

Facility Usage Charge Guidelines

FBCC has 4 different categories of facility usage charges:

1. **FBCC Internal Events:**

- Based on events listed in annual church calendar events, include:
 - ❖ custodial, security and facility usage expenses in the facility yearly budget
 - ❖ E.g. SFC, VBS, Sleepover...
 - ❖ Or any events FBCC invites our sponsored ministries to FBCC
- Additional **10%** will be budgeted for church events not listed in the church calendar to General Affairs (security/janitorial) & Utilities' budget.
- Church administrator will work with the event coordinator (1 pastoral staff)

2. **FBCC Co-Sponsored Events:**

- For charges, refer to Pg. 6 of "FBCC Facility Use Policies & Forms Package"
 - ❖ Item #1, hourly charges of Facilities & Custodial (15 %) + security + childcare
 - Childcare: \$9-\$12/hour (prior arrangement with FBCC Children Ministry needed)
 - ❖ The 15% facility fee waived if only ½ day event usage or if event from 1 of our 2016 *Co-sponsored ministries: CGST-WOL, CCIUSA, Heralds, New Heart Ministry, HCCBA, AFC
- AV charge: If no FBCC approved AV operator able to volunteer, co-sponsored ministry will need to arrange & pay for AV service from a FBCC list of freelance AV operators (refer to AV Guidelines)
- FBCC may allow sponsored ministries to hold **occasional** prayer or committee meetings. Such reservations must be made by the pastoral staff event coordinator & meetings limited to during FBCC office hours.
- Church administrator will work **ONLY** with the designated 1 pastoral staff + 1 co-sponsored ministry event coordinator

3. **Nonchurch Events associated with FBCC:**

- For charges, refer to Pg. 6 of "FBCC Facility Use Policies & Forms Package"
 - ❖ Item #1, hourly charges of Facilities (**50% off**) + security
 - ❖ If FBCC Facility Manager or Church Administrator is requested to work outside his/her regular office hours in this event, an additional event coordinator charge applies
 - ❖ Custodial charges apply on a case by case basis
 - ❖ E.g. FBCC current member listed in our membership database...
- Senior Pastor's approval needed for each 503C organization or non-member individual

4. **Nonchurch Events:**

- For charges, refer to Pg. 6 of "FBCC Facility Use Policies & Forms Package"
 - ❖ Hourly charges of Facilities + custodial + security + event coordinator
 - ❖ E.g. Metro Bank Concert, private school...

Mandatory Security Charges:

The church office will schedule security service **thirty (30) calendar days prior to event date**

| Basic Charges | FBCC Ministry Event | | Nonchurch Event Associated | |
|---------------|-----------------------|-------------------------------------------------------------|---------------------------------|-------------|
| | Internal | Co-Sponsored | w/ FBCC | not w/ FBCC |
| Facility | in Facility budget | **15% (This fee waived if ½ day usage or the *5 ministries) | **50% | **100% |
| Custodial | | | check with Church Administrator | |
| Security | | \$20/hr, min. 4hrs | | |
| Childcare | | \$9-\$12/hr | | N/A |

NOTE: ** For charges, refer to Pg. 6 of "FBCC Facility Use Policies & Forms Package"

For **Weddings**, see FBCC Wedding Policy; For **Funerals**, see FBCC Funeral Policy