

First Baptist Church

IN CHRIST FOR COMMUNITY – IN COMMUNITY FOR CHRIST

423/743-9156

www.erwinfirst.org

EVENT AND FACILITY USE POLICY — PART A

God has richly blessed the First Baptist Church with a stately campus set amid the beauty of downtown Erwin. Over the nearly two centuries of our church's existence, generous donors have shared their time, money, and talents to beautify our facilities so that we may glorify God and reach as many people as possible. We are glad to share our facility with our neighbors and look forward to welcoming you.

Facilities available for use include:

| <u>FACILITY</u> | <u>SEATING CAPACITY (estimated)</u> |
|-----------------------|---|
| Sanctuary | 564 (main level only) 800 (with balcony and chancel) |
| Chapel | 150 (classrooms closed) 250 (classrooms opened) |
| Fellowship Hall | 150 (banquet) 225 (lecture-style) |
| Brown Memorial Parlor | 25 (as configured) 45 (lecture-style) |

SCHEDULING

- Use of the Church, Education Building, and all terms of rental are coordinated by the Church Business Office and the Facility and Events Coordinator.
- Bookings will not be made more than six months in advance without special permission.
- Generally, groups may not reserve facilities on dates or at times when regularly scheduled or special Church events (e.g. Sunday morning) are planned.

GUIDELINES

- We gladly share our resources with the community through the rental and use of our space by outside individuals and organizations. Any event which may show disrespect of the Church or of Almighty God, be in conflict with our Church Covenant, Core Values, or Strategic Priorities, or be considered as an inappropriate use by the Grounds, Property, & Space Committee or the Deacon Body will not be allowed.
- The First Baptist Church makes every possible effort to be a green campus. We ask that our values of conserving energy and reducing unnecessary waste be respected in the use of our facilities.
- The use of intoxicating beverages or substances is prohibited on Church property. No tobacco products or vaporizing devices may be used on Church property. No firearms may be brought onto Church property. No illicit, immoral, or illegal activities are allowed on Church property.
- Each group reserving Church facilities will have a single point of Contact. The Contact is a specific individual who is an officer or representative of the applying group who shall be responsible for arrangements, for the conduct of the group, for the payment of fees and for any damage(s) to Church property.

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PROVISIONS

This is an agreement to provide space for your event and in no way implies that the First Baptist Church of Erwin, Tennessee sponsors or endorses your planned program. You may include our name and address for location purposes only. We are not responsible for promotion or reservations for your event.

FEES FOR USE OF FACILITIES

Rental fee schedule may be obtained from the Event Coordinator and/or the Church Administrator. **Any outstanding balances are due two (2) weeks prior to the start time of your event.**

USE OF THE SANCTUARY

Use of the Sanctuary should involve events which take place in the context of a service of worship, authorized community events, or authorized music concerts. Authorization for use of the Sanctuary must be approved by **any two** of the following: the Deacon Body, the Senior Pastor, the Church Administrator, the Accompanying Artist, or the Minister of Music.

FOOD AND BEVERAGES

ALCOHOL AND INTOXICATING BEVERAGES OR SUBSTANCES ARE PROHIBITED.

Arrangements for food served anywhere in the Church should be filed with the Facility and Event Coordinator. These arrangements must comply with the policies and procedures as established by the Fellowship Committee.

PROMOTIONAL MATERIALS AND DECORATIONS

- If you have promotional posters for the approved event, please send a printed copy to the Church Facility and Event Coordinator for posting. One poster will be hung on the designated church news board in the Education Building. No informational or other signs should be affixed to walls or doors. Only directional signs may be posted. Blue painters' tape should be used on the backs of directional signs. Signs must be removed after events.
- Decorations shall be limited to those placed on room tables, attached in the usual manner to bulletin boards, or shall be free-standing. No decoration shall be attached in any manner by tape, nail, staple, or other fastener to the walls, ceilings, doors, or other permanent part of the Church building. No decorations may be placed on the Lord's Supper Table. Lighted candles must be in fire-proof containers or covered with a hurricane globe.
- If you wish to use balloons for decoration inside the building, we request that you use Mylar-type balloons only. Latex balloons are not permitted inside the building. Latex balloons are permitted outside the building, but must be removed when the event is over.

