



# Building Use Policy

The purpose of Indiana Ave Baptist Church is to Glorify God, Grow Believers, and Reach People. The use of church facilities is limited to events that will **not detract** from that purpose. Events held at IABC may vary in purpose and content, but all must appreciate, understand, and respect the message and ministry of Christ.

The ministries' always needs take precedence over outside organization events. Building Use is on a first-come, first-served basis and is confirmed by IABC Staff. Confirmed events will only be moved or canceled in rare and exceptional cases.

## Building Use Requests

Due at least 12 days in advance of the event date.

Must be made via the Building Use Request form on the church website (IABC.org under Resources then Building Use).

Are reviewed on a case-by-case basis in the weekly Staff Meeting.

Have the possibility of being approved, declined, or tabled for later discussion.

## Day & Date Information

Sun. & Wed.: not available

Holiday & Holiday weekends: not available

## Time(s)

Begin: no earlier than 9:00 am (including setup)

Mon., Tues., Thurs., & Fri.: events must conclude by 8:00 pm and be out of the building by 9:00 pm

Sat. events: must conclude by 2:00 pm and be out of the building by 3:00 pm

## Important Information

Building Access: 9:00 am is the earliest time the building will be opened (includes setting up)

Worship Center and Student Building: no furniture nor equipment on the stage may be moved.

Children: more than one adult is always required in a room with children

Dancing: **not allowed**

Alcohol: **not allowed**

Candles: **not allowed**

Confetti / Glitter / Rice / Popcorn / Flower Petals: **not allowed**

## Sound

Only IABC Audio/Video Technicians may run IABC sound equipment.

Additional fee for this service, is \$25 for set up & \$25 for every hour Audio/Video Technician are required

A separate **Sound Request** is required and can be found at IABC.org > Resources > Building Use

## Responsibility

The individual requesting the reservation is responsible for any damage done to any of IABC facilities by any attendees.

Please be sure all your guests are respectful and take care of IABCs facilities.

## Day of Event

Building Staff cell phone: 806.790.9814

Please note the room set up so you can return it to the way it was found.

## Rooms

Availability varies from room to room.

Room setup options vary from room to room. Worship Center options are very limited.

Student Building: furniture cannot be moved, nor can anything on the stage.

Only the outdoor playground is available for reservation.

**After Event**

*Unless otherwise directed*

Return the room to the setup it was in when you arrived.

Wipe down tables.

Clean up any spills on the floor.

Take all trash out to exterior dumpsters.

**Fees**

Fees are associated with building use and vary based on room and event needs (\$50 to \$300 for non-wedding events)

Due 15 days before the event

Weddings have different requirements and fee structures, please see the Wedding Section for details.

IABC.org > Resources > Building Use > Wedding section

**Questions**

Contact Luke in the Church Office via 806.797.9704 or [Luke.Carlike@IABC.org](mailto:Luke.Carlike@IABC.org)

By my signature below I agree to and/or acknowledge that:

- I have read the IABC Building Use Policy and agree to abide by all items in it.
- It is my responsibility to share the Building Use Policy with any vendors or service providers for the event.
- I am responsible for any damage to the IABC facilities, and any IABC property.
- If the IABC Building Use Policy is not followed, I could be denied the use of IABC for future events.

\_\_\_\_\_  
Group / Individual

\_\_\_\_\_  
Contact Person (printed)

\_\_\_\_\_  
Signature

Cell Phone \_\_\_\_\_

Date \_\_\_\_\_