



Event Policies & Resources

REVISED 1.31.2024

First Baptist Church of Bolivar

119 N. Springfield Ave.

Bolivar, MO 65613

Overview

First Baptist Church of Bolivar (FBC) provides spaces and resources for its church family and surrounding community of Bolivar, Missouri. To keep this opportunity available, FBC initiates policies and procedures that must be understood and practiced for each event and participant involved. FBC has expanded on these policies and procedures to meet the understanding and agreement of the person(s) and/or group(s) involved.

Goals

1. Provide resource information to the rentee(s).
2. Create a standard of practice and understanding of what is required of the rentee(s).

Standard of Practice

FBC buildings are owned and operated as a ministry of First Baptist Church, Bolivar, Missouri. No event or portion of an event should contradict or in any way impede the credibility of or detract from the nature and mission of First Baptist Church of Bolivar. The appropriate ministry staff member will consult with the person of contact specified in the request for details of the event and persons attending.

1. All music, drama, video, and other entertainment activities should be in good taste and approved by a church staff member. Failure to abide by this directive may eliminate further usage of the facility by the sponsoring group.
2. No alcoholic beverages, tobacco products, or vaporizing tools are to be used on church property. No smoking or vaping within 20 feet of any facility door. It is the responsibility of the DIC to strictly enforce this policy.
3. The contact person is responsible to pay for, replace, or repair any property damaged as a result of the event. All financial transactions should be handled directly at the church office prior to the event.
4. First Baptist Church is not responsible for lost or stolen property.

Specifications of Operation

I. Request Form

A *Resource Request Form* (Form A-White) is required for each event held on our FBC campus. This form can be completed in person at the church office or online on the church website (fbcbolivar.org). This form needs to be completed with as much detail as possible to ensure that the correct resources are available. All events must be made at least **two weeks* prior to the event. Reservations by external groups will be scheduled and arranged so as not to conflict with our own church schedule or program.

II. Calendaring Events

Following a completed request form, the staff will meet weekly to collect information and accept an event on the following priority bases:

1. Departments, organizations, and groups of First Baptist Church of Bolivar
2. Official organizations and groups of other Baptist churches and other organizations of Southwest Baptist University
3. Local churches of other denominations
4. Local non-church groups

Please note that due to unforeseen circumstances FBC may be required to reschedule or cancel any event(s) and will be communicated in a timely manner. FBC evaluates each event as an individual-event basis. Prices and resources available may be subject to change accordingly.

III. Deposit

1. Single Day Event

- 1.1. A deposit of \$50.00 will be collected no later than two weeks prior to the event date for all external events.
- 1.2. \$10.00 will be taken out of the deposit amount as a *Building Use Fee*, for the event.
- 1.3. The remaining deposit amount, if any, can be returned pending the completion of clean-up and an evaluation of the event site and/or applicable equipment used for the event has no damages and returned to its original state.
- 1.4. Failure to clean will result in additional funds being taken from the deposit and may affect further availability of facilities.

2. Multi-Day and/or Recurring Event(s)

- 2.1 A deposit of \$100.00 will be collected no later than two weeks prior to the event date for all external events.
- 2.2 \$10.00 will be taken out of the deposit amount PER DAY as a *Building Use Fee*, for the event(s).
 - 2.21 If an event recurs or extends longer than 10 days, an additional \$100.00 will be collected, and the continuance of \$10.00 PER DAY will be retracted from this additional amount. This amount will continue to be "replenished" every ten days until the event is complete.
 - 2.22 The remaining deposit amount, if any, can be returned pending the completion of clean-up and an evaluation of the event site and/or applicable equipment used for the event has no damages and returned to its original state.
 - 2.23 Failure to clean will result in additional funds being taken from the deposit per day of usage.

3. Special Events

Weddings, Main Building events, and events in the Esquire that require concessions and/or equipment use are considered *Special Events* and additional forms will be required before renting resources for these events.

IV. Resources

See available resources and prices on pg. 4. Each event is evaluated separately and resource availability is subject to change.

1. Vehicles

A *Vehicle Request* (found online) is required before reservation can be evaluated for use.

1.1 Driver Responsibilities

Each driver must be at least 21 years of age and is responsible for themselves and each passenger of the vehicle driven. Each driver must provide a valid Driver's License on file at the church office as well as any insurance information required whether by the external organization or the individual.

1.10 Persons under 18 years of age will need a waiver filled out by their parent or legal guardian if riding as a passenger of a rented vehicle. If a form has been filled out through an external organization, FBC will need a copy of each passenger's form.

1.12 Keys can be picked up at any time after deposit has been received up to one week in advance. Please return keys as soon as possible to avoid a charge or deposit withheld in consequence to replacing a key.