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RESPONSIBILITIES OF COMMUNITY GROUPS USING FIRST BAPTIST FACILITIES

Each group shall:

- A. use only the space and equipment listed and agreed to in writing;
- B. prior to use, pay such fees and charges set forth by the Grounds, Property, & Space Committee **AND** the Church Administrator. Exceptions are made for food service charges;
These may be billed separately following the event; AND
- C. reimburse the Church for repairs and/or replacements **AT REPAIRED COST** for any and all damage whatsoever to its facilities, equipment, or other property arising out of the group's use thereof.

The First Baptist Church will hold each damage deposit (where applicable) until such time that the Facilities and Events Coordinator confirms with the Office Administrator that no damage has occurred. Following this assessment, the deposit will be returned to the Contact person.

LIABILITY

The user understands that the responsibility to obtain liability insurance is upon the user. Each group shall indemnify and hold harmless the First Baptist Church and its members and employees of and from any and all claims, demands, actions, losses, and expenses of any kind whatsoever, and from all persons whomsoever, arising out of the use of the Church's facilities, equipment, or other property by the group's members, invitees or participants.

The Church shall not be required or expected to provide security of any kind and makes no implicit or explicit warranty of the premises, equipment, machinery, fixtures, or furniture. Signing this form and the Request for Use of Facilities Form (Part B) certifies and acknowledges that the group using the facilities releases the First Baptist Church from any liability as stated herein.

If any of the User's activities at the First Baptist Church place children or youth under the age of 18 in the care of persons other than their own parents/guardians, the user must either comply with the Children's Safety Policy of the First Baptist Church (Part E) and certify compliance by signature on our policy, or supply a copy of its own Child Protection Policy which is substantially similar in practice and effect to our Church's policy. By signing below, the User agrees to this provision, and to inform the First Baptist Church as to the presence of minor children on its campus during this rental activity.

----- CLERK, PLEASE SEPARATE HERE -----

SIGNATURE OF USER/CONTACT PERSON

_____/_____/20_____
DATE

PRINTED NAME OF USER/CONTACT PERSON

AFFIRMATION OF RESPONSIBILITIES [FORM R-2]

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REQUEST FOR USE OF CHURCH FACILITIES — PART B

NAME OF CONTACT _____

DATE(S) OF EVENT _____

ORGANIZATION _____

TELEPHONE _____

ADDRESS _____

TELEFACSIMILE _____

E-MAIL _____

TYPE OF ORGANIZATION _____

PURPOSE OF USE _____

NUMBER OF ATTENDEES _____

PLEASE INDICATE IF APPLICABLE (X):
 ____FOR-PROFIT ____NON-PROFIT
 IF NON-PROFIT, PLEASE LIST 501(c)3:
 Tax ID _____

Instructions: Circle room(s) needed and fill in start and end times. Kindly make sufficient allowance for set-up and break-down needs in start and end times.

| BUILDING | FLOOR | ROOM | START TIME | END TIME |
|---------------------------|-------------|--------------------------|------------|----------|
| EDUCATION BUILDING | MAIN LEVEL | PARLOR | | |
| | | FELLOWSHIP HALL | | |
| | | LIBRARY | | |
| | | NURSERY 1 | | |
| | UPPER LEVEL | MULTIPURPOSE ROOM | | |
| | | CHOIR ROOM | | |
| | | CHILDREN'S SUITE (A-B-C) | | |
| SANCTUARY | MAIN LEVEL | SANCTUARY | | |
| | | VESTIBULE/FOYER | | |
| CHAPEL | MAIN LEVEL | CHAPEL | | |
| | | A CLASSROOM | | |
| | | B CLASSROOM | | |
| | | C CLASSROOM | | |

EQUIPMENT REQUESTED (if any) [i.e. sound, A/V, tables, chairs, podium, easel, etc.] _____

----- CLERK, PLEASE SEPARATE HERE -----

In consideration of and upon approval of this request, the above-named organization agrees to pay the fees and perform and comply with all provisions, rules, and regulations hereinafter stated as the agreement between it and the First Baptist Church of Erwin for the use of the church's facilities and/or equipment.

