



Facilities Usage Agreement

Thank you for your recent reservation request with First Baptist Wylie (FBW). We are excited to be of service to you. **Before we can issue a confirmation to you, a FACILITIES AGREEMENT FORM must be signed and returned.** Following your acceptance, you will receive an email confirming your reservation. Please review the following policies, guidelines, requirements and restrictions regarding your event. Let us know if you have any questions. We pray you have a safe and blessed event.

BUILDINGS:

Due to multiple rentals in a day, your reservation is for a specific time period.

- Assistance: Should you need assistance on the day of your event, please contact our office at 972-442-2261. If it is after hours, please press 1 after calling to speak with the answering service.
- Cleaning: All rooms are expected to be left clean and in the same condition as provided. All decorations should be removed by user. Dumpsters are located outside of the Main Campus kitchen, and/or outside the Event Center back doors. A general cleaning fee is charged for all rentals. Excessive cleaning following an event will be invoiced at a rate of \$50.00 an hour, in addition to any actual damages to the facility.
- Exiting: It is expected that all lights will be turned off and doors locked when exiting the facility after your event. Turn off all electronic equipment and TV's.
- Furniture: Do not drag furniture across the room. Lift furniture when moving to lessen the damage to floors and furniture. Damages to furniture or flooring will be invoiced based on actual damages to the facility.
- Set-up and Take-down: Room set-up and take-down charges are determined by room, by event. Rental fees include the standard set up for a room which may or may not already include tables or chairs. Additional set-up and take-down charges will be reviewed according to the needs of your event. The Event Hall, Rec Area, Student Ministry Room, Mall, Fellowship Hall and Gym are some of the facility areas that can accommodate event specific set-ups.
- Set-Up Changes: Please discuss all facility, table, chair, and A/V needs at the time of your reservation. Changes to event set-ups within 48 hours of an event will result in additional set-up charges at a rate of \$25.00 an hour. This includes weddings and pre-paid events.
- Stage Adjustments: Stage adjustments, both in the Sanctuary and Event Hall, are not permitted without the expressed written consent of an FBW Worship Pastor or designated representative. Approved stage adjustments will be invoiced at a rate of \$50.00 an hour per person necessary to set-up and reset for worship. Full clearing of the Sanctuary or Event Center Stage will be invoiced a minimum rate of \$1,000. Fees must be paid two weeks prior to event and are non-refundable. This includes weddings.
- Thermostats: Thermostats will be kept at reasonable guidelines to conserve energy costs. Thermostats are adjusted according to season and event time and do not include set up time without additional charges.
- Walls and Floors: Do not use tape, staples, tacks or any penetrating devices on church walls, floors, or ceilings. Blue (painters) tape may be used with prior approval. Damages to walls and flooring will be invoiced based on actual damages to the facility. Candles are not permitted. Glitter is not permitted.
- Other: Bounce houses and other recreational rentals, are not allowed to be brought onto the FBW Facility without the expressed written consent of the Campus Director or his designated representative.
- Certificate of Insurance: A Certificate of Insurance may be requested for Non-Members, Ministries, and Non-Profits renting the facilities.

MEDIA:

Multiple media options, including a Media Coordinator, are available for your event.

- Rates: An A/V Media Coordinator is available for \$40.00 an hour (two hour minimum). Booking must be made at the time of your reservation. Additional media options such as microphones, sound, and displays are available and priced per event. Missing or damaged media equipment will be invoiced according to replacement costs.
- WiFi: Large group usage is not currently available. Individual usage can be purchased for \$25.00 per user per event.

KITCHEN:

Kitchen rentals are available for a fee.

- Cleaning: A general cleaning fee is charged for all kitchen rentals. Excessive cleaning following an event will be invoiced at a rate of \$50.00 an hour, in addition to any actual damages to the facility. Renters will be responsible for caterers in the kitchen and invoiced appropriately following an event or wedding.
- Coffee and Tea: Coffee and tea containers are expected to be washed and cleaned after use. Coffee and tea are not provided with rentals and must be brought in.
- Equipment: Kitchen equipment and materials are for church use and are not to be removed from the kitchen area. Renters who remove equipment, materials, or supplies will be directly responsible for the care and return of such items.
- Renters will be assessed for damages or loss during their event, regardless of caterer's actions.
- Supplies: All renters are expected to provide consumable items such as plates, napkins, plastic ware, sugar, coffee, tea, punch, etc.
- Training: First time kitchen users must contact the Facilities Administrator at facilities@fbw.church to schedule training prior to your kitchen event at the Main Campus. **A food handler's license may be required.**
- Users: If kitchen equipment or materials are used, a responsible, trained individual within the group using the kitchen **must** be present at **all** times. This individual will be accountable for the cleanliness, security, and use of the facility and equipment.
- Renters are expected to leave the kitchen cleaner than they found it. Please review the Kitchen Cleaning Checklist posted in the kitchen.

VEHICLES:

It is expected that vehicles will be returned cleaned and gassed.

