



## Facility Usage Policies and Procedures

The Board of Trustees is responsible for the oversight and management of the use of building facilities. This document was approved on January 13, 2025 and supercedes all others approved by the Board of Trustees or other Thomasville Road Baptist Church (TRBC) leadership prior.

### I. Steps to Reserve Space for an Event

- A. Read the following Facility Policies and Procedures prior to requesting space.
- B. If your event meets the guidelines outlined within, call the church office to see if the space is available and doesn't coincide with other events taking place at the same time.
- C. Submit an online Event Request Form to the church office. The request will be reviewed by staff and the requestor will be notified once a decision is made. **Completion of the form does not imply the event is approved.**
- D. If approved, space will be reserved once we receive:
  1. A signed usage agreement
  2. A 50% usage fee deposit for non-ministry events.
  3. A signed Mission/Core Value. (See II.B.)

### II. Facility Usage relating to the Mission and Core Values of TRBC

- A. The mission of Thomasville Road Baptist Church is to "Help People Find and Follow Jesus." The purpose of any event or its contents must not be in conflict with TRBC's mission and core values, or the *2000 Baptist Faith and Message (BFM)* (available at your request or online at [www.sbc.net](http://www.sbc.net)).
- B. Core values:
  1. Be Above Reproach in Character, Conduct and Speech (avoid unethical behavior, or merely the appearance of unethical behavior)
  2. Protect the Unity of the Church and Staff
  3. Model Servant Leadership
  4. Follow Healthy Biblical Communication and Conflict Management
  5. Adhere to Healthy Stewardship of Ministry
    - The grounds and facilities belong to TRBC, and leadership has entrusted the staff to be good stewards. The use of buildings, grounds, facilities, vehicles, and equipment does result in an expense to the church. This policy details fees that will help to defray this expense.

### III. General Policies

#### A. Priority Used for Determining Use of the Facilities

1. Church related:
  - a. Churchwide events and programs
  - b. TRBC ministries such as small group classes, worship teams, Bible studies, TRBC-sponsored camps, VBS, etc.
  - c. Funerals
  - d. Weddings of members
  - e. Members of TRBC who are regular attenders (those who attend, on average, at least two on-campus services and/or small groups per month)
2. Outside groups (non-ministry):
  - a. The group/event must align with the TRBC mission, Core Values, and BFM and meet the following requirements:

- i. All non-ministry requests must be sponsored by a church member and approved by the Associate Pastor. (Examples include baby and wedding showers, birthday parties, anniversary parties, etc.)
- ii. Community events that promote the advancement of community are permitted. (Examples include land-development reviews, traffic pattern planning, etc.)
- b. Non-ministry events **will be calendared as tentative if booked more than three months in advance** to allow TRBC ministry-related events first priority.
- 3. Groups which will not be considered for facility use:
  - a. Groups that do not adhere to Mission and Core Values of TRBC as listed above.
  - b. Political groups - groups of advocating election or specific public officials. (TRBC will continue to serve as a polling place for local, state, and national elections but will not tolerate the promotion of political issues or campaigns).
  - c. Enterprises or events which result in a personal or business financial gain to the person or entity wishing to rent the facility.
  - d. Exception for consideration: Non-profit or tax-exempt organizations recognized by U.S. or Florida law may submit a plan of operation and distribution with their event request. The plan must include the beneficiaries of the event and the percentages of proceeds and how these proceeds will be distributed to said beneficiaries.
- 4. Fundraisers are prohibited unless the event is sponsored by a ministry of TRBC and/or the event proceeds are being used for an approved Christian ministry.
  - a. No political party or candidate can use the facilities to raise money for a political campaign.
  - b. Approved fundraising events cannot displace, hinder, or conflict with the ministries of TRBC.
- 5. TRBC reserves the right to cancel or change this agreement at any time due to TRBC ministry activities and needs.
- 6. Facility use of any type is not based on length of membership, monetary gifts, or any other factor related to a person's membership status with TRBC.

