

## Taylor's FBC Facility Policies and Procedures

Taylor's First Baptist Church requires all Taylor's FBC affiliated and Non-Taylor's FBC affiliated organizations to complete an Event Request Form. Use of the facilities is considered an act of stewardship to serve both our congregation and the community. The use of our facilities is at the sole discretion of our church staff and leadership. The ministries of Taylor's FBC will receive priority for use of facilities. Please read the following policies. Upon approval of your event, we request you sign stating that you agree to the policies and procedures for event request and facility use.

- Events will not be booked more than six months in advance.
- The event request form must be completed and submitted to the church before an event request will be considered. (Complete "Event Request Form" at [www.taylor'sfbc.org/events/request](http://www.taylor'sfbc.org/events/request))
- All requests should be considered tentative until confirmation is received. Advertising and marketing of your event should not take place until the event is confirmed.
- The Taylor's Ministry Center, Fellowship Hall and Worship Center are the only facilities available for rental. (View "Fees" at [www.taylor'sfbc.org/events/request](http://www.taylor'sfbc.org/events/request))
- Taylor's FBC affiliated rates are applicable to approved ministry & community partners.
- Events will be booked for Monday-Friday between 8:30 am-8:30 pm (Exceptions may be considered with the approval of Senior Staff )
- A Certificate of Insurance is required for organizations, speakers, and performers. (View "Requirements" at [www.taylor'sfbc.org/events/request](http://www.taylor'sfbc.org/events/request))
- A deposit is required to secure the use of the facility. **Failure to pay the deposit by the due date will result in the cancellation of the event.** The organization/individual is liable for any damages that total more than the required deposit. Deposits will be refunded after the event if all policies are honored, facilities and furnishings are not damaged, and all fees are paid.
- The deposit is due within 10 days of the confirmation of the event. The remaining fees are due 30 days prior to the event.
- A deputy is required for all events that have 400+ people in attendance. A second deputy will be required per Greenville County Sheriff's Office if the event should exceed 600 in attendance.
- Use of the kitchen requires at least one kitchen staff to be present. Only kitchen staff is permitted to cook/use equipment in the kitchen.
- All media should be given to the assigned media support staff one week prior to the event. Preferred media formats are an external drive or link to a Dropbox file.
- The use of alcohol, illegal drugs, and tobacco products is prohibited on the property of Taylor's First Baptist Church.

By signing you indicate that you have read the above policies and agree to comply with the policy and procedures that have been provided by Taylor's First Baptist Church.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## **Guidelines for Taylors Ministry Center (TMC)**

1. Requests for the use of this facility will be scheduled through the appropriate ministry assistant.
2. If special room set up and equipment is necessary, these needs must be noted when the event is scheduled.
3. Activities scheduled in TMC must come under the existing ministries of Taylors First Baptist Church. Any exceptions must be approved by the Church Administrator.
4. Groups reserving TMC will store materials and equipment in designated areas only.
5. The facility has a refrigerator, microwave and ice machine as well as a warmer that may be used. Use of the oven, stove, utensils and coffee machines are prohibited.
6. All food, paper products and serving utensils are to be removed immediately after use.
7. No nails, screws, posters, banners, etc., may be attached to the interior or exterior of the facility. Glitter is strictly prohibited.
8. Groups reserving the facility must make sure chairs, tables and/or equipment do not block any entrance or exit.
9. No one may be left alone and doors must be locked during the event; these security measures are to protect those attending the event and the facilities.
10. There are to be no more than 200 persons in the facility at any time.
11. Heating and cooling will be managed by the Superintendent of Building and Grounds.
12. Groups using the building will be held responsible for any damage to the building, its equipment and/or furniture that occurs during their use.
13. All participants must clear the building on time.

After Hours Emergency Contact Number: 864-275-1964

**No tobacco products, consumption of alcoholic beverages, or illegal drug use are permitted in the Taylors Ministry Center.**