



Facility/Equipment Usage Rules and Regulations

Updated: June 25, 2019

*"You are worthy, our Lord and God, to receive glory and honor and power,
For you created all things, and by your will they were created and have their being." Rev 4:11*

A. Eligibility

1. Members and non-members of First Baptist Church Monticello, Arkansas, at least twenty-one (21) years of age, are eligible to request to use church facilities and equipment for personal use.

B. Usage Requests

1. All requests for usage of FBC Monticello facilities and equipment must be made using the personal activity request form available at the church office or online at fbcmonticello.com.
2. All requests will be cross-checked with the church calendar and filtered through doctrinal guidelines and the statement of faith defined in the official church bylaws. Church bylaws are available upon request, and are also available online at fbcmonticello.com.
3. Facilities must be reserved at least four (4) weeks in advance, but no more than nine (9) months prior to the event date.
4. If Audio/Visual equipment is needed, selections (music, video, pictures, etc.) must be approved two weeks before the event. Professional fees may apply, outlined in the personal activity request form.
5. All fees required must be submitted prior to the activity being placed on the official church calendar. See fees on personal activity request form.
6. Any reservation should be promptly canceled if plans change. There will be a cancellation fee of \$50 if canceled less than one week of the activity scheduled.

C. Church Host/Hostess Policy

1. All activities held at FBC Monticello require the services of an officially-trained church host or hostess.

2. The church host or hostess is to be a member of FBC Monticello in good standing that is trained by church staff on the basic operation and knowledge of church facilities.
3. The church host or hostess does not assume responsibility for any damages.
4. The assigned host or hostess will be available throughout the duration of the event to assist with whatever need arises, however the host or hostess is not responsible for setup or cleanup.
5. Host/hostess fees apply to all personal activities held on the FBC Monticello campus (see fees on personal activity request form). The fees may be waived if the individual making the activity request is a member of FBC Monticello in good standing and completes church host/hostess training prior to the event.

D. Waiver and Release of Liability

1. FBC Monticello does not assume responsibility for any lost, damaged, or stolen items.
2. The use of FBC Monticello facilities and/or equipment is at the risk of the participant.
3. FBC Monticello does not assume liability or responsibility for any injury to the user(s) of FBC facilities and/or equipment.
4. A signed waiver and release of liability (included in personal activity request form) is required before the requested event is placed on the church calendar or any requested equipment is distributed.

E. Operational Policies

1. All members and guests of FBC Monticello should conduct themselves in accordance with Christian principles and the Statement of Faith found in Article III of the church bylaws.
2. Adult supervision of children is required at all times. During normal operating hours, First Students may use the facility without additional adult supervision as long as they understand and adhere to all rules and regulations outlined in this document.
3. Unauthorized entrance or presence in the building may result in suspension of the right of such individuals to use the facility.
4. Equipment checked out to an individual or group, which is lost, damaged, or destroyed, is the responsibility of the individual or group to pay for proper replacement. This also pertains to any damage to the building (light, fixtures, tables, walls, etc.)
5. Headphones or earbuds must be worn with portable music devices.
6. All unclaimed belongings left at the church for more than two (2) weeks will be disposed of in a useful manner (e.g. donated to a local charity).

F. Dress Code and Behavior

1. Attire must be suitable for any designated event at FBC Monticello. Any attire not fitting to our standards may result in passing on future events being hosted here.
2. Shirts must be worn at all times (no exceptions).
3. Shorts must be loose fitting. They must be mid-thigh in length and no long side slits.
4. Halter tops, sports bras, or tops with spaghetti straps will not be allowed unless worn under other acceptable clothing.
5. Bouncing, kicking, or throwing balls in the halls, lobby, fellowship hall, kitchen, or classrooms is not allowed.
6. Profanity of any kind is not allowed.
7. These items are not allowed in or on the property of FBC Monticello: tobacco, alcoholic beverages, controlled substances, pets, anything considered a weapon, or anything that would detract from a Christian atmosphere (e.g. inappropriate music, inappropriate clothing, etc.).

G. Gymnasium

1. Proper athletic shoes are to be worn while on the gym floor playing surface. For safety reasons, playing in sandals, loafers, or bare feet will not be allowed.
2. Kicking balls is not allowed, except for during highly supervised programs where danger of accidents and damage of facilities is avoided.
3. All balls and equipment must be returned to its proper place of storage.
4. Dunking is not allowed on the FBC Monticello basketball goals.
5. If food is to be served inside the gym, the floor covering must be put down prior to use. There is a \$145 non-refundable fee for the floor covering. Otherwise, food and drinks are not allowed in the gym area.
6. No furniture should be moved into or out of the gym without approval of the FBC Monticello staff.
7. Unless specifically approved by FBC Monticello staff, no one is allowed to use the gym stage.

H. Fitness Area

1. The fitness area is only available for official church organizations and activities and members during normal operating hours.
2. The fitness area is not eligible for personal activity requests, and should not be used during reserved times while using other areas of the church.
3. No food or drink is allowed in the fitness area.
4. No one under the age of eighteen (18) is allowed in the fitness area without parental or adult supervision.
5. All fitness participants must sign a waiver of liability and complete a medical release form prior to usage.
6. All participation in the fitness program and usage of the equipment is at the risk of the individual.

I. Fellowship Hall and Kitchen

1. The fellowship hall and kitchen must be cleaned and restored to its original state, and all trash must be removed.
2. All dishes and kitchen equipment should be washed and returned to its proper spot.
3. Items in the kitchen pantry are not to be used unless approved by FBC staff.
4. Items in the fellowship hall closets may be used upon request as a part of the personal activity request form (Equipment/Items Requested).

J. Classrooms

1. Classrooms may be used for small meetings (20 people or fewer) or as a part of larger activities (e.g. weddings, business conferences, etc.).
2. Specific rooms must be requested at the time of reservation, or a room will be assigned by FBC staff based on the information provided.
3. All rooms used must be cleaned and restored to their original state, and all trash must be removed.

K. Youth Room

1. The Youth Room may be used for events such as birthday parties, showers, etc., or may be used as a part of larger activities (e.g. weddings, business conference, etc.)
2. The use of the stage in the youth room is not allowed for personal activities unless given express permission from FBC Monticello staff. If approved to use the stage, extra care must be taken with the music equipment on the stage.
3. The use of the audio/visual equipment in the youth room is not allowed for personal activities unless given express permission from FBC Monticello staff. If approved, an FBC trained technician is required to operate the equipment. Professional fees may apply.
4. Damage to any equipment is the responsibility of the individual or group that is approved to use the facility.
5. All areas used in the youth room must be cleaned and restored to their original state, and all trash must be removed.

L. Worship Center

1. The Worship Center is to be mainly used for activities that relate to its primary use as described in its title: worship of God.
2. The use of any equipment (e.g. pianos, drums, etc.) inside the worship center must be approved by FBC Monticello staff before use.
3. Use of the audio/visual equipment inside the worship center must be performed by a church trained technician. Professional fees may apply.
4. No furniture should be moved into or out of the worship center without approval of FBC Monticello staff.

5. Food and drink is not allowed inside the worship center.
6. All areas of the worship center must be cleaned and restored to its original state, and all trash and personal belongings must be removed.
7. Worship Center usage for weddings is handled separately. Contact the church office for more information on weddings.