I HAVE READ AND AGREE TO THE CHURCH FACILITY POLICY GUIDELINES THAT ARE ATTACHED

DATE _____ ORGANIZATION NAME _____

AUTHORIZED REPRESENTATIVE _____
PRINT SIGN

DATE _____
FIRST BAPTIST CHURCH F&E COORDINATOR SIGN

FACILITY USE AGREEMENT [F-1]

DO NOT PUNCH, FOLD, OR SPINDLE

UPDATED 03/10/2022

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Wedding Facility Fee Schedule for Members — PART C.1

Please check applicable fees and remit payment in the enclosed addressed envelope two (2) weeks prior to the event. Make checks payable to **The First Baptist Church of Erwin.**

____ Sanctuary
____ Chapel
____ Parlor
____ Dining Hall

Required fee

____ F&E Coordinator (make check payable to FBC) \$200.00

Should facilities be left in a dissatisfactory condition, the following cleaning fee schedule applies:

____ Sanctuary \$200.00
____ Chapel 100.00
____ Dining Hall 100.00
____ Kitchen 100.00
____ Parlor 50.00
____ Nursery 50.00

Wedding Date ____ / ____ / 202____

Names _____

\$_____ Total

RECOMMENDED HONORARIA

Make the following checks payable to the First Baptist Church

____ Pianist \$100.00
____ Organist 100.00
____ Audio/Lighting 100.00
____ Television 150.00 recorded or
100.00 livecast

Make the following checks payable direct

____ Other musicians individually-negotiated fee(s)
____ Minister Honorarium individually-negotiated fee(s)

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Wedding Facility Fee Schedule for Non-members — PART C.2

Please check applicable fees and remit payment in the enclosed addressed envelope two weeks prior to the event. Make checks payable to **The First Baptist Church of Erwin.**

| | |
|--------------------------------|----------|
| ____ Refundable Damage Deposit | \$250.00 |
| ____ Sanctuary | 250.00 |
| ____ Chapel | 100.00 |
| ____ Parlor | 25.00 |
| ____ Fellowship Hall | 100.00 |
| ____ Kitchen | 100.00 |
| ____ Parlor | 50.00 |

Additional required fee

| | |
|--|----------|
| ____ F&E Coordinator (make check payable direct) | \$200.00 |
|--|----------|

Should facilities be left in a dissatisfactory condition, the following cleaning fee schedule applies:

| | |
|------------------|----------|
| ____ Sanctuary | \$200.00 |
| ____ Chapel | 100.00 |
| ____ Dining Hall | 100.00 |
| ____ Kitchen | 100.00 |
| ____ Parlor | 50.00 |
| ____ Nursery | 50.00 |

Wedding Date ____ / ____ / 20____

Names _____

\$_____ Total

RECOMMENDED HONORARIA

Make the following checks payable to the First Baptist Church

| | |
|---------------------|---------------------------------------|
| ____ Pianist | \$100.00 |
| ____ Organist | 100.00 |
| ____ Audio/Lighting | 100.00 |
| ____ Television | 150.00 recorded or 100.00 livecast |

Make the following checks payable direct

| | |
|--------------------------|--------------------------------|
| ____ Other musicians | individually-negotiated fee(s) |
| ____ Minister Honorarium | individually-negotiated fee(s) |

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Facility Fee Schedule for Community Groups — PART C.3

Please check applicable fees and remit payment in the enclosed addressed envelope two weeks prior to the event. Make checks payable to **The First Baptist Church of Erwin.**

- ____ Sanctuary
- ____ Chapel
- ____ Parlor
- ____ Nursery

Should facilities be left in a dissatisfactory condition, the following cleaning fee schedule applies:

| | |
|------------------|----------|
| ____ Sanctuary | \$200.00 |
| ____ Chapel | 100.00 |
| ____ Dining Hall | 100.00 |
| ____ Kitchen | 100.00 |
| ____ Parlor | 50.00 |
| ____ Nursery | 50.00 |

Event Date _____ / _____ / 202_____

Group Name _____

\$_____ Total

RECOMMENDED HONORARIA

Make the following checks payable to the First Baptist Church

| | |
|---------------------|---------------------------------------|
| ____ Pianist | \$100.00 |
| ____ Organist | 100.00 |
| ____ Audio/Lighting | 100.00 |
| ____ Television | 150.00 recorded or 100.00 livecast |

Make the following checks payable direct

| | |
|--------------------------|--------------------------------|
| ____ Other musicians | individually-negotiated fee(s) |
| ____ Minister Honorarium | individually-negotiated fee(s) |

DO NOT PUNCH, FOLD, OR SPINDLE

UPDATED 03/10/2022

CHILDREN'S SAFETY POLICY — PART E

PURPOSE

Among the precious gifts bestowed upon us by our God are our boys and girls, children and youth. The First Baptist Church is blessed with the presence of children, youth, and families. Because we wish to create a safe place in which to worship, teach, and disciple children, youth, and families, we covenant to abide by the following procedures and educational guidelines.