## **B. Facility Availability**

- 1. TRBC services, events, functions, and meetings will be given first priority in building usage.
- 2. In the event of weekly or monthly usage of facilities, TRBC reserves the right to preempt use of the facilities. In such cases, TRBC will attempt to provide at least two weeks advanced notice to the contact person for the group.
- 3. The use of the facility by outside groups is at the sole discretion and approval of the staff and leadership of TRBC.
- 4. All events should be scheduled at least one month in advance prior to the event.
- 5. All non-ministry events scheduled on a Friday night or Saturday must end no later than 7:00 p.m. and will incur a clean up/set up fee.
- 6. Outside events will not be scheduled on church-observed holidays including: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving (Eve, Day, and the day after), Christmas Eve and Christmas Day. This includes the entire weekend if the holiday falls on a Friday, Saturday, Sunday, or Monday.
- 7. Facilities are not available the week, including the weekend, prior to Easter and Christmas.
- 8. The week following Mother's Day is TRBC's family week. No non-ministry events will be scheduled.
- 9. Facility equipment such as tables and chairs are available on a first-come, first-served basis. It is the responsibility of the group leader (as designated on the event form) to request the appropriate needs when scheduling event. Otherwise, tables and chairs reserved by a later scheduled group would have precedence if they reserved their needs first.
- 10. Chairs and tables are not available for loan away from church premises for any reason.

## **C. Facility Use Policies**

- 1. The group leader using the building is responsible for the care of the facility and the

supervision of the event during use.

2. Users are expected to leave the facilities in good, clean condition. Non-food trash should be placed in the receptacles provided, and spills and messes should be cleaned up. Trash containing food should be taken to the dumpster located at the back of the property or placed in a receptacle outside of the Fellowship Hall kitchen.
3. All posted signs and rules must be followed at all times.
4. TRBC will not be responsible for any liability associated with damage or personal injury to persons or property arising out of the use of facilities. Outside groups must provide a certificate of insurance (COI) prior to use of the facility.
5. No exits, passageways, exit signs, or fire alarms are to be covered or blocked for any reason.
6. The sale of admission tickets or any fees collected for the event by the user must be approved in advance by church leadership prior to scheduling an event. (See section III.3 listed above)
7. All vendors and event partners must be approved in advance by church leadership prior to scheduling an event.
8. Publicity materials in which TRBC's name is used must be approved by designated office staff.

**D. General Conduct**

1. The group leader is responsible for making sure attendees remain in the areas specified in the agreement. The group leader is responsible for making sure the event does not interfere with other events or ministries of the church.
2. Use tacks to hang things on the wall. Do not use tape of any kind. All decorations must be removed at the end of the event.
3. Alcohol, drugs, and firearms are prohibited on the TRBC campus including surrounding parkings lots and fields. Violators will be asked to leave immediately. Authorities will be called if necessary.
4. Tobacco use is prohibited on the TRBC campus.
5. The facilities, equipment, and furnishings of TRBC are to be taken care of responsibly. The event contact is responsible for leaving the facility in good, clean condition and trash should be placed in the receptacles provided.
6. Profanity, foul language, flared tempers, and violence will not be tolerated. Violators will be asked to leave immediately.
7. Skateboards, roller blades, and skates are prohibited on the campus.
8. Participants are asked to dress in a modest fashion.
9. Shirts and shoes are required at all times.
10. Deposits will not be refunded if any outlined policies are broken.

**E. Liability**

1. The use of TRBC facilities, and all equipment used, will be at the risk of the participant(s).
2. Each outside group must present a certificate of insurance at least 14 days prior to the event listing general liability insurance with \$1,000,000 per occurrence including coverage parts of bodily injury, property damage, and personal injury. TRBC shall be listed as the certificate holder as follows:  
*Thomasville Road Baptist Church, 3131 Thomasville Road, Tallahassee, FL 32308*
3. TRBC is not responsible for any damage or thefts occurring on the premises.

**F. Cancellation Policy:**

In the event there should be a cancellation, money will be refunded according to the following guidelines:

- A full refund will be given for a cancellation made up to 10 days in advance.
- A 50% refund will be given for a cancellation made 9 days or less.

#### **IV. Area-Specific Policies**

##### **A. Fellowship Hall**

1. The Fellowship Hall is available for group events, banquets, receptions, and large Bible studies or classes. The room can be divided into four sections.
2. Tables and chairs are provided as needed and will be arranged according to the set up details provided at least two weeks prior to the event.
3. Tablecloths, decorations, plates, cups, utensils, and all other banquet items are the responsibility of the group. TRBC does not provide these items.
4. The Fellowship Hall must be left in an orderly condition. All food must be removed from the premises. All trash must be placed in the receptacles. Food items left behind will be disposed of by the church as deemed fit, and could result in the loss of all or a partial amount of the deposit.

