



Calendar & Facility Guidelines

Anniversary Events

- 50th wedding anniversaries are considered for members only.
- Must be requested in advance by 14 days or more
- Fee for room and table clothes may apply

Baby Showers

- Baby Showers are for members or a child of a parent or grandparent who is a member.
- Baby Showers are permitted on Saturdays until 2:30pm
- Baby Showers are held in a specific facility that has access to a kitchen and an area where food is permitted
- Baby Showers are allowed as the church calendar allows but limited due to other church ministry functions.
- Baby Showers must be for the first child. One baby shower per couple.
- Baby Showers will use the standard shower set up.
- The FBC member who submits the shower of the calendar will be considered the lead person for the event and is responsible for church facilities and equipment. The lead person needs to contact the Event Coordinator at least one week prior to shower date.
- Submit all baby shower request four weeks or more in advance of intended date of event to the church calendar. It may take up to two weeks to be processed.

Borrowed Items

- Any items borrowed or removed from the premises require prior approval through church office.

Birthday Parties

- Facilities are not available for birthday parties.

Bus Reservations

- Request all reservations through church calendar.
- The Bus Policy will be processed upon calendar approval.
- You must provide a driver with a commercial driver's license on the Approved Driver List at the church office.

- Copies of the Bus Policy and Approved Driver List are available at the church office.
- Please check with the Children's Pastor for bus use by groups other than FBC ministries. Bus Policies are applicable for all groups.

Calendar Approval

- All events must be approved on the church calendar.
See Calendar and Facility Request Procedures for further explanation.

Closings/Cancellations

- FBC offices will be closed for holidays as noted on the church calendar.
- In case of inclement weather, offices follow the Bentonville School district's closings. Refer to Inclement Weather Procedure available at the church office.
- The staff reserves the right to relocate, reschedule or cancel an event due to unforeseen changes. You will be notified accordingly.

Childcare

- Childcare scheduling for your event requires pre-approval by the Pre-school Ministry Assistant before you submit your calendar request. The assistant will assign childcare rooms for you to include with your calendar request.
- A worker to child ratio of 1 to 6 is required for all childcare held at FBC facilities and must include one adult.
- Childcare for Saturday evenings is limited to church affiliated and special events.
- Due to safety precautions, children may not be left unattended. If childcare is not available or if children are beyond childcare age, they must stay in the designated area with adult supervision.
- Childcare is not guaranteed on days the offices are scheduled closed.

Doors & Lights

- All attendees are to enter through a designated door that is assigned prior to your meeting. Door times must be included in the calendar request.
- For safety precautions, doors **never** are to be left propped open. If doors are not scheduled to open or if there are attendees expected later, have a person from your ministry posted at the designated door.
- Ensure all doors are secure and lights turned off after your event.

Emergency Evacuation

- In Case of Fire: All persons in the church building at the time of the fire alarm must evacuate the building through the nearest EXIT. No one is allowed back in the building until the Fire Department has arrived and determined that it is safe to enter. ***The church will be sited by the city if this evacuation policy is not upheld.***

Family Life Center

- All sports and play equipment must be returned to storage (balls, volleyball net, etc.) after each event.
- No tape may be used on FLC floor due to the special, painted striping.

Funerals

- Funeral arrangements and dinners are made through the Senior Pastor's office.

Graduations

- Facilities are not available for graduations or graduation receptions.

Kitchen Use Guidelines

- The Main Kitchen and Parlor Kitchen have specific guidelines for use and clean up. Guidelines are posted in these areas.

Posters

- Requires Media Request
- Follow Poster Policy available at the church office.
- Posters must be delivered to the Music Department for proper posting.

Promotion – Bulletin Inserts, Video Announcements, Verbal Sunday Announcements

- Follow Media Policy available at the church office
- Check with Media Department for specific information and questions.

Requests for Facility Use by Outside Ministries

- Requires pastor approval and must be a non-profit event.
- Appropriate number of FBC personnel must be present to support the event size. A pastor and or support staff must also be present.

Room Setups

- Standard setups for rooms will be used unless prior approval. Please coordinate special setups through the church office or Event Coordinator.
- Special setups are due to the church office the Monday *prior* to the week of the event to allow scheduling for the setup.

Wedding Shower Guidelines

- Showers are for members or a child of a parent or grandparent who is a member.
- Showers are permitted on Saturdays until 2:30 p.m.
- Showers may be held in the Parlor as the church calendar allows.
- Showers may be limited due to other church ministry functions.
- One wedding shower per couple may be held at FBC facilities.
- Wedding showers will use the standard shower setup.
- The FBC member who places the shower on the church calendar will be considered the lead person for the event and responsible for the church facilities and equipment. The lead person needs to contact Event Coordinator at least one week prior to shower.

Supplies - Decorations/Tablecloths/Paper Goods

- Tape may not be used on floors, carpet or walls without prior approval.
- Tablecloths and decorations from church supply are to be reserved through Event Coordinator at least one week prior to event.
- Paper goods are to be provided by *each specific ministry* for all meetings and events. Items are stocked for Sunday coffee, funerals and church wide events only. If you wish to use part of the church stock, please notify the Event Coordinator. Your ministry's budget will be charged accordingly.

Table Clothes

- There is a fee for dry cleaning of table clothes used for events

Weddings

- Requires prior review of Wedding Policy and then written submission of a calendar request to Event Coordinator.
- A copy of the FBC Wedding Policy, along with the calendar request form and fee sheet, is available at the church office.
 - Questions regarding the policy should be directed to the Event Coordinator.

Welcome Center

- Notify Church Growth Assistant for promotion of your event at Welcome Center.
- The Welcome Center tables are to remain in place for all events. Please contact Church Growth Assistant to have table tops cleared for special events.

The following detailed policies/guidelines are on file @ church office:

Bus Policy (TBD)
 Approved Drivers List
 Calendar and Facility Requests Procedures
 Inclement Weather Policy

Kitchen Guidelines – Main & Parlor
 Media Policy
 Poster Policy
 Wedding Policy