

Policy for Facility usage at Lisbon Falls Baptist Church

It is our desire to be good and faithful stewards for the Lord as we use the MacDonal Family Life Center and the main Church building at Lisbon Falls Baptist Church. We seek to glorify God in all of our plans for the facilities that God has given us. The guiding principles for the use of facilities at LFBC are evangelizing the lost, edifying the saints, providing a place of fellowship, and worship. Finally, to use the facilities at LFBC as means to build relationships and minister to the needs of the local community. The basic guidelines are as follows:

- 1. Approved Adult supervision at all times (21 Yrs. or older)**
- 2. All non-regularly scheduled Church events/ministries must be cleared and scheduled on the Church calendar by the Church office. A regularly scheduled Church event includes (Sunday school, Youth group, Choir, Lisbon Falls Christian Academy, Academy sporting events, committee meetings, Men's and Ladies' breakfast, and other regular scheduled church functions.**
(Each of these ministries needs to communicate with the Church secretary to make sure the event they have scheduled is on the church calendar.)
If an event is not on the church calendar, as far as the church office is concerned it is not taking place and will not be announced or promoted
- 3. Each ministry or group is responsible to clean up after their activity. Please report any damage to the Church office or to a Trustee. Please ensure the proper use of the facility at all times and treat our facilities as you would your own property. We at LFBC expect that the facility being used will be in similar, if not better condition, than when you began to use the facility requested.**
- 4. No alcoholic beverages are to be served and no smoking or dancing is allowed on the church property.**

*****I have read the policy above and agree to abide by this while using this facility.**

Signature

BUILDING AND EQUIPMENT POLICY

I. General Use by Members and Ministry Related Functions

A. Building

1. **Schedule:** All activities involving use of the building must be scheduled on the church calendar a copy of which is posted on the bulletin board in the lobby. It is also wise to check with the Pastors and secretary in case a date has been granted that has not yet been marked down. In the event of conflicting events, generally those on the calendar first will be given preference. Exceptions can only be made by mutual agreement or approval of the Pastors.
2. **Use:** All rooms used must be left clean and ready for the next scheduled service or activity. Chairs and tables are to be set up or removed appropriately, windows and doors closed, fans, AC's and lights turned off. The kitchen must be left clean and free from crumbs or food. All kitchen ware and service ware must be washed, dried and put away. Dish towels and cloths should be taken home, washed and

returned promptly. No food or drink except water is permitted in the auditorium unless approved by the Deacon or Pastor(s).

3. **Smoking is not permitted** on the church property. **No alcoholic beverages** are permitted on the church property.
4. Permanent physical changes to any rooms in the church or to the church exterior require the permission of the Trustees.

B. Equipment

1. Chairs, tables, kitchen items, audio and video players, etc. (anything of monetary value) must be signed out after approval from the or Pastor(s). Sign out sheets are available in the Church Office and must be signed out when taken and signed in when returned. Items broken should be reported and replaced.
2. Due to the expensive nature of our video projectors and our desire to be good stewards, the video projectors cannot be borrowed. Exceptions may only be made by a vote of the Trustees.
 - a.) A projector is **ONLY** to be operated by a person over 18 years of age who has been trained in its use. Improperly connecting or turning the machine on and off can lead to expensive repairs.
 - b.) Projectors may only be used in the church auditorium unless prior approval is granted by the Pastor(s) or Trustees. **UNDER NO CIRCUMSTANCES SHALL A PROJECTOR LEAVE THE BUILDING** unless it is being sent out for repairs.
3. Office equipment is only to be operated by those trained in the use of the item. Training can be provided by contacting the Church office. Personal use of the copy machine is according to the posted price. Any personal long-distance phone calls must be reimbursed.

C. Bus Garage

1. All personal vehicle work **MUST** be approved by the Trustees or one of the pastors.
2. **NO** work can be done on vehicles other than those owned by church members.
3. All parts and supplies must be furnished by the individual. The garage and tools must be cleaned up following usage.
4. While using the garage no loud or worldly music shall be playing. No smoking or unchristian language shall be permitted.
5. No work may be done for profit.
6. The garage keys are for private use and shall not be duplicated.
7. When using the garage don't block the church vehicles.
8. **NO WORK** is to be done during the times of services (either regular or special) unless it is an emergency and has been approved by the Trustees or a Pastor.
9. If proper care and treatment of the bus garage and tools/equipment are not exercised, offenders will be asked to leave and replace or repair any damage.

II. General Use by Non-members

All of the rules for member use apply. Use of the building or equipment by non-members must be approved by the Trustees and Pastors.

Non-members using the building must have adequate adult supervision for any activity, and, in most cases, they must carry their own liability insurance.

Additionally, the building may not be used for any purposes which violate the beliefs, teachings or principles of Lisbon Falls Baptist Church.

TRANSPORTATION POLICY

I. Driving a Church-Owned Vehicle

Drivers must be between the ages of 21-70 to drive a church vehicle, and cannot have caused an accident in the past three years or had more than one minor violation. No driver shall use alcoholic beverages or illegal drugs at any time.

- II. Driving a Personal Vehicle for Church Activities
Personal vehicles may be driven for church activities but drivers must carry their own insurance on the vehicle. The driver's insurance will be the primary carrier in the case of an accident.
- III. Young Drivers
If a driver of a personal vehicle is under 21, permission is required from the driver's parents and from the parents of any passengers under the age of 18.

LFBC Van Usage Policy Guidelines for van use:

1. The vans are **not for personal use**. As with any asset of the church, the primary purpose of the vans is for the furtherance of God's Kingdom.
2. The vans are to be **primarily driven by church members**. All van drivers should have taken the LFBC in-house driving class.
3. The vans are to be used for **church/school activities only** unless granted permission by the **by church leadership**.
4. Vans should be reserved **2 weeks** in advance unless there are special circumstances. It is **imperative** to let maintenance director know two weeks in advance for extended trips to give time for maintenance to be scheduled and completed.
5. A **roster of passengers** (which can be found in the file holder on the wall next to the handicapped bathroom) needs to be filled out prior to departure. One copy needs to be kept in the van and one copy needs to be turned in to the office.
6. The **van driver is responsible for safety** on the van. The driver shall ensure that proper safety procedures are followed, including seat belt use and acceptable behavior. Anyone not willing to abide by safety guidelines should be excluded from using the van and that must be enforced by the driver. There should **always** be an outside spotter to direct backing up.
7. Van must be **left clean** after use. Eating on the bus should be discouraged, especially by children. No trash should be left on the bus after use.
8. **Van should be filled with gasoline upon returning** to the church. Each ministry or group shall determine the appropriate method for paying for fuel. In general, adult ministries using the van should take up a collection to refill the tank.
9. **A van report sheet must be filled out for each use**. Please return completed sheet to the office or put in file holder next to handicapped bathroom. Any unusual sounds or known malfunctions should be reported on the form, and reported directly to Paul Marstaller or another trustee.
10. There must **always** be **two** (2) adults when there are children on the vans.

Please leave a roster of passengers either in the Church office or in the Request form slot near the handicap bathroom.