



The First Baptist
Church of Redlands
Building Use Policy

INTRODUCTION

The First Baptist Church of Redlands was established in 1887. Since that time, literally thousands of people have supported and been enriched by the ministry of Christ it shares. The present Sanctuary was built in 1952, and the Educational Building was built in 1927. All the buildings, grounds, and equipment the church enjoys today were gifts given to undergird a meaningful and growing ministry. All outside groups who use this facility need to be aware that the building, grounds, and equipment are dedicated to the ministry we share in Christ. All policies and decisions about building and equipment use are made in light of this basic commitment.

BUILDING USE BY OUTSIDE GROUPS

By agreement, the facilities of The First Baptist Church of Redlands may be used by non-church sponsored groups on a limited basis. The following policies, however, are always in force.

1. Building, grounds, and equipment may be used only by prior agreement, according to the guidelines set forth in this policy statement.
2. A custodian or official church host or hostess must be present at all times the church is used by outside groups.
3. All policies, rules, and guidelines set forth by the church must be observed at all times.

MAKING ARRANGEMENTS

All inquiries about building use must be made to the appropriate representative of the church's Finance and Property Commission. (The church office will be able to supply the appropriate contact information.)

All requests for building and equipment use are evaluated in light of the appropriateness of the event, the schedule needs of church groups, legal requirements of the state of California, and guidelines of the church's insurance carrier.

GENERAL RULES

1. No alcohol or illegal drugs are allowed on the premises.
2. No smoking is allowed in the buildings.
3. All children under 16 must be under the direct and adequate supervision of responsible adults.
4. Only those rooms/areas reserved by prior agreement are available for use.
5. The person or groups requesting the use of church facilities is responsible for the conduct of their guests.
6. All facilities are to be left clean and ready for the next group.



The First Baptist Church of Redlands

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Building Use Request

Having read the Building Use Policy of The First Baptist Church of Redlands the following request is made for use of facilities.

Contact Representative: _____

Address _____

Phone: (daytime) _____ (evening) _____

Email (if applicable): _____

Group Name: _____

Sponsoring church commission/ministry: _____

Purpose of Usage (use additional sheet if needed): _____

Date (s) of Use: _____

Arrival Time: _____ Departing Time: _____

Number of people you are expecting to attend: _____

Room (s) Requesting: _____

Equipment Requests: _____

Will people be charged a fee to attend? Yes How much per person? _____ No

Is this event open to the public? Yes No

Insurance carrier of the group: _____

Signature: _____ Date _____

To be completed by Finance and Property Commission

Custodial/staff arrangements:

Fees:

Conditions:

Finance & Property Representative: _____

Signature: _____

Date: _____

APPROVED _____

DENIED _____

For Office Use

Date Received: _____

Arrangements and

Notes: _____

Signature: _____

Staff Member