

Facility Use Procedures
First Baptist Church – Huntersville
119 North Old Statesville Road
704.875.6581
churchoffice@fbc-h.org

**“Now go up into the hills, bring down timber, and rebuild my house.
Then I will take pleasure in it and be honored, says the LORD.” Haggai 1:8 NLT**

As evidenced by this verse, God cares about His church, both the people within and the facility. When facilities are used for church or personal reasons, the practice should always be to “leave as you found it or better!”

1. Contact church office to schedule events at churchoffice@fbc-h.org or call 704-875-6581. Each arrangement with the church office will be specific to your event. For personal requests (except for weddings), events may be confirmed up to six months in advance of the date needed to allow adequate planning time for ministries of the church. Members do not pay rental fees, however, custodial fees may apply.
2. If you need to set the facility up in advance of your event, be sure to reserve the additional time needed.
3. If your event includes music, please be sure it is appropriate i.e. lyrics. If you have a question, our Minister of Worship can assist.
4. Be sure you know how to access the building i.e. the building will be automatically unlocked or you will reserve a key.
5. Please let the church office know immediately if any equipment is not functioning correctly or if any needed items are missing or if the facility/room was not in good condition when you arrived.
6. Audio/Video equipment in all buildings is to be operated by a trained technician only. The technician should be scheduled when you schedule the facility.
7. No smoking and/or alcohol permitted on the campus in buildings or on the grounds.
8. Each building has a check list. Please review the check list on the next page before leaving the facility and ensure all is completed.

***Thank you for taking the time to “take care of God’s house” and
for ensuring the facility/room is ready for the next event.***

DISCIPLESHIP CENTER AUDITORIUM CHECKLIST AND NOTES:

- ✓ The musical instruments on the stage may not be moved. Talk with the church office if you have questions about this policy. In addition, only trained musicians should use these instruments.
- ✓ Please be sure any items removed from the Production Closet (stage right) are returned to the closet.
- ✓ The stage should be restored to its original condition before you leave the facility i.e. music stands placed back where you found them, etc. Remember, instruments are not to be moved. (Thank you for your cooperation.)
- ✓ Chairs, tables, supplies, etc. should be returned to the original placement. *(Tip: Since so many people have cameras on their mobile phones, consider taking a picture so you can remember.)*
- ✓ Be sure all equipment is properly powered down and secured.
- ✓ Turn off all lights. The heating/cooling is controlled automatically in the Discipleship Center.
- ✓ Please ensure floors and carpeted areas are clean and free of debris and spills. A vacuum is located in the closet near the elevators (grade school hallway) along with other cleaning supplies and additional trash bags. Often, there are additional trash bags in bottom of the trash cans. Be sure to wipe down trash can lids.
- ✓ Please remove any trash and take to the dumpster located behind the Sanctuary/Education Building in the gated area. **Please do not leave trash in the gray cart behind the Family Life Center.**

Sound Technician Needs provided by _____

Fee \$50 to be paid directly to the person not the church.

Custodial needs provided by _____

Fee \$75 to be paid directly to the person not the church.

Fee for use of facility to cover utility costs: \$ _____

***We hope everything was in order for your event.
Thank you for your help in keeping our facilities in "ready to use" order!***

DISCIPLESHIP CENTER GATHERING AREA/CLASSROOM CHECKLIST AND NOTES:

- ✓ Chairs, tables, supplies, etc. should be returned to the original placement. *(Tip: Since so many people have cameras on their mobile phones, consider taking a picture so you can remember.)*
- ✓ Please ensure floors and carpeted areas are clean and free of debris and spills. A vacuum is located in the closet near the elevators (grade school hallway) along with other cleaning supplies and additional trash bags. Often, there are additional trash bags in bottom of the trash cans. Be sure to wipe down trash can lids.
- ✓ Please remove any trash and take to the dumpster located behind the Sanctuary/Education Building in the gated area. **Please do not leave trash in the gray cart behind the Family Life Center.**
- ✓ Turn off all lights. The heating/cooling is controlled automatically in the Discipleship Center. Note: Some lights are on permanently for security typically one per hallway.