- Damage: Please report any damage to a vehicle immediately to the Campus Director at kirk@fbw.church. Serious accidents should be reported immediately by calling the church office at 972-442-2261. If it is after hours, press 1 to speak to the answering service and request that they text Kirk.
- License: All drivers must have a copy of their license on file at FBW prior to rental.
- Keys: Keys will be made available at the receptionist desk 48 hours prior to rental. A Vehicle Release Form must be signed by the driver. All keys must be returned within 48 hours of rental. Office key pickup hours: Monday - Thursday 8:30-4:00pm. **Please note: A replacement fee of \$50.00 will be charged for all vehicle keys not returned to the church office within 48 hours of your event.**
- Maintenance: Issues should be reported to the Campus Director when the vehicle is returned.

INVOICES:

Invoice payment is due before the date of your event. **You will be invoiced via email.**

- Deposits: Event fees estimated to be \$500 and greater must be paid in full 14 days in advance with a 25% deposit paid at time of booking. Event fees estimated to be less than \$500 may not require a deposit.
- Fees: All fee rentals are based on 4 hours (half day) of usage. Extended hours may be available for your event at an additional rate. Your invoice includes **estimated** charges and may change based on set-up, take-down, clean-up, add-ons or actual damages from your event.
 - Payments: FBW accepts cash, credit cards, checks and online payments. Church office hours are: Monday - Thursday from 8:00-5:00pm.
 - Online payments can be made at: <https://pushpay.com/pay/fbcwylie/>
 - Please enter THE NAME and DATE OF YOUR EVENT under TELL US WHERE TO APPLY YOUR DONATION.
 - Refunds: Deposits are refundable if cancellations are received 30 days prior to the date of your event. Cancellations within 30 days of event are charged a fee of 25% of room rental fees.

CODE OF CONDUCT:

FBW is a Church whose function is to proclaim the gospel of Jesus Christ and to support public worship through such ministries as may be determined by the Church. All building and event rental is subject to approval by the Director of Operations. Any behavior on premises which is deemed inappropriate or contrary to biblical doctrine can result in a cancellation of your reservation or event. In addition, the following **code of conduct** is also expected:

- Provocative attire or clothing depicting drugs/alcohol, satanic, or sexually explicit materials are not to be worn on the premises. Users violating dress code will be asked to change in order to remain on premises.
- Explicit or blasphemous language will not be permitted on premises.
- Dancing and dancing events are not permitted on premises without the expressed written consent from FBW. An exception to this policy does include first dance, father/daughter, and mother/son dances at weddings.
- Absolutely no tobacco products or alcohol is allowed on premises. This includes weddings. The sale of tobacco or alcohol related products are also prohibited.
- Any type of marriage promotion, other than God-ordained marriage between a man and a woman, is prohibited.
- Adherence and acceptance of FBW's Statement of Basic Beliefs and Statement of Faith on Marriage and Human Sexuality as adopted in the FBW Constitution and By-Laws (see Appendix A).



FACILITIES RENTAL AGREEMENT

I have received, reviewed and agree to adhere to all First Baptist Wylie's policies, including but not limited to the Written Statements of Faith (See Appendix A). I have read and fully understand the Facility Use Agreement and hereby expressly agree to adhere to all guidelines, requirements, restrictions and other provisions set forth therein.

I request to use the church facilities for the express purpose indicated above and will utilize said facilities in a manner consistent with these stated purposes. To the best of my knowledge, I am not aware that the reserving individual, group, or organization holds, advances, or advocates beliefs that conflict with the Church's faith or moral teachings.

It is agreed and understood that this contract shall remain in force only for the term in which I comply with First Baptist Wylie's policies, as set forth herein, and as long thereafter as I comply. I understand that all facilities privileges automatically terminate if I engage in any conduct or avocation of conduct that stands in contradiction to First Baptist Wylie's Written Statements of Faith as set forth herein. I agree to notify First Baptist Wylie's authority immediately upon the knowledge that church facilities or properties are being utilized in a manner inconsistent with church policies. I submit to the designated authority of First Baptist Wylie to resolve any disputes relating to church property or facility use.

The renter, along with event guests and any contracted labor, agree to hold First Baptist Wylie a Church for the Cities, harmless for any loss, damage or injury to person or property resulting from the use, occupancy, or possession of the premises.

Renter

Date

APPENDIX A

STATEMENT OF BASIC BELIEFS

We affirm the Holy Bible as the inspired infallible word of God and the basis of our sincerely held beliefs. This Church subscribes to the doctrinal statement of The Baptist Faith and Message as adopted by the Southern Baptist Convention in 1963 and 2000, and changes which may be made later and approved by the Church. We voluntarily band ourselves together as a body of baptized believers in Jesus Christ personally committed to sharing the good news of salvation to lost mankind and to minister to all. The ordinances of the Church are Believer's Baptism and the Lord's Supper.

The Baptist Faith and Message (2000) does not exhaust the extent of our sincerely held beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Church faith, doctrine, practice, policy, and discipline, the Lead Pastor, in conjunction with the Pastoral Staff, Deacons and Standing Teams of First Baptist Church of Wylie, Texas shall function as the final interpretive authority on the Bible's meaning and application.

