



Facility Usage Guidelines

The mission of Fellowship Bible Church is: ***to make disciples who live by God's grace and for His glory at home and across the world.***

Fellowship Bible Church (FBC) desires that our church properties be used to further our mission and our values of connecting others with the saving grace of Jesus Christ (connection), assisting, and encouraging them in their growing discipleship (transformation) and advancing the Gospel (multiplication) in Central Arkansas and around the world.

To that end, our church buildings and grounds are to be primarily used for Fellowship's worship services and ministry functions. We also occasionally make the church facilities available to Fellowship's partner ministry organizations, and certain civic, educational and community events

Any group using the building or grounds must be familiar with the mission, values, and beliefs of FBC as expressed on the website, fellowshipar.com. Further, the group must agree that out of respect for the beliefs and values of FBC, the group's conduct and program must not contradict or conflict with any of FBC's stated beliefs, values or mission.

Requests to host an event at FBC are considered on a case-by-case basis and whether a request is approved is within the sole discretion of the leadership of Fellowship Bible Church. A request may be denied for various reasons.

Criteria for Facility Use (Building and Grounds):

1. The following may use FBC facilities, in order of priority:
 - a. FBC events. This includes all church and church ministry events.
 - b. FBC sponsored special events. These are events for which a ministry of FBC takes ownership to coordinate and supervise, thus assuring compliance with FBC guidelines. These are scheduled pending appropriate space and support service availability.
 - c. FBC weddings and funerals. Weddings and funerals are held for FBC members and attendees. For more information about weddings at the church, including guidelines and fees, please contact our Wedding Coordinator at 501-224-7171.-Weddings are subject to a separate policy regarding the use of Fellowship's facilities. For information about funerals, please contact the FBC Care Team at 501-224-7171.
 - d. Events of other ministries having a relationship with FBC and a similar mission will be considered if there are appropriate spaces and support services available. Usage fees will be charged based on spaces used, custodial and set-up needs, audio-visual requirements and FBC staff time used in conjunction with the planning, execution, or clean-up of the event.
 - e. Events for other groups, such as schools, property owner associations, etc. will be scheduled pending availability of space and resources. There may be associated fees.

2. **Midtown Gymnasium:** Use of the gymnasium at the Midtown campus is subject to availability and approval from the staff at Midtown. All events, other than FBC events, held in the gym need a signed Facility Agreement Form and a Release of Liability Form.
3. FBC will not host events or programs on our campuses that are contrary to our beliefs, values, or mission. We do not host the following events or programs at any of our campus facilities:
 - a. Persons or groups advancing or advocating beliefs or practices that conflict with FBC's beliefs, values or mission.
 - b. Partisan political groups
 - c. Groups or individuals operating for personal profit, or those that include the sales of goods or services. Note: Events hosted or sanctioned by FBC may offer materials for sale that directly relate to the hosted or sanctioned event. An example of permitted materials to be sold include books, recordings, and other merchandise produced by a guest speaker or recording artist.
 - d. Individuals or groups hosting private parties, such as receptions, anniversaries, birthday parties, graduation events etc.

Usage Guidelines

1. **Alcohol** – Consumption of alcohol is prohibited on all FBC property.
2. **Childcare** – FBC will not provide, nor does it allow childcare to be provided, on our premises for events.
3. **Copyright** – Written permission must be obtained to play or use any copyrighted materials. This includes all images, music, and video clips. FBC reserves the right to review all materials prior to the event.
4. **Damages** – User agrees to reimburse FBC for any damage to facilities or equipment or out of the ordinary clean up expense.
5. **Decorating** – Any decorations other than table decorations must be approved by FBC. Nothing may be hung on walls or affixed to any part of the building with nails, hooks, tacks or screws. No tape may be affixed to concrete floors. Decorative items must be removed immediately after the event.
6. **Equipment** – Only FBC staff may use or move musical instruments, lighting and AV equipment. Please do not unplug, disconnect or otherwise reconfigure any FBC electronic equipment, including monitors, computers, projectors, microphones etc. FBC staff is required to operate AV in certain rooms, but may elect to train a volunteer to operate certain equipment in other rooms.
7. **Facility Hours** – Events are to end by 9pm and the building is to be vacated by 9:30pm unless there is special permission granted.
8. **Furnishings** – No FBC furnishings may be moved or removed unless specifically part of the setup agreement.
9. **Food** – any meals or snacks should be prepared off-site.
10. **Legal** - Users must abide by all city, state, county and federal laws. All fire ordinances must be observed, including access and occupancy maximums. There is no use of open flame, so candles must be battery operated.
11. **Merchandise** – Any sale of merchandise must be pre-approved.
12. **Prohibited items** – live animals, except service animals, and firearms are prohibited in the building.
13. **Property left** - FBC is not responsible for any property, merchandise or equipment left at FBC.

14. **Rental items** – Rental items must be approved by FBC. Such items should be delivered and removed in the time frame scheduled for the event, as FBC does not have storage space for rented items.
15. **Security** – For events with more than 100 in attendance, FBC requires security presence. Fees for this will be charged to the reserving party.
16. **Smoking** - is not permitted in the buildings.
17. **Staff** – At all times there must be a staff member present for events.
18. **Supervision** – Adherence to these Facility Use Guidelines by all event guests or other visitors related to the event is the responsibility of the reserving parties. Guests should remain in the areas reserved only. All children 6th grade and younger must be supervised by an adult age 21 or older in FBC buildings and on grounds.
19. **Vendors** – We require prior knowledge for all outside vendors and concessions and may require proof of insurance or hold harmless agreement provided by the vendor 10 days prior to the event. This includes but is not exclusive to caterers or rental companies providing activity equipment such as bounce houses.

Reserving Buildings or Grounds

1. Contact campus Administrative Assistant. For West Little Rock requests, contact our Events Director.
2. Fill out Facility Request Form [Click here for Facility Request Form](#)
3. Campus Administrative Assistant or Events Director will notify requestor if the event/usage is approved or not.
4. If approved, sign Facility Usage Agreement, submit 25% deposit and proof of liability coverage, if applicable.