



Building Use Policies for Non-Profit Partners First Baptist Church on Fifth

We are delighted that your organization will be enjoying our church house for your upcoming event! Thank you for sharing your organization's spirit and community with First Baptist on Fifth. Below, you'll find a list of building use policies for your event. Should you have any questions, don't hesitate to contact us. Thank you, and best wishes for a meaningful gathering!

Alcohol & Smoking

Alcohol is not permitted on the church premises. Smoking and/or vaping is not permitted inside the church building.

Animals

Animals are not permitted inside the church building, unless they are service animals for people with disabilities.

Communications

First Baptist on Fifth reserves the right to share on our website and social media channels about your event, inviting folks to attend (where appropriate) before the event or telling the community about the event after its completion.

Decorations

First Baptist Church has spaces that evoke beauty and imagination without any additional decorations. However, if you would like to add decorations, the following requirements must be followed.

- If the Sanctuary is decorated according to the liturgical season surrounding your event, these decorations may not be altered.
- All decorations to be used in the event must be supplied by the sponsoring organization.
- Candles must be dripleless or flameless.
- Tacks and nails may not be used to secure floral ropes or decorations. Aisle runners are permitted, but may not be affixed with nails or adhesive tape. Please be aware that without an anchor to the floor, the runner could be a trip hazard.

Dressing Room or Green Room

The dressing or green room areas are the Conference Room and/or the Ammons-Lolley Commons. All personal items should be removed from these rooms in a timely manner following the event.

Photography and Video

Should you desire to record or photograph your event, please let church staff know ahead of time. Live-streaming or recording of your event may be available for an additional fee.

Pre-Event Visits

Any needs that your organization may have to see the space(s) used can be accommodated during the church's regular office hours, which are Mondays through Thursdays, 8:30am-4:30pm, and Fridays, 8:30am-12:30pm.

Receptions

Receptions for more than 150 people cannot be accommodated inside First Baptist and should be planned for another venue. Should you desire to host a smaller reception, see the fee schedule for available spaces.

Seating Capacity

The Sanctuary seats a maximum of 750 people on both levels.

Security

First Baptist on Fifth is not equipped to provide security for your event.

Setup

The following items are available to move: the pulpit, platform chairs, small tables, and center communion table. The following items are not available to move: any items in the pew racks (Bibles, hymnals, cards, envelopes, pencils), piano, organ, and harpsichords in the back of the Sanctuary, any furniture in the Narthex. Other options for setup are available for additional fees; see fee schedule for more information.

Sound

Any sound needs will be managed by a church staff member. Please be sure to let us know what you need!

Tone of the Event

First Baptist on Fifth will not allow events that foster a spirit directly contradictory to our vision to be "a community in the heart of the city called by Jesus to practice bold love of God and neighbor and boundless compassion for all people."

Building Use Fee Schedule for Non-Profit Partners

Building Usage Fee	\$500
(To include the pre-event meetings, use of the Sanctuary, restrooms, and up to two dressing rooms, 1-2 church staff members present to host and run sound, and cleaning costs after the event.)	

Optional Add-Ons

Each of these must be requested at least one week in advance of the event.

Removal of modesty rails	\$100
Removal of choir chairs	\$100
Addition of extra chairs around the perimeter of the Sanctuary	\$100
Live-streaming or recording	\$100
Reception in the Ammons-Lolley Commons	\$100
<i>Includes use of the prep kitchen space</i>	
Reception in the Kelly Auditorium.....	\$250
<i>Includes use of the prep kitchen space</i>	

Please make checks payable to First Baptist Church, or go online to pay by credit card at <https://firstonfifth.org/give/>.

Covenant of Agreement

By signing this form, we acknowledge that we have read and understand the building use policies & procedures of First Baptist Church and agree to comply with all requirements and fees for non-profit partners as stated in this document.

Organization's Name _____ Date of event _____

Name of Event _____

Organization's Lead Contact _____

Email _____ Phone _____

Signature _____ Today's date _____