##### **B. Kitchen**

1. Use of kitchen must be preapproved.
2. TRBC does not provide catering services. It is the responsibility of the group to secure a caterer and assure all kitchen guidelines are met by the catering service.
3. The refrigerator and freezer are for church use; however, we will try to accommodate your needs during the event. A food disposal fee will be charged for any food that is left in the refrigerator or freezer.
4. Leftover food and personal dishes must be removed immediately after the event and not the next day. Food is not to be left for staff or other groups.
5. TRBC suggests taking extra food to the fire department near the church or to a nearby homeless shelter.

##### **C. Worship Center and Choir Room:**

1. Any events in the Worship Center must be approved by the worship leader of TRBC prior to booking. The primary function of the Worship Center is Worship.
2. At the risk of forfeiting your deposit - groups cannot move anything (stage equipment, chairs, furniture, etc.) unless approved by the worship leader in advance.
3. Musical instruments, including the piano, are not to be moved for any reason. Special requests may be made to the worship leader if indicated on the request form in advance but the worship leader has the right to deny any such requests.
5. TRBC is not responsible for items left in the worship center or lobby.

##### **D. Youth Building**

1. Any events in the youth building or surrounding areas must be approved by the youth ministry leader prior to booking.
2. All events in the youth building involving anyone under the age of 21 must be chaperoned by adults. All adults must obtain a TRBC background check unless a copy of a background check from another church or school performed within the prior 12 months can be provided. The cost per background check is \$15 per person and must be paid in advance.
3. Any youth equipment or materials needed must be approved in advance.
4. Accident or damages should be reported to the church office immediately.
5. Dunking or hanging on basketball goals is prohibited. Balls and other activity equipment must be used for its intended purposes. No exceptions. (ex. *Billiard balls must only be used at the pool table*).
6. Specific Youth Building Guidelines:
  - a. Arena
    - i. Items on the stage of the Arena cannot be moved or touched without permission from the youth ministry leader in advance. If approved, only church personnel may move the equipment. This includes drums, keyboards, props, etc.
    - ii. The kitchen area must be requested when reserving the arena.
    - iii. The kitchen must be left in the same condition as it was found.
    - iv. Trash must be disposed of properly. Trash containing food must be taken to the

dumpster located at the back of the church property.

- v. Groups may only use the area reserved. Arena reservations do not include classroom usage.
- b. Classrooms
  - i. Classrooms are available for teaching purposes only and should not be used for parties or other food-related events.
  - ii. Classrooms must be left in the condition in which they were found. (ex. Chairs arranged correctly, trash emptied, whiteboards cleaned, etc.)
- c. Outdoor Patio and Deck
  - i. The outdoor patio and deck may be used for parties and outdoor events with prior approval.
  - ii. The use of the fire pit and the barbecue equipment must be preapproved and supervised by a trusted adult over the age of 25.
  - iii. It is the responsibility of the group to dispose of all trash. Trash containing food must be taken to the dumpster located at the back of the church property.
  - iv. The outdoor area must be left in the same condition as when the event starts.

#### **E. Children's Building**

- 1. Any events in the children's building on the 1st and 2nd floors must be approved by the children's ministry leader prior to booking.
- 2. An approved facility request does not imply child care is included.
- 3. Scheduling of child care and background checks: On rare occasions, and with prior approval, outside groups may request child care and must supply their own child care workers who must be preapproved by the children's ministry leader. All workers must obtain a TRBC background check unless a copy of a background check from another church or school performed within the prior 12 months can be provided. The cost per background check is \$15 per person and must be paid in advance. Additionally, a Certificate of Insurance must be submitted if child care is approved.
- 4. Specific Children Area Guidelines:
  - a. First Floor Preschool Area
    - i. The first floor of the children's building is designed to accommodate children ages birth to five. A special request must be approved for children over the age of 5 to attend events on the first floor.
    - ii. If approved to use the baby nursery, dirty diapers must be taken to the dumpster located at the back of the property at the end of the event.
    - iii. The ballpit room is off limits for outside groups. The outdoor playground can be used but must have a 1:4 ratio of adults to children at all times.
    - v. For safety reasons, all children must remain in the areas designated for use.
  - b. Second Floor Children's Area
    - i. The second floor of the children's building is designed to accommodate children ages five and up. It is not safe for children under the age of four years.
    - ii. Pianos located in the classrooms are off limits to anyone of any age. The group will be charged a piano tuning fee of \$225 if this rule is violated.
  - c. Playground
    - i. The playground is for the use of children under the age of 10 only.
    - ii. Any damages caused by misuse will be paid for by the person responsible.
    - iii. Please refer to any signs or rules posted for appropriate age guidelines, rules and supervision requirements.
    - iv. Non-service pets are not permitted on the playground. Please pick up waste as necessary.
- 5. Lobbies and other common areas are not available for reservation other than for the purpose for which they were designed. This includes lobbies in the Worship Center lobby, the children's building, and other outdoor areas and walkways.

