



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.

Ministry needs take precedence over outside organization events. Building Use is on a first come, first serve basis and confirmed events will only be moved or cancelled in rare and exceptional cases.

Building Use Requests

- Due at least two weeks in advance of 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 Monday Staff Meeting
- Have the possibility of being approved, declined, or tabled for later discussion

Day & Date Information

- Saturday Events – **must conclude by 4:00 pm** and be out of the building by 5:00 pm
- Monday – Friday Events must conclude by 8:00 pm and be out of the building by 9:00 pm
- Sundays and Wednesdays are reserved for IABC events only
- Holiday & Holiday weekends – facilities are not available

Important Information

- Building Access – 9:00 am is the earliest time the building will be opened (includes setting up)
- Student Building, Commons and Worship Center – none of the furniture nor equipment may be moved
- There must be more than one adult in a room with one or more children at all times (unless they are a family member)
- Dancing is **not** allowed
- Alcohol is **not** allowed
- Glitter and Confetti are **not** allowed
- Children's Building – has specific usage requirements – see page 2**

Sound

- Only IABC Audio/Video Technicians may run IABC sound equipment
- Additional fee for this service (\$25 per hour with a \$50 minimum)
- A separate **Sound Request** is required and can be found at IABC.org / Resources / Building Use

Responsibility

- You are responsible for any damage done to any of IABC facilities by yourself or your guests
- Please be sure all your guests are respectful and take care of IABC's facilities

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 out the trash

Fees

- Fees are associated with building use and cost varies based on room and event needs (\$50 to \$300 for non-wedding events)
- Due 7 days before the event

Building Staff Cell Phone: 790-9814

Questions: Contact Monica Ybarra at the Church Office (797-9704 or Monica.Ybarra@iabc.org)

Children's Building – Specific Requirements

Parties

Limited to IABC members and attendees

Limited to Saturdays only

Two time slots: 10:00 am to 12:00 pm or 1:00 to 3:00 pm

Setup can begin up to 30 minutes before the party

Cleanup allowed to conclude up to 30 minutes after the party

\$50 mandatory fee is required for all parties

Rooms available: Rotunda, Outdoor Playground, Indoor Playground

The Worship Zone, classrooms, workroom and resource rooms are reserved for IABC use and are not to be used

Food and drinks must stay in the Rotunda (do not let children take food or drinks anywhere else)

All tables and counters must be wiped down after the party

Indoor Playground Rules

Preschool children only are allowed to use the indoor playground equipment

Adult supervision in the playground required at all times

Shoes must be removed before entering the playground

Clean socks must be worn while inside the playground

Absolutely no food or drink allowed in the playground

Children must wash their hands before entering the playground after eating

No climbing on the outside of the playground

Slide

Children must sit on their bottom facing forward while going down the slide

Only one child may go down the slide at a time

No standing on the cushion at the bottom of the slide