

## FEES & BLDG REGULATIONS FOR USE OF FACILITIES AT

### FIRST BAPTIST CHURCH OF WESTFIELD

The following is applicable as a basic rate for outside non-profit organizations or individuals using the church facilities.\* No contributions will be expected from members for use of the sanctuary for funerals or memorial services. Church members using FBC facilities for other personal reasons (i.e., birthdays, showers, etc), are asked for a suggested donation of \$1 per person (i.e., 50 people/\$50; 100 people/\$100) to help defray building upkeep.

#### Wedding Fees:

**Sanctuary: \$450.00 (due at booking, payable to First Baptist Church)**

**Sexton \$80.00**

**Coordinator \$150.00**

**Minister \$300.00**

**Organist \$200.00**

**Fees due night of rehearsal by cash or separate checks made out to the individuals performing the services, if applicable.**

- ◆ **Fees include a Thursday Rehearsal (6:30 p.m.) at no charge.**
- ◆ **Friday Rehearsal requires an additional \$75 for the Organist.**
- ◆ **Active members and their children are required to pay only custodial/operational fees, as well as a Fri. rehearsal fee.**
- ◆ **Non/Inactive Members: It is mandatory that the bride & groom meet with our Senior Pastor prior to booking church. Upon approval, the date may be booked.**
- ◆ **The organ and piano are reserved solely for the use of FBC musicians unless prior approval is given. The Steinway piano belongs to the Westfield Musical Club and the Club's permission must be obtained in order to use it. Please indicate need for:**
- ◆ **Organ  Piano  & name of person (or persons) who will play if permission is**

**Granted: \_\_\_\_\_**

**Qualifications: \_\_\_\_\_**

#### OTHER THAN WEDDINGS:

**Sanctuary \$250.00**

**Fellowship Hall: \$275.00**

**Upstairs Lounge: \$150.00**

**Custodial Fee: \$60 (opening/closing of building & cleanup)**

*\*First Baptist will consider reductions from the basic rates for frequent users and/or nonprofit, cultural, civic, or benevolence uses on a case-by-case basis. Active members of the Musical Club receive a discount for use of the sanctuary and upstairs lounge/kitchen.*

## REGULATIONS FOR USE OF FIRST BAPTIST CHURCH FACILITIES

(please read & sign bottom)

1. Arrangements for the use of any portion of the Church building, grounds, or equipment must be made through the Church Office (908-233-2278) and approved by the Facilities Committee in advance. (See Application for Use of Facilities.)
2. Contributions are requested for the purpose of recovering the cost to the Church for normal wear and tear of facilities and for any additional custodial services.
3. Prior to the use of Church facilities, please supply in detail information regarding the nature of your planned activity and equipment and other property to be used. (See Application for Use of Facilities.). The Facilities Committee reserves the right to revoke any previously granted use on 30 days' notice.
4. All organizations using Church facilities are to provide prior to date of use a **Certificate of Insurance** from their Insurance Company showing full comprehensive liability coverage and shall maintain in effect Worker's Compensation Insurance coverage providing full benefits as required by law.
5. Use of Church supplies, property, equipment, or space must be agreed to and arranged beforehand.
6. All parties shall conduct themselves in an orderly and proper manner so as to not disturb or be offensive to others, or interfere with the operations of the Church. **Precedence is given to church functions and the stability of church equipment.**
7. Any use of Church facilities after midnight requires special approval by Facilities Committee and Police/Fire Department need to be notified.
8. Gambling and alcoholic beverages are **prohibited** in or around the Church building, as well as any hazardous equipment such as firearms and any type of explosives, i.e., fireworks of any kind.
9. Smoking is allowed **outside** the Church only. Please distinguish/discard into smoking receptacle.
10. Nothing shall be hung on the walls or attached to any part of the Church facilities without special permission from First Baptist. Do not drag equipment or chairs on floors and refrain from ball throwing within church buildings.
11. Any outside equipment or materials brought into the Church must be removed from the Church within 3 days after use. The Church shall have no liability of any kind whatsoever for loss, theft, or damage of or to any property, equipment, or materials.
12. At least one adult must be present with each group meeting in the building. In addition, there shall be two adults present for every 30 minors anticipated in any group or assembly.
13. Parking: Only in designated "Church Parking" areas. DO NOT park behind #184 building next door or you take the risk of being towed.
14. **Church must be left as it was found. PLEASE DO NOT OVERFILL GARBAGE CANS, AND ALL POTABLE LIQUIDS LEFT IN CANS, ETC SHOULD BE Poured DOWN THE DRAIN.**

**I have read and agree to abide by First Baptist Church Regulations.**

Signed \_\_\_\_\_

Date \_\_\_\_\_