## V. TRBC Ministry Events

TRBC ministry-related events include, but are not limited to Bible studies, luncheons, dinners, support groups, and outreach as long as they are led by an approved ministry leader of TRBC.

- A. Ministry-related events take first priority in reserving space.
- B. Events must be approved in advance by the associate pastor, and must fulfill the mission of **Helping People Find and Follow Jesus.**
- C. There will be no charges of any kind for a funeral, as it is a ministry of Thomasville Road Baptist Church. However, the funeral must fit the 2000 Baptist Faith and Message.

## VI. Facility Use Deposits and Fees - Non Ministry and Outside Group Events

Examples include, but not limited to, baby and wedding showers, school groups, scout groups, sport groups, graduation events, celebration parties, etc.

- A. TRBC allows the usage of its facilities from outside groups or to non-church members under the following guidelines:
  1. The event must meet the mission and purpose of TRBC: Helping People Find and Follow Jesus.
  2. The space must be available on the date and time requested.
  3. The ministry leader in charge of the requested space must approve usage of their space.
- B. Groups are required to pay a usage fee (see schedule below) in addition to a deposit due at the time of booking. Events scheduled as tentative until 90 days before the event will pay the deposit at the time of final confirmation.
  1. The deposit is equal to 50% of the usage fee. (ex. FH fee is \$150 so \$75 is due at the time of booking).
  2. If no damage occurs to the facility/room or equipment and the general policies are adhered to during the event, the deposit will be refunded no later than 30 days past the event.
  3. The person requesting the event will be responsible for any damages that occur over and above the required deposit.
  4. The usage fee balance is due seven (7) days prior to the event.

## VII. Facility/Room Fees:

- A. Each area has a flat fee for the first 4 hours of use – see table below:

Fee Schedule	Weekday Rates (Mon-Thur)	Weekend Rates (Fri-Sun)	Each Add'l Hour
	1st Four Hours	1st Four Hours	
<b>Worship Center</b>	\$250	\$500	\$75
<b>Choir Room</b>	\$75	\$150	\$25
<b>Fellowship Hall Only</b>	\$100	\$200	\$20
<b>Fellowship Hall and Kitchen</b>	\$150	\$300	\$25
<b>Youth Building Arena</b>	\$100	\$200	\$20
<b>Youth Building Outdoor Patio</b>	\$50	\$50	\$10
<b>Youth Building Classrooms</b>	\$20 ea.	\$50 ea.	\$15
<b>Youth Building Loft</b>	\$30 ea.	\$50 ea.	\$15
<b>Adult Classrooms (Adult and Children's Bldg.)</b>	\$20 ea.	\$50 ea.	\$15
<b>Children's Building Classrooms (1st Floor)</b>	\$70 ea.*	\$100 ea.*	\$15
<b>Children's Building Classrooms (2nd Floor)</b>	\$20 ea.	\$50 ea.	\$15

\* includes cleaning and sanitizing fee.

- Time will begin when individuals start decorating and will continue until the event ends and the room is left in the condition as outlined in **Section IV** above.
- For multi-day events (ex. Friday night and Saturday morning), the fee will be adjusted to account for time the facility is unoccupied.
- If the event lasts longer than originally estimated, the church will be bill for the additional hours. Payment will be due within 30 days from invoice date.

B. Audio/Visual Needs: The technical equipment (sound, projectors, and all other audio visual devices) is the property of TRBC and only trained staff are permitted to run the equipment, no exceptions. If there are audio/visual needs for an event, there will be a charge of \$100 per hour.