

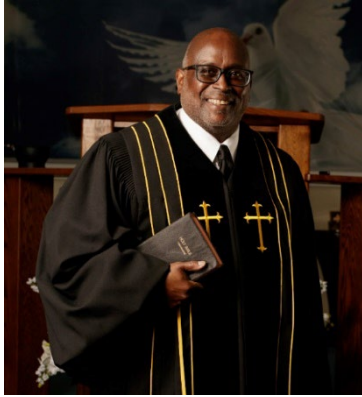
Facility Usage Handbook



Facility Usage Handbook



A Message from our Pastor



New Orleans Bible Fellowship Baptist Church has been richly blessed with a wonderful building and magnificent grounds. The hope and prayer of our church family are that God will allow us to utilize this property to reach our community and help all to become “fully devoted followers of Jesus Christ.” The building and church grounds themselves are “just tools” to help us accomplish our mission and bless the people comprising the New Orleans Bible Fellowship Baptist Church.

This property allows for much of our ministry to be possible; therefore, the building and grounds must be handled with great skill, care, diligence, and most importantly, prayer. Our intended purpose for the use of this property is to encourage activities and ministry events to support the five Godly pursuits: ministry, evangelism, discipleship, fellowship, and worship. In addition to New Orleans Bible Fellowship’s ministry events, the property is available for life celebrations such as weddings, funerals, birthdays, anniversaries, and reunions. We encourage members and regular attendees to fully utilize the property following the policies and procedures outlined in this handbook.

We strongly encourage those with an expressed interest in using the New Orleans Bible Fellowship property, would use the property with the willingness to align their purpose for use with our church’s vision and mission. We ask that as you use this property, you would treat it with great care and respect as you would your own home or property. This is our church home, and it is used to do GREAT WORK for the Kingdom of God!

God Bless,

Rev. Leonard M. Parker, Jr
Pastor/Teacher
New Orleans Bible Fellowship Baptist Church

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About Us

New Orleans Bible Fellowship Baptist Church is a body of baptized believers in Jesus Christ, which has been in existence as a church since 1990. We believe that Jesus is the Christ, the Son of the Living God. We teach Christ and Him crucified for the remission or removal of sin. Additionally, we teach the full breath of the Bible, and we strive to live it as well – by His Grace!

Our Mission

The mission of New Orleans Bible Fellowship Baptist Church is to teach biblical truths with simplicity to develop effective, spirit-filled disciples to win the lost for Christ.

Our Vision

The vision of New Orleans Bible Fellowship is to develop within the members and the ministry, a servant's heart, and spirit, to meet the needs of our membership and the community.

Who We Serve?

1. We serve our Lord and Savior, Jesus Christ.
2. We serve each other within the ministry.
3. We serve the community and our fellow man through active service throughout the greater New Orleans community.

Statement of Purpose

The purpose of allowing usage of New Orleans Bible Fellowship Baptist Church property is to provide opportunities for the congregation to witness to and serve the community.

Handbook Goals

This Facility Usage Handbook has been developed to ensure that New Orleans Bible Fellowship Baptist Church's property is utilized in an effective manner and exists to adopt the following goals:

- To govern all uses of the church property located at 4430 Bundy Road, New Orleans, LA 70127
- To ensure that usage of the church property is used in a manner that honors and glorifies God by serving and ministering to His people.

Approval Authority

New Orleans Bible Fellowship Baptist Church's Board of Directors (Church Board) provides guidance and approval to all policies, procedures, and transactions fees outlined in this Facility Usage Handbook. The Church Board is also responsible for revisions made to this handbook and that the use of the church property is consistent with the mission, vision, and purpose of New Orleans Bible Fellowship Baptist Church.

Code of Conduct

The following set of rules outlines the norms and practices of New Orleans Bible Fellowship Baptist Church.

- Activities and behavior should be in a manner befitting New Orleans Bible Fellowship Baptist Church.

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- No smoking is allowed in church facilities.
- Profanity or coarse language is not permitted.
- No illegal drugs, alcohol consumption, gambling, presence of unauthorized firearms or weapons, explosives are allowed on church property.
- Parents or caregivers who bring children onto the church property are responsible for monitoring their activities and regulating their behavior.
- Selling merchandise or charging admission to an event must be approved in advance by the Pastor.