DEFINITIONS

Adult a person eighteen years of age or older and not enrolled in high school

Youth a person in grades seven through 12

Child a person in grade six or younger

Procedures for Safety

1. No fewer than two (2) adults should be present in a gathering of children or youth during any church-sponsored program, event, or ministry activity. If only one adult or two related adults in a children's or youth ministry activity, event, or program is present at any time during such function, an adult "float" should be present and will move unannounced in and out of all rooms where only one adult is present. If a float is involved, the doors to all rooms in which activities are taking place should remain open. While it is preferable to have two adults present, it is acceptable in a public setting for one adult to meet one or more youth at an establishment where others are present, the adult and youth are visible, and isolation is avoided. Adults should not put themselves in a position to be one-on-one with a youth in a private setting.
2. For transportation, it is preferable for two adults to be present in the vehicle. In the instance where this is not possible, one adult is sufficient so long as multiple children or youth are present in the vehicle with the adult. This procedure does not apply to vehicles occupied by immediate family only.
3. Volunteers and staffpersons working in ministry with children and youth must be at least two years older than any youth or child with whom they are working.
4. Paid staff working with children must be sixteen years of age or older. Paid staff working with youth must be eighteen years of age. Volunteers under the age of eighteen may assist in children's ministry but may not have primary responsibility in a given situation.
5. Background checks are mandatory for all paid First Baptist staff and volunteers working with children and youth. Background checks for volunteers will begin in 2023 and will be rechecked periodically. Refusal to allow a background check will result in the volunteer being asked to serve in another area.
6. An uncovered window should be present in at least one interior door or the interior wall in rooms in the church facility where children or youth activities or events take place. In the event that an uncovered window is not in the door and there is only one adult present, the door should remain open.
7. When a child or youth seeks counseling, the adult asked to provide counseling should determine his or her qualifications to address the child's/youth's needs effectively and, if needed, refer the child/youth to another adult more qualified.
8. Counseling sessions, undertaken by First Baptist pastors, staff, or volunteers with youth or children, will take place in a room with the door open throughout the entire session. If two or more unrelated adults are present, the door can be closed.
10. Any youth or children's program, ministry event, or activity will have advance notice to parents or guardians.
11. Corporal punishment will **never** be used as a means of discipline of children or youth by

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- workers. This includes hitting, pinching, and other forms of physical discipline. This also applies to the treatment of one's own children while engaged in a church function.
12. There will be no sexual or inappropriate physical contact with children or youth.
 13. There will be no verbal or psychological abuse of children or youth. There will be no use of language unbecoming to God's holy house in speaking to others.
 14. There will be no sexual harassment.
 15. Reasonable suspicion of abuse of any kind of children or youth will be promptly reported in compliance with the law.
 16. On overnight trips, adults will not room with youth in hotel settings unless there are two adults in the same room. Adults should never sleep in the same bed with a youth, unless it is their own child. On sleepovers and lock-ins, attention must be given to placement of adults so they are never sleeping alone with a group of children or youth.

What is child abuse and neglect?

| | |
|--------------------|---|
| Physical abuse | Non-accidental physical trauma or injury inflicted by a parent or caretaker upon a child is physical abuse. Physical abuse may also include the failure of a parent or caretaker to protect the child from another person who has perpetrated physical abuse on a child. In its most severe forms, physical abuse leads to grave bodily harm and even death. |
| Neglect | Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety is neglect. This may include, but is not limited to abandonment, lack of supervision, life-endangering physical hygiene, lack of adequate nutrition which places the child below the ordinary growth curve, lack of shelter, lack of medical or dental care that results in health-threatening conditions, and the inability to meet basic clothing needs of a child. In its most severe forms, neglect results in grave bodily harm and death. |
| Sexual abuse | Sexual abuse of children is one of the most heinous crimes imaginable and includes any sexual act performed with or in the presence of a child, the touching of a child's intimate parts, the possession, distribution, or manufacture of child pornography, or the abuse of a child through prostitution. Child sexual abuse is also the willful failure of the parent or caretaker to ensure a reasonable effort to stop child sexual abuse by another. |
| Psychological harm | A repeated pattern of caregiver behavior or extreme incident(s) which convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only valued in meeting the needs of another and may include both abusive acts against a child and failure to act. Neglectful behavior when age-appropriate action is required for child health development (e.g. child is shown no affection) includes verbal assaults, ignoring and indifference, or constant family conflict. If a child is degraded enough, he or she will begin to "live down" to the image communicated by the abuser. |

PROCEDURES FOR RESPONSE TO ALLEGATIONS OR SUSPICION OF ABUSE

1. Assure the child's/youth's safety

Take steps necessary to assure the safety of the child/youth if the situation is one of imminent harm.

