



**NASHVILLE**  
FIRST BAPTIST CHURCH

# **FACILITY USAGE POLICY**

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*Guidelines for Any Event Beyond the Scope  
of Church Events Coordinated by Ministry Staff  
Listed on the Church Calendar*

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# MINISTRY PURPOSE & RESTRICTED USE POLICY

Nashville First Baptist Church (NFBC) is blessed with a downtown campus provided by God through people's tithes, offerings, and other resources.

**We exist to help connect Jesus to people,  
people to community, community to mission.**

NFBC facilities are restricted to groups or individuals who fall within our beliefs as a church.

1. We are stewards of resources that belong to God (1 Cor. 9:17).
2. Faithful stewardship of His resources brings blessings (Matt. 24:45).
3. The lack of faithfully stewarding His resources brings a curse (Matt. 24:50).
4. Understanding risk factors relating to His resources we manage demonstrates stewardship (Luke 16:2).
5. Risk management involves putting on the whole armor of God to stand against the devil's schemes (Eph. 6:10–18).

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs and/or practices that contradict the church's faith be allowed to use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities throughout our campus, regardless of whether the facilities are connected to the church's corporate worship space.

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## TO REQUEST AN EVENT OR USE FACILITIES:

Fill out the online Facility Request Form at: <https://nashvillefirst.org/event-request-form>

## PRIMARY CONTACT:

Operations Manager Patrick Roshetko, 615-664-6028 or [Patrick.Roshetko@NashvilleFirst.org](mailto:Patrick.Roshetko@NashvilleFirst.org)

# EVENT CLASSIFICATION

## NFBC Ministry Worship Services and Events

Considered a ministry priority and primary function of our church, these are on the church calendar and planned by our ministerial staff. These events should always be given respect and concern when planning any extra events or facility usage. Any event or facility request that adversely affects or interferes with these will not be approved.

*For example: Worship Services, Connect Groups, VBS, or similar.*

## General Group Events

NFBC allows some groups or organizations to hold events or seminars on our campus. These groups may not be religious in nature but must not conflict with any of our beliefs and be respectful of our space.

*For example: Metro Police, Civic Groups, Downtown Partnerships, Belmont, or similar.*

## NFBC Ministry Partner Event

An NFBC Ministry Partner must have a clear relationship with our church, be focused on missions, and be affiliated with an established ministry. There is a separate form and an application process for NFBC Ministry Partners. Please complete it at <https://nashvillefirst.org/ministry-partner/>.

Once your application is processed, a determination about your group's status and partnership level will be communicated with you. A discounted rate depends on several factors and will be determined on a case-by-case basis.

*For example: Room in the Inn, SBC groups, Seminaries, fellow churches, or similar.*

## NFBC Member or Staff Member Event

Any event that is coordinated by an active member or staff member of our congregation and is not a churchwide activity, but instead limited by invitation.

- NFBC Members can receive a discounted rate of 50% off the General Rates.
- NFBC Staff Members can receive a discounted rate of 70% off the General Rates.

*For example: Significant Anniversaries/Birthdays, Connect Group Fellowships, Bridal Showers, Baby Showers, or similar.*

NOTE: Weddings fall under a separate category with separate pricing, please see WEDDING POLICIES AND PROCEDURES for guidelines.

## Priority of Usage

Priority of use is always given to NFBC Ministry Worship Services and Events which are on the church calendar and planned by our ministerial staff. All other events are judged on a case-by-case basis. In the event of any calendar conflicts, the decision will be made by our Operations Manager and Senior Pastor.

# GENERAL FACILITY USE GUIDELINES

Listed below are guidelines to keep in mind as you prepare for your event here at Nashville First. It is your responsibility to communicate these policies to your guests and any vendors involved in your event. Please note, this list is not all-inclusive. If you have any questions or concerns about our policies while making your plans, please feel free to contact Nashville First's Operations Manager. If you do not agree to these terms, you will not be allowed to host an event with us.

## Event Scheduling and Availability

- Sunday & Wednesday – reserved for Nashville First Events only – exceptions must be approved by the Operations Manager and should not conflict with any church service or activity.
- The church is open Monday-Friday from 8 a.m. – 5 p.m. However, events can be scheduled after hours or on Saturdays if needed.
- All scheduling is subject to availability and must be approved by the Operations Manager.
- Room Locations and dates are not confirmed until you have received a confirmation email from the Operations Manager. Do not announce or promote any information until you have a signed contract and verification from both parties that your event is happening at NFBC.

## Security

- Nashville First's location in downtown requires a security presence for all events. This is for the physical protection of participants, church staff, First Preschool, and the facility itself.
- Exterior doors will remain locked during set-up, the event itself, and break down. Our doors are always locked unless a security guard is posted at them.
- Doors open during the event and the number of security guards required to be present at the event will be determined by the Operations Manager.
- If Security at any time determines it unsafe to occupy the building or your event is in imminent danger, then you will be evacuated or moved to a safe location. You must follow and comply with Security's directions for safety. *For example, you must leave if there is a fire alarm. You will be directed to where to seek shelter if there is a tornado.*
- Any guests exhibiting disruptive or destructive behavior may be asked to leave by our Security Team on site.