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SANCTUARY CHECKLIST AND NOTES:

Updated 090116

- ✓ Check between the pews for trash (paper, programs, etc.) A custodian will vacuum but we ask that you remove any larger trash items.
- ✓ Check bathrooms to be sure paper towels are in trash, counters and floor are free of standing water and toilets are flushed.
- ✓ If decorating is done, make sure you take note of how the foyer area and the area near the pulpit is set up when you come in so that it may be returned to that arrangement. *(Tip: Since so many people have cameras on their mobile phones, consider taking a picture so you can remember.)*
 - Be sure to remove all decorations.
- ✓ If you use any Sanctuary classrooms, set the rooms back up as you found them. Refer to the diagram near the doorway for the room(s) you are using.
- ✓ Please turn off all lights. Please turn off or reset temperature on heating/cooling **systems if you were asked to do so by the church office.** (The four thermostats are located in the foyer/vestibule, at the double doors near the piano and near the organ, in the choir loft. For classrooms, the thermostat is in S101B and in S201 [upstairs]) **When leaving set thermostats at 50 degrees during the months of November-March. Turn systems off during April – October.**
- ✓ If you were given a key to use:
 - Please lock all doors before you leave. Someone will check the building in the evening but for security reasons, it is best to lock as you leave. Also, when you open this door, it will remain locked so be careful not to lock yourself out. For regularly scheduled events, we will typically have the door unlocked for you.
 - If you were given a key, please return the key to the church office the next working day after your event. Thank you!

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GYM/DINING HALL USE CHECKLIST AND NOTES:

Updated 1/11/17

- ✓ No equipment designed to be used outside should be used on the gym floor. For special situations, talk with the church office.
- ✓ When using the dining room and gym area, please keep children from going into the other classrooms of the building (except bathrooms). **Reminder: children must be supervised by an adult at all times.**
- ✓ Dust mop the gym/dining hall floors at the end of the planned activity. Wipe up any spills before using the dust mops. Dust mops and other cleaning supplies are located in the Maintenance Closet between the women's and men's bathrooms. When returning the dust mops to the closet, make sure the mop end is hanging up. The key you have will open this closet. There are also supplies such as toilet tissue in the Storage closet nearest the gym.
- ✓ If the kitchen is used, be sure all counters, equipment (including microwave and coffee pot), dishes, etc. are left clean. Please sweep all flooring and if needed, please mop so the kitchen is ready for the next group. Turn off any appliances used.
- ✓ Check bathrooms to be sure paper towels are in trash, counters and floor are free of standing water and toilets are flushed.
- ✓ If you were asked to set up the Dining Hall for Sunday or Weekday/Day Care activities, please do so using the diagram on the Dining Hall wall on the metal cabinet.
 - Use the chair dollies to move the stacks of chairs if needed. Please only put 10 chairs per stack to avoid tipping over.
- ✓ Turn out all lights upon leaving. The dining hall lights are the round switches on the wall nearest the hallway. The light switches for the gym are located in the hallway outside the gym near a storage closet. The kitchen lights are a regular switch near the doorway. Note: Some lights are on permanently for security typically one per hallway.
- ✓ Take out all trash to the dumpster in the parking lot that is behind the Education Building/Sanctuary. **Please do not place in gray cart behind the kitchen. You are welcome to use the cart to transport trash to the dumpster.**
 - Be sure to close the door on the dumpster. This door must remain closed at all times due to health regulations for our Child Development Center.
 - Place new trash bags in the trash containers. Extra trash bags are located in the Storage Closet that is closest to the gym (near the gym light switches).
 - If the outside of trash cans have food spills, please wipe off.
- ✓ Lock and check all doors. Return key as directed by the church office.

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EDUCATION BUILDING CHECKLIST AND NOTES:

Updated 01/11/2017

- ✓ Please turn off all lights. Some lights are on permanently for security typically one per hallway. You will not be able to turn off security lights. The outside light is controlled by a switch near the library.
- ✓ Please turn off all heating/cooling units.
- ✓ Set the rooms back up as you found them or according to the agreement you made with the church office or by using the wall diagram for the room(s) you are using. If available, the wall diagram will be near the doorway.
- ✓ Clean up any food spills and pick up any obvious trash/debris on the floor. If requested to vacuum floor, the vacuum is located in the Bible Study office on the main floor of the Education Building next to the library.
- ✓ Take all trash to the dumpster located in the back parking lot. Be sure to close the door to the dumpster door as it is a Health Department requirement for our day care.
- ✓ You will not be able to lock the main door with a key. Someone will check the building in the evening and lock the door. Also, when you open this door, it will remain locked so be careful not to lock yourself out. For regularly scheduled events, we will typically have the door unlocked for you.

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