Trespassing Policy

New Orleans Bible Fellowship Baptist Church is incorporated and privately owned by the membership of New Orleans Bible Fellowship Baptist Church. We welcome all who wish to worship according to our Statement of Beliefs. The building is open for business and secured at designated times. Anyone who trespasses on church property is subject to prosecution under state law. New Orleans Bible Fellowship Baptist Church reserves the right to check the identification of any persons on church property if a person is suspected of suspicious behavior, violating church policy, or state law.

Trespasser Defined

- Any person who enters or remains in the church building unauthorized.
- Any person who has a legitimate reason to be in the church building but is in an area of the building deemed unauthorized.
- Any person who defies a lawful order by a church representative to leave the building or grounds.
- Any person on the grounds of the church or within the church who is disrespectful or disruptive to premises, congregation, or a church activity.

Trespassing Policy Enforcement Procedure

If an individual is determined to be trespassing by a church representative:

1. Warn the individual(s) that their continued presence on New Orleans Bible Fellowship Baptist Church property will be considered trespassing and that they will be directed to leave.
2. If the trespasser refuses to leave the church's property after warning is given, the church's representative should seek assistance from the New Orleans Police Department.
3. Individuals who fail to comply with the directive to leave will be subject to criminal prosecution on the charge of trespassing.

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Priority of Use

All New Orleans Bible Fellowship Baptist Church-related functions shall be given priority in scheduling events and meetings. Priority preference is afforded to groups outlined in the table below:

Group Type	Description of Group
NOBFBC's Governing Bodies	Board of Directors, Ministerial Staff, Deacons, and Committees
Church Ministries	Brotherhood, Singles, Women's, Married Couples, Evangelism, Youth, Dance, and Choir
Church Affiliates	Groups adopted by New Orleans Bible Fellowship Baptist Church who are accountable to the church and has been recognized as sponsors who support and promote our church's community outreach efforts.
Unaffiliated Groups	Groups with no recognized affiliation with New Orleans Bible Fellowship Baptist Church and are not accountable to the church, nor hold any sponsorships or promotions for the advancement of community outreach efforts.
Members and Other Non-profit Members	If facility space is available, New Orleans Bible Fellowship Baptist Church members can use the property for personal usage such as private parties. Non-church sponsored events serving a non-profit user, non-members, or outside groups requesting usage for meetings or gatherings given by church members

Campus Facilities Descriptions

The table below provides a name and description of all facilities available for usage pending scheduling and approval for usage as determined by this Facilities Usage Handbook.

Facility	Description
Sanctuary	New Orleans Bible Fellowship's Sanctuary is a sacred and holy place. It is approximately 4000 sq. ft. and can hold 250 people.
Fellowship Hall	Our fellowship hall is approximately 4000 sq. ft. and can hold approximately 160.
Full-Service Kitchen	The Full-Service Kitchen is equipped with a commercial stove, refrigerator, and freezer.
Gazebo	Our Gazebo can accommodate 50 people comfortably.
Swimming Pool	New Orleans Bible Fellowship has a 3 to 5 foot in-ground swimming pool and can accommodate 15 to 20 individuals at a time.
Walking Trail and Campus Grounds	The campus grounds of New Orleans Bible Fellowship are approximately 6.4 acres and include an .25-mile walking trail, playground equipment, barbeque area, basketball court, and a picnicking area.

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Facility Usage Fees

Any group that is a part of or is sponsored by New Orleans Bible Fellowship Baptist Church may use any of the church's facilities without charge. All other individuals and groups are subject to the following fees reflected in the table below.

Facility	NOBFBC Members, Non-profit Organizations & Affiliate Groups	Non-members & Non-affiliated groups
Sanctuary	None	\$600
Fellowship Hall w/ Kitchen Use	\$100	\$1,000
Grounds excluding pool	\$150	\$650
Grounds plus Pool	\$200	\$1,000
Swimming Pool ONLY	\$20/hour	\$150/hour

**All accessed fees, donations, and special offerings will be used for the advancement of the Kingdom of God and allow New Orleans Bible Fellowship Baptist Church to continue its works of ministry in the community.*

***New Orleans Bible Fellowship Baptist Church's Board of Directors and its governing bodies reserve the right to redirect funds to the area of ministry needed most.*

****Facility Rental Includes: 3-Hour Event, 1-Hour for Preparation & Decoration, 1-Hour Cleanup*

Event Deposits

All New Orleans Bible Fellowship Baptist Church members, non-profit organizations, and affiliate groups are exempt from furnishing an event deposit. All non-members and non-affiliated groups must furnish a \$250 non-refundable event deposit that will be credited towards the determined facility usage fee upon receipt of payment.