## Access

- Access to your reserved space begins and ends at the times indicated in your contract. Please keep to these times. You are not guaranteed entry if you arrive early and may be fined if you leave late.
- Space may be reserved for other events before and after your event.
- Space is approved specific to your event. All other church facilities may not be used without approval. The transfer or passing of permission to use church facilities to those other than to whom this agreement was made is strictly prohibited.
- The Operations Manager, as well as other related ministry staff, shall, at any time during set-ups, rehearsals, performances, or take-down, have immediate access to any area of the church facilities being used. You do not have permission to lock doors or block off areas.
- The building may be open to the public during the time of your event. Please be courteous to other users in the building.

## Parking

- Reserved parking is limited based on the terms of your contract. We cannot guarantee parking will be available unless coordinated in advance. Nashville First reserves the right to determine parking rates based on the number of attendees, and other events at the time, and at the discretion of the Operations Manager.

## Decorations

- NFBC does not have any decorating items such as candelabras, unity candle tables, etc.
- Please ask before moving any seasonal decorations that may be present.
- All decorations must be removed after the event. Any items left will be discarded.
- Protective material must be used under all flower arrangements to protect carpets and furniture.
- No helium-filled balloons are permitted inside the Sanctuary or Broadway Chapel.
- No flowers, ribbons, or decorations of any kind should be affixed in any way to church-owned musical instruments.
- All candles used must be flameless/faux candles.
- Anything attached to the wood at the ends of pew rows must be easily removable, with no nails or other items that would cause damage.
- If confetti or glitter are used, then you will incur additional cleaning charges.
- Decorations may not violate safety codes. This includes blocking doors, sidewalks, corridors, concourses, stairways, and/or making floor/stair surfaces difficult to navigate.
- Additions, modifications, painting, carpentry, or alterations of any kind may not be made to the facility. Charges may be assessed for any labor or damage resulting from such activity.

## Food

- You can plan for food to be provided by NFBC's Food Services or use an outside caterer.
  - If using NFBC's Food Services, make an appointment with the Food Services Director to review the menu and get a cost. There is an additional cost for food and staff.
  - If using an outside caterer, keep in mind they will have limited use of the full kitchen area. They can use it for keeping items warm and storage in specific locations only. They will not be able to "cook" any food on site. They will not be able to wash dishes on site.

- Food and beverage service is only available in designated areas. Check with the Operations Manager if planning on food for your event.
- Only water and covered cups are allowed in the Sanctuary. No food is allowed in the Sanctuary.
- No alcoholic beverages may be served or consumed on church property.

### Furniture

- Only Nashville First Baptist Facilities personnel are permitted to move or remove furniture, podiums, large plants, or large equipment. Please ask for assistance, if necessary. Charges may be incurred for labor and damages resulting from unauthorized alteration to the setup of your room.
- Nashville First can provide tables, chairs, music stands, etc. for events depending on the amount available on campus. Please request these on your *Event Request Form*.
- If you are bringing in your own or renting furniture, then please coordinate the delivery and removal of items with the Operations Manager.

### General/Safety

- As the contract holder for the event, you accept the responsibility of enforcing all facility policies, and rules among your event participants and subcontractors.
- Room capacities will be observed and monitored by event facilitators. Violations of fire code capacity limits will not be tolerated.
- No other method of heating or cooling shall be used other than what the church supplies.
- Report any maintenance problems and damage to the Facilities Management Office or Operations Manager immediately.
- No portion of the facility shall, at any time, be used or occupied as sleeping or lodging quarters.
- Do not place, install, or operate any engine, stove, or machinery, or conduct mechanical operations herein within the facilities without the written consent of Nashville First.
- No animals, other than licensed service animals, are permitted in our facilities.
- When children are in attendance, they must always be under the control of their parents or adults. Minors are not permitted to roam freely on church property. Church nursery areas are not to be used unless permission has been granted by Operations Manager.
- No smoking or vaping is permitted inside the church or on the Terrace or Atrium.
- No firearms or weapons of any kind are allowed on site, apart from our Security Team Members.

### Signage/Promotions

- Any publicity or promotion should use “Nashville First Baptist Church” or “Nashville First” as our church name.
- No signs are allowed to be permanently affixed to walls or cause damage to our property.
- Any exterior signs must be weighted so that they do not blow over or fly off.
- No flyers, windshield advertising, or solicitation of any kind should be distributed in the church parking lots.
- All signs should be removed after your event, or they will be discarded.
- If you have any questions about signage or promotions, please contact the Nashville First Communications Director.

## Technical and A/V Needs

- NFBC technical staff will supervise all setup, relocation, or adjustment of any audio-visual (A/V) equipment.
- A technical assistant will be required for your event to supervise operations. You will be responsible for any associated fees.
- Media equipment, i.e., TV/DVD, projectors, screens, and/or AV equipment is subject to availability and approval and must be included in the agreement. Additional fees may be assessed for A/V equipment use.
- Wi-fi is available throughout our campus. If you need more advanced technology, please contact our Communications Director.

