



Welcome to First Baptist Church and the Joseph E. Penn Family Life Center



Both outstanding facilities are located in the Historic District of Warrenton, Virginia. First Baptist Church is over one hundred and forty years old and the Family Life Center is eighteen years old. It was the vision of our former pastor to build the Family Life Center for community use, and to encourage use of our beautiful sanctuary. The Church and the Center are an integral part of the Warrenton Community.

The Church is a place for worship on Sunday morning. The Sunday service provides a traditional air of hymns and fellowship. First Baptist Church has officiated hundreds of member and non-member weddings and history making events.

The Family Life Center has been the meeting place for:

- ALTRUSA
- American Cancer Society
- American Red Cross
- BB&T Bank
- Christian Science Church
- Community Action
- Eastern Star
- Fauquier County Government
- Fauquier County Library
- Fauquier Hospital
- Miller Brothers
- Relay for Life
- Town of Warrenton
- William C. Taylor Scholarship Fund



Please read the Guidelines carefully.

Complete and sign the lease agreement.

Contact your church representative.

**For questions, call or email
540-347-2775 or
info@firstbaptistwarrenton.org**



Services

Services for Upper Sanctuary

- FBC Pastoral Service*
- Use of Sanctuary
- Use of Classroom I and II *
- Musicians
- Pianist/Digital Piano*
- Audio System/Mic
- Set-up Day* (day before)
- Elevator*

Services for Family Life Center

- Use of Family Life Center
- Use of Classroom I and II
- Kitchen (oven and microwave only)
- Stage (with notification)
- Audio System/Mic
- Capacity 150 - 200
- Chafers
- **Catering service not available**

* Optional/Additional Fee

Note:

The Lower Auditorium and Auditorium Kitchen are not for lease or a private party.

Hours of Operation:

Family Life Center: 8:00 a.m. – 12:00 a.m. Monday - Saturday
Sanctuary: 3 hour - minimum Monday - Saturday



Guidelines

The following guidelines are set forth by First Baptist Church for use of the Sanctuary and the Family Life Center. FBC guideline must be followed in order to receive the refundable clean-up fee.

Special Notice

Positively, no smoking or alcoholic beverage are permitted on the church property, inside or outside.

The church will not be responsible for any items left in the facility.
The church will not be responsible for any items lost or stolen.

The Elevator

For safety reasons the elevator must be operated by a trained Church member. Please do not try to use the elevator without a church member present. The use of the elevator is optional and you **must request** the elevator/operator at the time you make your event reservation.

Parking

Parking is allowed in front of the church in the designated areas. In addition, you may park in the BB&T Bank parking lot or in the Library parking lot (Sunday only) in front of the yellow line only.

Family Life Center

The facility must be clean and organized after an event.

- Wipe off tables and chairs
- Wipe up spills
- Sweep floor to remove trash/food
- For sanitary reasons remove all trash (You will be shown where to place trash.)
- Please return chairs/tables to original setup



Family Life Center (cont.)

Entertainment

All music and entertainment must be respectful to the church. You may only use recorded music, piano and/or a Disc Jockey. An official of the church will monitor the event and has the right to end the event if the music, dancing or any activity is inappropriate.

Safety

By Order of the County/Town Fire Marshall, no lit candles are allowed in the windows. You may use votive candles on the tables, but they must be monitored at all times to ensure that no fire occurs. **DO NOT PLACE VOTIVE CANDLES IN THE TRASH. Place votive candles in separate bag and remove from the facility.**

Classrooms I and II

- You may only use classrooms for Weddings (for the bridal party to dress). You must leave the classroom in its original state.