1.2 Driver Insurance is to the discretion of the driver.

1.3 Event/Organization Insurance

1.4 Each vehicle has been checked to see that the fluid levels are correct and the gas tank has been filled. If you need to purchase gas on your trip, please make sure to obtain a receipt and turn it in to the church office for reimbursement.

1.5 It will also be presented to you in a clean condition. Please return it to the church as clean as you found it.

2. Technology

2.1 A request may be submitted in attachment to an *Event Request Form A* form.

2.2 Personnel needed for technology before, during, and/or after the event will be considered when evaluating requests for use.

2.3 Media Usage

Refer back to page 1 "Standard of Practice."

3. Rentals

3.1 A *Rental Request* (Form A - White) is needed if resources are needed that do not require an event on FBC campus. Form must be completed with deposit (if applicable). Please provide as much detail to ensure approval for your request.

3.2 Tablecloths are available for any on-campus event for an extra fee. The amount of tablecloths will depend on availability. Events such as funerals take priority (see item II on page 1). Pick-up will be required in the Fellowship Hall located in the Main Building before your event. Please call before arrival to ensure the supply closet will be unlocked. Distribution will be available during office hours. This expense may be taken care of separately or subtracted from the event deposit.

4. Prints

Prints and copies can be accessed during office business hours for church ministry, missions, and any other FBC cause at no charge. Any personal needs will require a fee per resource as referenced on page 4 of this document.

Resources:

If you are unable to provide a date for resources needed, please request at least one week before the anticipated event date to give staff ample time to prepare for resource check-out.

Tables:

50	Rectangle.....	\$2.00 per table
30	*Round.....	\$3.00 per table

*On-campus use only

Chairs:

100	Folding.....	\$1.00 per chair
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Copies: (personal use)

8.5x11" Black and White.....	\$0.10 per sheet
8.5x11" Color.....	\$0.20 per sheet
8.5x11" Cardstock.....	\$0.40 per sheet
8.5x11" Laminate.....	\$1.00 per sheet
DVD.....	\$5.00 per disk
CD.....	\$3.00 per disk

On-Campus events may request any of the following on their Building Request form:

- TV
- DVD Player
- TV with Stand
- Projector
- Speakers
- Microphone
- Computer
- A/V Personnel

Ministry Office Building

Monday-Friday 8:00am - 4:00pm
119 N. Springfield Ave.

Main Building
316 N. Main Ave.

Esquire Theater
109 E. Chestnut St.

Recreation Building
305 N. Main Ave.

Rose Building
114 N. Springfield Ave.

V. Location References

Each building on campus is facilitated by First Baptist Church and its staff. The aforementioned policies remain in effect in addition to these specifications for each individual building. Each form listed is made available online on our church's website under the "Resources" tab. (fbcbolivar.org)

1. Main Building

Fellowship Hall | Worship Center | Choir Room | 2nd Level Rooms | Kitchen

Wedding Event Forms can be filled out for reservation of the main church building. Please use Form B (pink). We also have made available the Fellowship Hall which requires Form A (white). This form may also be completed online. A clean up checklist will be made available to you for reference.

2. Esquire Theater

Theater | Parking Lot Spaces | Concessions

Due to extra resources and rental fees, please fill out Form C (yellow) for Esquire use in addition to Form A if concessions, audio/visual, or other personnel are needed. This form may also be completed online.

3. Recreation Building

Gym | 1st Floor Commons | 2nd Floor Commons | 2nd Floor Rooms

Due to extra resources and rental fees, please fill out Form D (green) for Rec Building use in addition to Form A. This form may also be completed online.

4. Rose Building

Main Area | Kitchen

Form A (white) is required. A clean up checklist will be made available to you for reference. This form may also be completed online.

5. Main Office Building

Conference Room

1. *Office Hours:* Public hours of operation are Monday-Friday 8:00am-4:00pm. If you are in need regarding your event or rental before or after these hours, please contact (417) 327-5580 for questions and assistance. Form A is required for events within and outside public hours of operation. This form may also be completed online.

2. The conference room is located in this building and can be used appropriately for church and external function.

6. Outdoor Usage

Fellowship Park Lawn | Parking Lots

Form A (white) is required. A clean up checklist will be made available to you for reference. This form may also be completed online.

Contact Information:

Ministry Office Building

Monday-Friday 8:00am - 4:00pm
119 N. Springfield Ave.
Bolivar, MO 65613

Main Building 316 N. Main Ave.	Esquire Theater 109 E. Chestnut St.	Recreation Building 305 N. Main Ave.	Rose Building 114 N. Springfield Ave.
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Email: info@fcbolivar.org

Office Phone: (417) 326-2431