

Facility Usage Handbook



A Message from our Pastor



Welcome to New Orleans Bible Fellowship Baptist Church!

We are truly grateful to God for blessing us with a beautiful church building and spacious grounds. These gifts are more than just bricks and land—they're tools we use to serve our community and help each person grow into a fully devoted follower of Jesus Christ.

Our hope and prayer is that this property will be a place where lives are touched, faith is deepened, and God's love is shared freely. Every corner of our campus—from the sanctuary to the fellowship hall to the outdoor spaces—is dedicated to ministry, evangelism, discipleship, fellowship, and worship.

Because this space makes so much of our ministry possible, we ask that it be cared for with skill, diligence, and above all, prayer. Whether you're hosting a church event or celebrating a special moment like a wedding, birthday, or family reunion, we want this place to feel like home—a sacred space where joy, reverence, and community come together.

We warmly invite our members and regular attendees to make full use of the property, following the guidelines outlined in this handbook. And if you're interested in using the space, we ask that your purpose aligns with the heart of our mission: to glorify God and serve His people.

This is our church home, and through it, we are doing GREAT WORK for the Kingdom. Thank you for being part of it!

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 loving community of baptized believers in Jesus Christ, faithfully serving since 1990. We stand firm in the truth that Jesus is the Christ, the Son of the Living God—and we joyfully proclaim Him crucified for the forgiveness of sin.

Our teaching is rooted in the full breadth of Scripture, and by God's grace, we seek not only to know His Word but to live it out daily. Through worship, fellowship, and service, we aim to reflect the love and truth of Christ in all we do.

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 opening the New Orleans Bible Fellowship Baptist Church property for use is to create meaningful opportunities for our church family to share the love of Christ and serve our surrounding community.

About This Facility Usage Handbook

This Facility Usage Handbook was created to help ensure that the property of New Orleans Bible Fellowship Baptist Church is used wisely, purposefully, and in a way that reflects our mission. It serves to:

- Provide clear guidance for all uses of the church property located at 4430 Bundy Road, New Orleans, LA 70127.
- Encourage the use of our facilities in ways that honor God and support ministry to His people through service, care, and love.

Our goal is to steward this space with excellence—so that every gathering, celebration, and act of service carried out here brings glory to God and strengthens our community

Church Board Oversight

The Board of Directors of New Orleans Bible Fellowship Baptist Church (Church Board) provides thoughtful guidance and approval for all policies, procedures, and facility usage fees outlined in this handbook. The Church Board also oversees any updates or revisions to ensure that every use of our property remains aligned with the mission, vision, and purpose of New Orleans Bible Fellowship Baptist Church.

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Their leadership helps us steward this space with integrity, care, and a heart for ministry.

Guidelines for Using Church Property

To help maintain a safe, welcoming, and God-honoring environment, we ask that all activities and behavior on church grounds reflect the spirit and values of New Orleans Bible Fellowship Baptist Church. Please keep the following guidelines in mind:

- All conduct should be respectful and in keeping with the character of our church community.
- Smoking is not permitted inside any church facility.
- Profanity or inappropriate language is discouraged at all times.
- The use of illegal drugs, alcohol, gambling, unauthorized firearms or weapons, and explosives is strictly prohibited on church property.
- Parents and caregivers are responsible for supervising their children and ensuring their behavior is appropriate while on church grounds. Any plans to sell merchandise or charge admission for an event must receive prior approval from the Pastor.

These guidelines help us protect the sacredness of our space and ensure it remains a place of peace, purpose, and ministry for all who enter. Thank you for honoring them

Church Property and Security Statement

New Orleans Bible Fellowship Baptist Church is a legally incorporated body, privately held by its faithful membership. We joyfully welcome all who desire to worship with us in alignment with our Statement of Beliefs.

Our church building operates during designated hours and is secured to ensure the safety of our congregation and guests. To maintain a safe and respectful environment, anyone found on church property outside of approved times may be subject to legal action under state law.

