

Building Use Policy

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our [Articles of Faith](#), in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to groups or persons holding, advancing, or advocating beliefs or activities that conflict with the church's [Articles of Faith](#) or moral teachings, which are summarized in, among other places, the church's Constitution and Bylaws. The church's facilities may not be used for any activities that contradict or are deemed inconsistent with the church's [Articles of Faith](#) or moral teachings. The trustees will make the final decision concerning the use of church facilities.

This restricted facility use policy is necessary for two important reasons:

First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its [Articles of Faith](#). Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice.

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in activities contrary to the church's [Articles of Faith](#) would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or activities of the groups or persons using its facilities.

Therefore, in no event shall groups or persons who hold, advance, or advocate beliefs, or advance, advocate, or engage in activities that contradict the church's [Articles of Faith](#) use any church facility. Nor may church facilities be used in any way that contradicts the church's [Articles of Faith](#). This policy applies to all church facilities, regardless of whether the facilities are connected to the church's

sanctuary, because the church sees all of its property as holy and set apart to worship God.

Approved Users and Priority of Use

The trustees must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups or persons meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that they have read and/or received a copy of the “Articles of Faith” and that their beliefs and practices and planned uses of the facilities are consistent with the church’s faith and practice.
2. Groups or persons requesting facility use must submit a signed “Facility Reservation Request and Agreement” form. The individual requesting to schedule the event for the groups or persons will serve as the contact person and must be present for the entire event.
3. Groups or persons requesting facility use must take responsibility for the facilities and equipment used and must agree to abide by the church’s rules of conduct for facility use, as stated below and as described in any additional instructions by church staff. In the event of damage to church property during the groups or persons use of the facilities, groups or persons shall pay for such damage in such amount as is determined by the Church in its sole discretion. Any deposit paid by groups or persons shall be applied to any such damage, and groups or persons shall be responsible for any balance.

Facility Use Hours

Facilities are available between the hours of 5 a.m. and 11 p.m. Use outside these hours must be approved by the trustees.

Scheduling Events

Facility use requests shall be made by submitting the “Facility Reservation Request and Agreement” form. The event will be placed on the church calendar only when the trustees approve the use. The church reserves the right to cancel a reservation at any time due to the broader needs and goals of the church, and a full refund of the deposit and fees will be returned.

Fees/Deposits

Use of church facilities may be subject to a use and cleaning fee to pay for the upkeep of church facilities. Church members are not required to pay a fee for usage because maintenance of the facilities are derived from member tithes and offerings.

| | Deposit | Fee | Non-Profit, Community Organizations |
|--------------------------|----------------|------------|--|
| North Campus | \$200 | \$250 | \$25 Deposit and \$25/year Fee |
| North Campus Hall | \$200 | \$150 | \$25 Deposit and \$25/year Fee |
| South Campus Chapel | \$200 | \$100 | |
| Ball Field | TBD | TBD | |
| Shelter House | TBD | TBD | |
| Other Church Property | TBD | TBD | |

Facility Use Guidelines

1. A key should be picked up from the church office. Following the event, all the lights must be turned off and the building be locked and the key returned as instructed. A deposit check will be required to pick up the key. The deposit check will be held and the deposit will be returned only after cleanup.
2. Alcohol: No alcohol is permitted in or on church properties. First Baptist Church of Silver Lake reserves the right to open and inspect any package, container, cooler, etc. that is brought onto church property at the discretion of any representative of the First Baptist Church of Silver Lake. The possession or refusal of a search will result in the immediate termination of this contract and the groups or persons will be asked to leave the property immediately.
3. Smoking: Smoking in or on all church facilities is prohibited.
4. Gambling: Gambling in or on all church facilities is prohibited.
5. Pets: No pets with the exception of service animals will be allowed in the church facilities. In addition, no dogs will be allowed on the ball field.
6. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required by the group or persons requesting the facility to leave the premises immediately.
7. Groups or persons are restricted to only those areas of the facility that has been reserved.
8. All children in attendance must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.

9. Decorations: Thumbtacks, nails, scotch tape, glue or any other items that would mar or disfigure the walls, furniture or contents may not be used for purposes of decorating. All decorations must be removed immediately following any event.
10. Dripless candles must be used and all areas underneath must be protected from candle wax in case of unexpected drips.
11. Church equipment, such as tables and chairs, must be returned to original placement, unless otherwise instructed prior to the event.
12. Piano/Organ use: By request only and may be subject to a fee.
13. Sound equipment use: By request only and may be subject to a fee.
14. No suggestive or explicit lyrics in the music may be used.
15. Kitchen use: By request only.
16. All paper products and other consumables are for church sponsored events only. All others must furnish their own paper products and consumables.
17. No rice may be thrown inside or outside the building. Birdseed may be used, but only on the parking and sidewalk areas. Absolutely no sparklers.
18. Clean-up: Pick up all trash and place in trash cans outside the facility. Wipe down countertops and rinse sinks. Flush stools.

[CONTINUE RESERVATION REQUEST](#)