

Taylors FBC Policies and Procedures

- The use of the facilities at Taylors First Baptist Church is considered an act of stewardship to serve both our congregation and the community and is at the sole discretion of our church staff and leadership. The use of the facilities for any purpose that is contrary to the mission, purpose or belief of the Taylors FBC, which is a biblically-based religious institution, is strictly prohibited.
- The Taylors Ministry Center (available only to church members and current ministry partners), Fellowship Hall and Worship Center are the only facilities available for rent, and rental times are from Monday-Friday between 8:30 am-8:30 pm (Exceptions may be considered with the approval of Taylors FBC Administration Office. All Saturday events must end by 6 pm.) The event request form must be completed and submitted to the church before an event request will be considered. Events will not be booked more than six months in advance.
- The ministries of Taylors FBC will receive priority for use of facilities. Therefore 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.
- Taylors FBC Affiliated Rates apply to Ministry and Community Partners. Affiliated rates will apply to Taylors FBC members for personal use only (excluding weddings). All other organizations can be charged an affiliated rate if they hold a recurring event more than **six times** a year.
- 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. (Exception for Taylors Ministry Center Only: this facility has a refrigerator, microwave and ice machine as well as a warmer that may be used without staff supervision; however, the use of the oven, stove, utensils and coffee machines is prohibited.) All food, paper products, and serving utensils are to be removed immediately after use.
- 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 following must be approved in advance by the Taylors FBC Administration Office:
 - Any advertisements using the Taylors FBC name or logo.
 - Any directional, decorative, or promotional signs that will be placed on the exterior or interior of the facility.
- Heating and cooling settings will be managed only by a member of our Facilities Team.
- No nails, screws, tape, glue, posters, banners, etc., may be *attached* to the interior or exterior of the facility. Chairs, tables and/or equipment cannot block any entrance or exit. Decorations that include glitter, confetti, or open flame candles are strictly prohibited. LED candles are preferred.
- The use of alcohol, illegal drugs, and tobacco products is strictly prohibited on all church property.
- At the end of the event, the building is to be returned to pre-use condition: furniture reset, tables wiped, floors swept/vacuumed, doors locked, and lights turned off. Trash is to be bagged and put outside in small dumpster. All participants should clear the building on time to allow maintenance staff time to prepare for the next day and/or other scheduled events.

After Hours Emergency Contact Number: 864-275-1964