Types of Events

New Orleans Bible Fellowship Baptist Church allows various events to take place on the church property provided that the event aligns in a manner that will honor and glorify God. Types of events allowed at New Orleans Bible Fellowship Baptist Church include:

- Weddings
- Funerals
- Family Reunions
- Picnics
- Private Parties (Subject to Approval)
- Civic Meetings
- Small scale Conferences
- Baby Showers
- Anniversary Celebrations
- Vacation Bible School
- Summer Camps

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Scheduling Your Event

To schedule an event using one or more of our facilities, interested parties must visit our website at www.nobfbc.com. Interested parties will:

- Review the Facility Usage Handbook
- Review all Facility Rules
- Complete a Facilities Request Form and Liability Waiver
- Review and sign contract agreement
- Pay required deposit (if applicable)

Once all the above transactions are complete, a church representative will confirm your date and schedule your event on the New Orleans Bible Fellowship Baptist Church's Calendar of Events. You will receive a confirmation email that will provide any additional information needed for your event.

Facility Use Requirements

All New Orleans Bible Fellowship Baptist Church facilities are to be used with care and are to be used as-is. This includes that:

- Any use of tobacco products on church property is strictly prohibited.
- Any individual under the influence of alcohol or any illegal substances will not be allowed on the premises. Likewise, the serving of alcohol is strictly prohibited.
- The use of nails, screws, or adhesive tape is prohibited in all church facilities. Promotional materials such as posters, signs, flyers, etc., may not be mounted to any walls, doors, windows, equipment, or structure that may result in damage. Use of such materials is allowed only on designated bulletin boards, cork stripping, or mounted on tripods (if available). Special exceptions can be formally submitted to the Pastor or Church Board.
- No furniture is to be moved without the prior permission of the Pastor or Church Board. When expressed permission is given, all furniture or any other items that are moved must be returned to their original position.
- The facility needs to be completely free from debris and litter. All accumulated trash from the event must be discarded in the dumpster provided in the rear of the church's parking lot. Applicants not complying will be assessed with additional fees associated with custodial efforts.
- Any signs must be removed from sticks, likewise, all decorations, including balloons, must be removed from the facility.
- If a classroom or other room that is designated for Sunday services is used for a Saturday event, it is the responsibility of the user to set up the room as needed for Sunday morning service. A set-up plan will be made available to the user.
- All musical equipment and furnishings within the Sanctuary may not be moved except by permission of the Church's music ministry staff or Pastor.
- Skateboards, roller blades, fireworks, and other pyrotechnic devices are prohibited.
- User/Group is responsible for any damages to the church's facilities, except for normal wear and tear. Users will pay all applicable charges for damage to church property and any other charges incurred by the charges incurred arising from their use of the facilities.
- User/Group is responsible for providing adequate security for the event, as deemed appropriate by New Orleans Bible Fellowship Baptist Church.

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- User is responsible for inspecting the facility prior to use to identify hazards. Additionally, the user shall use the facility in the current “as is” condition.
- New Orleans Bible Fellowship Baptist Church is not responsible for any theft or damage to any item brought in by an individual or group.

This is not a contract or lease for the provision of space within the New Orleans Bible Fellowship Baptist Church property.

Use of Church Equipment and Materials

All New Orleans Bible Fellowship Baptist Church equipment and materials are used for the ministry functions of the church. When permitted, materials and equipment may be used off-premises for church-sponsored events (subject to Pastor or Church Board approval). Any equipment and/or materials intended for use for more than 24 hours, Pastor or Church Board approval is necessary. Members requesting the use of church equipment and/or materials are responsible for securing, maintaining, and returning the items to their original place. All requests for equipment and material use must be submitted to the Administrative Assistant at which time, material and equipment will be formally checked out. Use of equipment and materials by unauthorized persons is prohibited.

