required procedures of the First Baptist Church, Olds.

\_\_\_\_\_

Caterer

\_\_\_\_\_

Witness – Kitchen Committee

**Society of First Baptist Church, Olds, AB**  
**400.7 APPLICATION FOR FACILITY USE**

Name of Organization / Group: \_\_\_\_\_

Person of Responsibility: \_\_\_\_\_ Ph.#: Work \_\_\_\_\_ Home \_\_\_\_\_

Date & Time of Event: Date: \_\_\_\_\_

Time: \_\_\_\_\_ am/pm **to** \_\_\_\_\_ am pm.

Set-up Time: Date: \_\_\_\_\_ time: \_\_\_\_\_ am/pm **to** \_\_\_\_\_ am/pm

Nature of Your Event (brief description): \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

If this function is a wedding, & you are not affiliated with this church, please complete the following:

Name of Pastor Officiating, Church, Phone #: \_\_\_\_\_

Reason for requesting our church facility: \_\_\_\_\_

Area of Church Facility Requested: Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Kitchen \_\_\_\_\_  
Basement \_\_\_\_\_ Fireside Room \_\_\_\_\_ Other-specify: \_\_\_\_\_

Caterer: \_\_\_\_\_

Equipment Use Requested: Piano \_\_\_\_\_ Organ \_\_\_\_\_ Other-specify \_\_\_\_\_

Overhead Projector \_\_\_\_\_

Digital Projector (for computer-generated presentations) \_\_\_\_\_ \*\*

Sound System: \_\_\_\_\_ \*\* If so, sound requirements: \_\_\_\_\_

Sound Booth Operator during event / rehearsal: \_\_\_\_\_

\*\* Our operators are required for sound system and for computer\*\*

Is this a Fund-raising event? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, your group name & charitable number \_\_\_\_\_

If your event is designed to teach or train a person / group of people, will you or your organization be receiving money for this? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*\*Please **NO** moving of piano, organ, banners etc.

By what date do you require an answer? \_\_\_\_\_  
and to whom? \_\_\_\_\_ Ph.# \_\_\_\_\_

**Statement of Responsibility:**

I have reviewed the Facility Usage Guidelines and agree with the full understanding to be held accountable and responsible for any and all deviations from these procedures which includes missing items and damage.

\_\_\_\_\_  
Person of Responsibility

NOTE: Please complete Facility Usage Form, & Insurance & Release Waivers, and return to church office Secretary, in person or by fax (403-556-2840).