Kitchen/Family Life Center

- No cooking (warming of food only)
- Remove all trash
- Clean counter tops
- Clean floor to ensure that all spills/food/trash is removed
- All appliances must be turned off (except the refrigerator)
- You may use chafer pans, but they must be thoroughly cleaned after use and put away
- You may not use the lower auditorium kitchen. You may not use FBC utensils, food, condiments, dish towel, etc.
- **Please note that not following the Guidelines will cause you to forfeit your clean-up fee.**



Bathrooms

- Use Family Life Center bathrooms only. Please do not use bathrooms in Lower Auditorium

Sanctuary

- Positively, no smoking or alcoholic beverages are permitted on the church property, inside or outside.
- DO NOT USE COMMUNION TABLE – DO NOT MOVE ANYTHING ON THE COMMUNION TABLE
- Use Offering Tables for unity candles. You must place protective cloth/container under the candle. Do not leave candle wax on the Offering Tables.
- Wedding Candelabra. You must place protective covering under the candelabra to protect the carpet. You are responsible for cleaning any wax that may drip on the carpet. You will be charged if the carpet needs to be professionally cleaned. If the carpet is damaged you will be charged to replace the damaged portion.
- By Order of the County/Town Fire Marshall, no lit candles are allowed in the windows.
- Do not move any of the furniture in the sanctuary unless you have permission.
- Do not move any of the Vestibule furniture unless you have permission.
- Remove all flowers after the wedding ceremony.
- Remove all decorations after the ceremony.
- Do not use glue, tacks, or tape or anything that will remove the paint/stain on the pews. You will be charged if the pews are damaged.
- You may use a free standing wedding arch.



Photographers

Photographers must be respectful of the church sanctuary and cannot go into the pulpit. Photographers should not step on any church furniture. You are responsible for any damage to or cleaning of church furniture resulting from your use of the facility.

Supervision of Children

All children must be supervised by an adult. When leasing the FLC children can not use the classrooms, lower auditorium, upper sanctuary or any other room in FBC facilities. For safety reasons loitering outside of the Church or the FLC is prohibited.



Pricing

FBC Sanctuary	Fee	Family Life Center	Fee	Total
E V E N T S		E V E N T S		
FBC Non-Member				
Weddings Only	\$300	Lease FLC	\$400	
Classrooms	Comp	Classrooms	Comp	
FBC Pastoral Service	*	Rehearsal Dinner	Comp	
Pianist	\$150	Rehearsal Time	Comp	
Set-up Day	\$100	Kitchen	\$50	
		Set-up Day	\$100	
Clean-up Fee **				\$100
Private M E E T I N G S				
Retail business cannot be held in FBC facilities.				
Non-Profit Organization -- \$125			Two Hour Minimum	
Business -- \$200			Two Hour Minimum	
TOTAL				\$

* A donation to the church for pastoral services is appreciated.

A Clean-up Fee for the Family Life Center and Sanctuary is a \$100 refundable deposit required for **Members and Non-Members. Deposit will be returned within fourteen days after the event.

After confirmation of the reservation date, there will be a \$100 fee to change the date.

Note: Prices are subject to change without notice.



In case of emergency Call 911

1. There is a phone in Lower Sanctuary.
2. For facility emergency call a Board of Trustee member:
 - a. Shirley Ferguson 540-347-5022
 - b. Shirley Gilliam 540-347-2762
 - c. Judy Reavis Terrell 540-347-0167
 - d. Edmonia Smith 540-347-5486
 - e. Scott Stacy 703-981-4084
 - f. Woodson Joynes 540-347-2294
 - g. Isaac Ferguson 540-347-3423
 - h. William Barr 540-788-4182



First Baptist Church may have event(s) out of its control (funerals, repasts, etc.), if this happens First Baptist Church has priority when unforeseen events occur and may cancel your event. We will make every effort to ensure that your event will take place.

Make check payable to *First Baptist Church*. Full payment must be made before the event. The Clean-up Fee must be paid at the time of reservation. **Final payment is due two-weeks before the event.** Lack of full payment can cancel your event at First Baptist Church facilities. There will be a fee, of \$50.00, for any returned check from the bank.

The Church recommends that you purchase rental insurance, from your insurance company, to cover any possible damages to First Baptist Church facilities or if someone is injured. You are responsible for all property, equipment and other damages to the Church. First Baptist Church is not responsible for any accidents or personal injury that occurs during your event.

Thank you for using First Baptist Church facilities.