2. Do not confront the accused abuser with anger or hostility

Treat the accused with dignity, but immediately remove him or her from further involvement with children/youth.

3. Immediately make a report of the suspected abuse to Tennessee Department of Child Services/Erwin Police Department

When you have *reasonable cause to suspect an incident of child or youth physical or sexual abuse, neglect, or exploitation*, Tennessee law requires all persons to make a report within 24 hours. Failure to report child abuse or neglect is a violation of the law. According to DCS, a child's/youth's statement of abuse is sufficient cause to make a report. **Do not investigate the incident yourself.** The DCS has advised that your well-intentioned "investigation" may interfere with their own. Rather, immediately report to the DCS or the Erwin Police Department.

a. Where the victim is under age 18, the person observing or receiving disclosure of the abuse should report immediately by calling the Tennessee DCS Child Abuse Hotline on 877/237-0004. All information received by this central intake is confidential. You do not have to disclose your identity if you do not want to. The reporter is free from civil or criminal liability for reports of suspected child abuse or neglect made in good faith. Central intake will then contact the local child protective service agency to determine whether further investigation is needed. You need not call the local child protective service agency.

b. Where the victim is age 18 or older, he/she should be encouraged to make a report.

4. Then, immediately report the suspected abuse to church staff

a. For a suspected incident of child abuse, children's and youth ministry staff and volunteers should immediately report to the Youth Minister, the Music Minister, a Deacon, or the Pastor.

b. Any subsequent reporting/notification by church staff should honor the confidentiality of the original reporter, providing only information necessary about the original reporter to the supervising staff, unless the consent of the original reporter is obtained.

5. Church staff will follow protocols set in place by TNDCS whether to advise parents/caretakers

Staffmembers, Deacons, and the Pastor will determine the appropriateness of notifying parent(s)/caretaker(s) by following these guidelines:

a. Where no parent or guardian is the accused, the pastoral staff will advise parent(s)/caretaker(s). If the child/youth is present, any necessary steps should be taken to assure the child/youth's safety until parent(s)/guardian(s) arrive.

b. Where one or more parents/caretakers may be involved or accused, do not immediately advise the parents, as per the recommendations of the Tennessee Department of Child Services. To do so may interfere with the pending investigation. After the investigation has begun by DCS, the parent(s)/caretaker(s) may be contacted, especially with respect to pastoral care.

6. The Pastor and Deacon Chairperson will promptly meet

if any allegation involves church staff or volunteers or a church function or occurred on church property.

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- 7. **The Pastor, Minister of Youth, Minister of Music, and Chairperson of Deacons will determine a faithful response to the accused abuser.**
- 8. **The Pastor will promptly**
 - a. determine the need for a statement made to the congregation if any allegations involve church staff or volunteers or a church function or occurred on church property.
 - b. notify the church attorney if any allegation involves church staff or volunteers or a church function or occurred on church property.
 - c. notify the church insurance agent if any allegation involves church staff or volunteers or a church function or occurred on church property.
 - d. respond to media enquiries or ask an appropriate designee to do so. None but the designated spokesperson is authorized to speak to the media on behalf of the congregation.

CONCLUSION

In all of our programs and ministry opportunities with boys and girls, First Baptist will demonstrate the love of Christ so that each may be protected, uplifted, and led in a path that leads toward a Christian life emboldened to share the Good News with others.

----- CLERK, PLEASE SEPARATE HERE -----

I HAVE READ AND AGREE TO THE CHILDREN'S PROTECTION POLICY

SIGNATURE OF USER/CONTACT PERSON

_____/_____/20_____
DATE

PRINTED NAME OF USER/CONTACT PERSON

AFFIRMATION OF CHILD PROTECTION POLICY [FORM C-2]