STATEMENT OF FAITH: MARRIAGE AND HUMAN SEXUALITY

Preamble

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (2 Timothy 3:16–17). Since the Holy Bible does speak to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters.

We are committed to the home and family as set forth in Holy Scripture. We believe God has ordained and created marriage to exist between one man and one woman, with absolute marital fidelity. The Bible sets forth specific home and family values, which include the distinct roles of husbands and wives, fathers and mothers, and children. It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and longstanding principles of scriptural truth.

Religious Beliefs

Based on Holy Scripture and the constant moral teaching of First Baptist Church Wylie, we believe:

- **Marriage** — First Baptist Church Wylie defines marriage as the permanent, exclusive, comprehensive, and conjugal “one flesh” union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. (Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33)
- **Sexual Immorality** — First Baptist Church Wylie believes that sexual acts outside marriage are prohibited as sinful. Consequently, First Baptist Church Wylie members must resist and refrain from any and all sexual acts outside marriage — including but not limited to adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, or same-sex sexual acts. (Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Matthew 15:19, Romans 1:26-27, 1 Corinthians 6:9-13, 1 Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5)
- **Sexual Identity** — First Baptist Church Wylie believes that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. Consequently, First Baptist Church Wylie members must affirm their biological sex and refrain from any and all attempts to physically change, alter, or disagree with their predominant biological sex — including but not limited to elective sex-reassignment, transvestite, transgender, or non-binary “genderqueer” acts or conduct. (Genesis 1:26-28, Romans 1:26-32, 1 Corinthians 6:9-11)
- **Sexual Orientation** — First Baptist Church Wylie believes that God created and ordered human sexuality to the permanent, exclusive, comprehensive, and conjugal “one flesh” union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and child. Consequently, First Baptist Church Wylie members must affirm the sexual complementarity of man and woman and resist any and all same-sex sexual attractions and refrain from any and all same-sex sexual acts or conduct, which are intrinsically disordered. (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, 1 Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2)

- **Sexual Redemption** — First Baptist Church Wylie believes that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ. Consequently, First Baptist Church Wylie members welcome and treat with respect, compassion, and sensitivity all who experience same-sex attractions or confess sexually immoral acts but are committed to resisting sexual temptation, refraining from sexual immorality, and conforming their behavior to First Baptist Church Wylie's Statement of Faith. (Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, 1 Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16)
- **Celibacy** — First Baptist Church Wylie believes that Holy Scripture grants two life-enhancing options for human sexual behavior: (1) the conjugal "one flesh" marital union of one man and one woman, and (2) celibacy. Either is a gift from God, given as He wills for His glory and the good of those who receive and rejoice in His gift to them. Celibacy and faithful singleness is to be celebrated and affirmed within the First Baptist Church Wylie. (Genesis 1:27-28; 2:18, 21-24; Matthew 19:4-6; Mark 10:5-8; Hebrews 13:4; 1 Corinthians 7:1-8; Matthew 19:12; 1 Corinthians 12:12-13; Romans 12:10; 1 Timothy 5:1-2)

Holy Scripture

Marriage and Human Sexuality

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| <ul style="list-style-type: none"> • Genesis 1:26-28 • Genesis 2:18-24 • Genesis 19:5-10 • Exodus 20:14 • Leviticus 18:7-23 • Leviticus 20:10-21 • Deuteronomy 5:18 • Judges 19:22-24 • Matthew 5:27-28 • Matthew 15:19 • Matthew 19:4-9 • Mark 10:5-9 • Romans 1:26-27 • 1 Corinthians 6:9-13 • 1 Corinthians 5:21 • Galatians 5:19 • Ephesians 4:17-19 • Ephesians 5:25-27 • Ephesians 5:31 • Colossians 3:5 | <ul style="list-style-type: none"> • 1 Thessalonians 4:3 • Hebrews 13:4 • 1 Timothy 1:8-10 • Jude 1:7 • Revelation 19:7-9 • Revelation 21:2 |
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Pastoral Care

- Matthew 11:28-30
- Romans 3:23
- Ephesians 2:1-10
- 1 Corinthians 10:13
- Hebrews 2:17-18
- Hebrews 4:14-16

Application

All of our members, employees, and volunteers must affirm and adhere to this Doctrinal and Religious Absolute statement on marriage and human sexuality to qualify for involvement with the ministry. This is necessary to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God's grace can wipe the slate of guilt and sin, though the consequences are still incurred.

Authority

The Bible is the inspired and infallible Word of God, acting as the source of authority over morality, our beliefs, Christian lifestyle and conduct. The Lead Pastor, in conjunction with the Pastoral Staff, Deacons and Standing Teams are charged with the ministerial responsibility of Biblical interpretation and promulgating religious policy. The Lead Pastor, in conjunction with the Pastoral Staff, Deacons and Standing Teams will determine life application as well as final matters relating to First Baptist Church Wylie theology, philosophy, Christian practice, faith, divine truth, morality, and theological and doctrinal resolutions.