

FACILITY & RESOURCES USE POLICY

- Only Liberty Ministry Partners are able to utilize Liberty’s facilities at this time.
- To receive approval for a facility or resource at Liberty, you must request approval by completing a *Resource Request Form* online at least 30 calendar days prior to requested Facility use.
- Ministry Leaders/Event Coordinators assume the responsibility for the facility/vehicle/equipment being used, therefore you understand you will take care of, return clean, refuel, and otherwise leave the facility, vehicles, or equipment in the way you found them or better. Please report any existing negligence and/or damage prior to using – please take a photo. You assume costs associated repairing or replacing any damages that may occur to facilities or resources of Liberty.
- In the event of any conflict of scheduling, preference will be given to Liberty’s regular, on-going ministries.
- Submitting a *Resource Request Form* is only a request and all requests must go through a Pastoral approval process. Preference is given to Liberty Ministry Events on a first come, first served basis, followed thereafter by non-Ministry requests in terms of priority. Liberty Pastoral Staff reserves the right to reschedule/cancel any approved Resource Request as needed.
- In the event of any accidents or problems during your Event or Resource use, you will contact your Ministry Leader and/or Pastor Bryan.
- Final payment of any fees will be due no later than 7 days prior to approved usage dates.

Administrative Fees for usage of Liberty Facilities:

- The following fees are for 1 day use only.
- Fee covers key assignments or unlocking/locking of doors, utilities usage, as well as pays custodial staff to clean floors and bathrooms as needed and for restocking bathroom supplies, etc. Keep in mind that this fee is kept to a minimum because of the clean-up responsibilities listed below for the user. Please understand what this fee covers and does NOT cover.
- A \$100 refundable cash deposit is required. The cash deposit must be paid upon notification of request approval. The cash deposit will be refunded after the event assuming there is no damage to church property.

FACILITY (Other than Wedding – Please see our section on Wedding Facility Usage)

Worship Center Building	\$150	(Worship Auditorium is for select usage only)
Worship Center Foyer	\$50	
Student Building	\$50	
Preschool Building	\$50	
FLC Building	\$75	
Classroom (Any building)	\$35	

Production Team

There is a charge of \$50 per production team member needed if you require production. This includes Sound, Lighting, Computer Presentation, and video recording (availability depends on facility)

****All fees are paid to Liberty Baptist Church**

Clean-up responsibilities for User:

- Tables and counters should all be wiped down. Paper towels and water (spray bottles) are kept in every building.
- If your event produces trash, it is your responsibility to ensure all trash is removed from Liberty facilities at the end of your event. The dumpsters are located behind the Worship Center. There are also two large trash cans located on the back of the Nursery building.
- No liquid should be placed in trash cans. Trash should be picked up and carried to the dumpster being careful to avoid anything dripping from bag on the way. Fresh liners are kept inside the cans.
- Turn lights off when leaving.
- Coffee pots should be turned off, unplugged and cleaned according to instructions on wall.
- No smoking nor alcoholic beverages are allowed in the facility or on the grounds at any time.

Wedding Facility Usage for Liberty Baptist Church

We believe a wedding ceremony should be a beautiful occasion that is Christ-centered and God honoring. Because marriage was created by God (Gen. 2:18-24), a wedding should be a celebration between a Christian man and a Christian woman that God has brought together. For this reason, the wedding and its preparation should be done in a way that will bring honor and glory to God.

“For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.” Ephesians 5:31

Only church members or their children are allowed to use the church facilities for weddings.

Fees (All fees are due one month before the date of the wedding)

- Fees are as follows for ALL MINISTRY PARTNERS:
 - Worship Center - \$150
 - FLC Building - \$75 for each event (rehearsal dinner and/or reception).
- If Linen table coverings are requested for rehearsal dinner or reception, then they can be utilized for a fee of \$10.00 each/covers dry cleaning and delivery fee.
- If the use of any production equipment is required for the wedding there will be a fee of \$100 for each production person (this fee includes both the rehearsal and the actual wedding day.) Note: Only a production person from Liberty is allowed to operate the equipment.
- To ensure that all aspects of your wedding run smoothly, the church Facilities On Site Coordinator (FC) will meet with you to cover all the requirements for using the church facilities. This will include a pre-wedding consultation to coordinate the various and many elements of the wedding event. The FC will be your main contact with regard to using the church facilities. Please note that the FC is NOT a Wedding Planner. The fee for the services of the FC is between \$100-\$250 as determined during the pre-wedding consultation.

A refundable \$250.00 deposit is required at the time of scheduling and this will reserve the facilities for you. This will be refunded after the wedding, provided that all guidelines are followed and no damage to the church facilities has occurred.

Fee Summary:

- \$250 refundable deposit
- \$150 fee for Worship Center
- \$75 fee for FLC Building per each event use (if applicable)
- \$100 per Production team member
- \$100-\$250 Facilities On Site Coordinator

Guidelines

- There is a 2 hour timeframe for use of the Worship Center on the evening of the rehearsal, beginning no earlier than 5:00pm and no later than 7:00pm.
- There is a 4 hour timeframe for use of the Worship Center on the day of the wedding. This allows for some set-up, ceremony and clean-up.
- If the FLC Building is used for a rehearsal dinner, the facility will be open 1 hour before the event and the entire event must be completed in 4 hours (starting from the time facility is opened).
- If the FLC Building is used for a reception, the facility will be open at the same time as for the wedding. The reception must be completed by 9:00 PM. This includes reception and clean-up.
- The church cannot schedule weddings or rehearsals on Thanksgiving, Christmas, New Year's, or Easter. Weddings may be scheduled no later than 4:00 p.m. on Saturdays.
- Wedding party members and guests are to refrain from the use of alcoholic beverages. No alcoholic beverages may be served on church premises at any time. There is to be no smoking in any of the church facilities.
- Please do not throw rice during the celebration. However, you may throw birdseed or rose petals outside when leaving. No food or drinks of any kind are allowed in the worship center. It is the obligation of the bride and groom to make certain these guidelines are made known to the members of the wedding party.
- Any person desiring to use Liberty for a wedding must have a conference with our FC to determine the approval or use of facilities. This is required even if another minister is performing the ceremony. Only Baptist ministers or ministers of churches of like faith and practice may perform wedding ceremonies.
- The bride's dressing room is designated as our Green Room backstage. The groom's dressing room is designated as FLC Room #106 and the attached "Coffee House" (these may be subject to change). Only these two rooms may be used for wedding party dressing. If additional rooms are required you must seek approval from the church office prior to rehearsal.

- Due to insurance liabilities, no childcare can be provided by Liberty for weddings. However, if a nursery is to be provided by the Wedding party, then rooms in the FLC Building are available. The bride, groom or wedding director/planner will assume responsibility for adhering to the guidelines outlined in this policy.

Decorations

- No furnishings are to be moved by any member of the wedding party, planners or directors without pre-approval of that item being moved. The screen cannot be removed. Current set designs and band equipment are not to be moved (other than temporary band equipment, i.e. mic stands, music stands, etc.). No sound equipment can be relocated.
- Decorations should be kept simple. Please make certain that no nails or screws are used and that no damage is done to the building or furnishings.
- No decorations can be hung or suspended from the lighting fixtures or HVAC vents. No candles unless contained in glass containers allowed in any building.
- The Church properties must be left in the condition in which they were found otherwise the damage deposit will not be refunded.
- Facilities staff will not be available to load or off-load equipment or decorations to be used in the wedding.
- All decorations are to be removed as soon as the ceremony is over.