Specific Facility Rules

All users of New Orleans Bible Fellowship Baptist Church Facilities are subjected to facility rules designated for that facility.

Fellowship Hall/Game Room Rules

- Users of the Fellowship Hall must obtain authorization by submitting a Facilities Request Form.
- The individual reserving the Fellowship Hall/Game Room is responsible for turning off the lights, making sure the doors are locked, checking closets, storage rooms, and restrooms.
- All activities must be supervised by an adult over the age of 18 and approved by the church.
- All trash and debris must be placed in the appropriate receptacles and area must be swept and mopped before leaving.
- Appropriate athletic shoes must be worn while playing basketball indoors. Posted suggestions and recommendations for ensuring proper use of furniture and equipment must be observed.
- “Horse Play” or roughhousing that could compromise the safety or damage to equipment, walls, doors, or the ceiling is strictly prohibited.
- No profanity, alcohol, drugs, or tobacco are permitted in the Fellowship Hall/Game Room.
- Tables and chairs should not be dragged across the Fellowship Hall/Game Room floor and all equipment must be returned to its proper place.
- A first aid kit is in the church office reception area. If an injury or medical emergency occurs, notified a church staff member immediately. Once the situation is assessed and stabilized, an incident/accident report must be obtained. Copies of the report will be retained by the church and provided to the individual or parent/guardian.
- New Orleans Bible Fellowship Baptist Church is not responsible for injury or accident occurring while using the facility.
- No athletic equipment shall be taken off the grounds, except for church-related functions. Equipment that poses a safety hazard to the user or others such as skateboards, bicycles, rollerblades, etc., shall not be brought into the building.

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- No pets are allowed in the facility. No animals (other than service animals) will be allowed in the facility without prior approval from the Property and Grounds Committee.

Full-Service Kitchen Rules

- The use of the kitchen by organizations or program groups within the church body must be scheduled on the church calendar.
- Request for use of foodservice facilities must be reserved through the church office.
- If kitchen equipment or materials are used, a responsible individual must be designated and approved by the church kitchen committee or other authorized personnel. This individual will be accountable for cleaning, securing, and using the facility and equipment.
- If meals are prepared in the kitchen, a member of the church kitchen committee, or specifically authorized to operate the kitchen equipment will demonstrate the equipment that will be used to prepare meals.
- All groups, except for churchwide events, are expected to provide consumable items such as plates, napkins, sugar, punch, etc. For churchwide events, requests for supplies must be made to the church kitchen committee or other authorized personnel.
- Kitchen equipment and materials are for church functions only and are not to be removed from the kitchen and dining area without the approval of the church kitchen committee. Items for church functions away from kitchen and dining areas can be checked out using the Equipment Check-out form. Individuals who check out equipment will be directly responsible for the care and return of such. The individuals will be assessed for damages or loss.
- Sunday school, Bible study groups, and other ministry groups are expected to provide their own equipment and refreshments served in their classrooms/gathering area. Borrowed kitchen items must be returned to the kitchen after each use.
- Groups and responsible individuals are expected to leave the food service area completely clean. Trash is not to be left in the kitchen overnight and should be brought to the dumpster.
- Towels, dishcloths, potholders, and aprons must be laundered and returned to the kitchen within three (3) days.
- Hands must be thoroughly washed before working in the kitchen. Plastic, disposable gloves must be worn while handling food.
- Do not leave leftover food in the refrigerators. Any leftover food will be disposed of unless church staff is notified of scheduled pick-up.
- Food items in the refrigerator and freezer that are designated for church use may not be used or removed.
- Groups or individuals using the kitchen must complete a Checklist for Use of Kitchen form.

Sanctuary Rules

- No eating
- No drinking except for water
- No Gum

Gazebo Rules

- No jumping and horse play

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Swimming Pool Rules

- No running in the pool area.
- No jumping, diving, flips, or somersaults into the pool.
- No food, drinks (except for fresh water), smoking or glass objects allowed in the pool area.
- No horse playing in or around the pool area.
- No jewelry in or around the pool area.
- No radio or other electrical devices that must be plugged in within 15 feet of the pool.

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