## Instrument Usage & Musical Needs

- The organs, pianos, electronic keyboards, percussion equipment, and all other musical instruments are not available regularly to church members or event groups. All persons interested in using any church-owned instrument must obtain written permission from the Worship Pastor.
- The church does not provide musicians for any instruments. If you wish to use musical equipment, then the party responsible must contract with a musician separately to play it. The Worship Pastor can provide suggestions of people to contract with and retains the right to refuse certain players from using our equipment.
- If church instruments are damaged during the event, they must be repaired or replaced by the party responsible.

## WEDDING POLICIES

See the separate *Nashville First Wedding Policy Guide*.

## FUNERAL/MEMORIAL SERVICE POLICIES

- Funeral/Memorial services will be provided only to the members of Nashville First and their immediate families. Exceptions to this rule will be made by the Minister of Pastoral Care and/or Senior Pastor.
- Funeral scheduling is to be coordinated through the Minister of Pastoral Care.
- The Worship Ministry Team will work closely with the Minister of Pastoral Care to respond to the family's desires. All musical elements will be approved by the Worship Ministry Team.
- Requests for an order of service, printed program, musicians, technical needs, etc. will be communicated through the Minister of Pastoral Care and the Worship Pastor.
- Parking and facility needs will be addressed by the Operations Manager.
- **There are no charges or building usage fees associated with funerals.** NFBC considers these a ministry of our church.



## RATE POLICIES

ROOM/AREA	CAPACITY	HALF DAY (4 hours or less)	FULL DAY (5 hours or more)
Sanctuary	1,200	\$1,500.00	\$3,000.00
Broadway Chapel	250	\$1,500.00	\$3,000.00
7th Avenue Chapel (Legacy)	150	\$800.00	\$1,600.00
Fellowship Hall	300	\$1,500.00	\$3,000.00
Fellowship Hall (one unit, divided)	100	\$300.00	\$600.00
Legacy Fellowship Hall	200	\$500.00	\$1,000.00
Outdoor Terrace	200	\$500.00	\$1,000.00
Mission View Conference Room	25	\$150.00	\$300.00
Hub Area (1,2, or 3 floor)	200	\$200.00	\$400.00
Sanctuary Lobby and kitchenette	200	\$100.00	\$200.00
Large Classroom (340 or similar)	50	\$100.00	\$200.00
Smaller Classroom	25	\$50.00	\$100.00
Youth/Student Worship Center & Area	150	\$400.00	\$800.00

*Note: If you qualify for a discount as an NFBC Ministry Partner, Member, or Staff those will be calculated in your final contract. The prices listed above are the full-price costs.*

- **Your Facility Rental fees cover the cost of the facility itself as well as custodial support only.**
- **Security personnel and A/V Technical personnel will be assessed as an additional charge.**
  - Security costs \$35 per guard per hour. The number of guards needed is determined by the Operations Manager and based on the size and type of event. An estimate of the total will be given to you in your contract.
  - You may not bring in your private security guards or hire them from other agencies.
  - A/V and tech needs are dependent on the number of techs as well as their function. Each job is assessed individually. An estimate of the overall cost and hourly rate will be given in your contract.
  - If using your own Tech crew, they must be supervised when operating our equipment.
  - Discounts do not apply to Security or Techs since they are a fixed cost to the church.
- **Parking fees will be included or negotiated as part of the overall price.**
  - Free parking may not be available for every event requested based on a variety of factors.
  - Your group will be given a discount for parking in church lots.
  - Parking is not guaranteed unless negotiated and reserved in your contract.
  - If you exceed the number of allocated parking spaces, then you will be charged.

# REQUIRED DOCUMENTS

## Certificate of Insurance

- General Group Event organizers assume liability for damage to church property and agree to submit a certificate of insurance for the facility or property usage listing Nashville First Baptist Church as the additional insured. A copy of the Certificate of Insurance must be attached to this form and will remain in force through the event.

## Event Terms and Conditions

**The following is to be read, understood, and adhered to by all users.**

1. I acknowledge that I have read the *Facility Usage Policy* and agree to abide by all terms and conditions.
2. Any exceptions to these policies must be approved by the Operations Manager or Senior Pastor.

Exceptions granted:

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(Operations Manager)

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(Group sponsor signature)

Date \_\_\_\_\_

## Hold Harmless Agreement

In consideration of the permit to use the Nashville First Baptist Church facilities herein before described, the undersigned user hereby agrees to indemnify, defend, and hold Nashville First Baptist Church harmless from and against any claims, actions, or demands alleging that Nashville First Baptist Church has any liability to any third party arising from the subject use of the facilities. Nashville First Baptist Church is not liable for any direct, indirect, incidental, special, or consequential damages, including loss of profits, revenue, data, or use or cost of procurement of substitute services or goods incurred by the user or any third party, arising out of the use of the premises permitted herein. Such indemnity extends to Nashville First Baptist Church, its members, agents, employees, successors, and assigns.

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(Group sponsor signature)

Date \_\_\_\_\_