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 needs of IABC ministries will always take precedence over non-ministry and individual events. Building Use is on a first-come, first-served basis. Approved and confirmed events will only be moved or canceled in rare and exceptional cases.

Building Use Requests

- Limited to those in the IABC Church Family (members, attenders, and such)
- 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.
- Have the possibility of being approved, declined, or tabled for later discussion.

Fees

- There are fees for building use and vary based on room requested, set up requested, and other event needs.
  - $25 to $150 per room for personal events (limited to IABC Church Family only)
  - $100 to $500 per room for business events (limited to IABC Church Family only)
  - $50 to $300 per room for non-profit events
- Additional Fees
  - For room setup that is different than the normal church use set up.
  - For Sound / Technology
- 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

Day & Date Restrictions

- Saturday: available until 2:00 pm (tear down and clean up complete by 2:00 pm)
- Not available on: Sundays (all day) nor Wednesday evenings
- Holiday & Holiday weekends: facilities will not be available
- Weekends before / after large church events: facilities will not be available.

Additional Restrictions

- Typically, we do not allow birthday parties or events that recur often such as every week.

Time(s)

- Begin: no earlier than 9:00 am (including setup)
- End: 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 by1:30pm and be out of the building by 2:00 pm

Rooms

- Availability varies from room to room.
- Room setup options vary from room to room.
  - Worship Center options are very limited.
  - Student Building: furniture may not be moved
  - Commons: Connection Center and furniture may not to be moved
- Stage in Worship Center and Student Building: no furniture nor equipment on the stage may be moved.

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.

Important Information

- Children: at least two non-related adults are required in a room with children
- Items / Activities that are **NOT Allowed**
  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.
- There is a fee for this service, is $25 for set up & $25 per hour for Audio/Video Technician.
- A separate ***Sound Request*** is required and can be found at IABC.org > Resources > Building Use

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.

After Event

- 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.

Questions

Contact Katrina or Christy in the Church Office (main church number 806.797.9704).
Katrina: direct dial 806.607.6217 or Katrina.Hodges@iabc.org
Christy: direct dial 806.593.3747 or Christy.Smith@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.

_____
Individual / Group Name

_____ Cell Phone_____
Contact Person (printed)

_____ Date_____
Signature