In the interest of protecting our church family and facilities, New Orleans Bible Fellowship Baptist Church reserves the right to request identification from individuals on the premises if there is reasonable concern regarding suspicious activity, violation of church policies, or applicable laws.

We appreciate your cooperation in helping us keep our church home safe, sacred, and welcoming to all.

Definition of a Trespasser

To maintain a safe and respectful environment for all, New Orleans Bible Fellowship Baptist Church defines a trespasser as:

- Anyone who enters or remains in the church building without proper authorization
- Anyone with permission to be on church property but who accesses areas that are restricted or off-limits
- Anyone who refuses a lawful request by a church representative to leave the building or grounds
- Anyone whose behavior on church property is disruptive, disrespectful, or interferes with church activities or the well-being of the congregation

These guidelines help us protect our sacred space and ensure it remains a place of peace, worship, and community care.

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Trespassing Policy Enforcement Procedure

To ensure the safety and sanctity of our church grounds, New Orleans Bible Fellowship Baptist Church follows the procedure below when addressing trespassing concerns:

1. If a church representative determines that an individual is trespassing, the person will be kindly informed that their continued presence is unauthorized and they will be asked to leave the property.
2. If the individual does not comply after being asked to leave, the church representative will contact the New Orleans Police Department for assistance.
3. Anyone who refuses to leave after being directed to do so may be subject to criminal prosecution under state trespassing laws.

This process helps us maintain a peaceful and protected environment for worship, fellowship, and ministry. We appreciate everyone's cooperation in honoring our church home.

Priority of Use

At New Orleans Bible Fellowship Baptist Church, church-sponsored events and ministry activities are given first priority when scheduling use of our facilities. We are committed to supporting the work of the church and its mission, and therefore extend scheduling preference to the groups listed in the table below.

This approach ensures that our property continues to serve its primary purpose: glorifying God through worship, fellowship, discipleship, evangelism, and ministry.

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

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Available Facilities

The table below outlines the names and descriptions of all spaces available for use at New Orleans Bible Fellowship Baptist Church. Use of these facilities is subject to scheduling availability and approval, as guided by the policies in this Facility 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.

Facility Usage Fees

Groups that are part of, or officially sponsored by, New Orleans Bible Fellowship Baptist Church are welcome to use our facilities at no cost. For all other individuals and outside groups, usage fees apply as outlined in the table below.

These fees help us maintain our property and continue offering a safe, well-equipped space for ministry and meaningful gatherings.

Facility	Active NOBFBC Members	Non-profit Organizations & Affiliate Groups	Non-members & Non-affiliated groups
Sanctuary	\$110	\$210	\$850
Fellowship Hall w/ Kitchen Use	\$510	\$610	\$1,750
Grounds excluding pool	\$500	\$600	\$750
Grounds plus Pool	\$750	\$850	\$1,250
Swimming Pool ONLY (3 hr. MAX)	\$50/hour	\$150/hour	\$250/hour

Use of Funds and Facility Rental Details

**All fees, donations, and special offerings received will be prayerfully used to advance the Kingdom of God and support the ongoing ministry efforts of New Orleans Bible Fellowship Baptist Church within our community.*

***Please note: The Board of Directors and governing bodies of New Orleans Bible Fellowship Baptist Church reserve the right to allocate funds where they are most needed to further the church's mission.*

Facility rental includes: a 3-hour event, plus 1 hour for preparation and decoration, and 1 hour for cleanup.

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Event Deposits Policy

Members of New Orleans Bible Fellowship Baptist Church, recognized non-profit organizations, and affiliated groups are not required to provide an event deposit when reserving church facilities.

All other individuals and non-affiliated groups are asked to submit a non-refundable event deposit of \$250. This deposit will be applied toward the final facility usage fee once payment is received and confirmed.

Approved Event Types

New Orleans Bible Fellowship Baptist Church joyfully opens its doors for a variety of events that reflect our commitment to honoring and glorifying God. We welcome gatherings that promote fellowship, celebration, and service—provided they align with the spirit and values of our church.

Events that may be hosted on church property include:

- Weddings
- Funerals
- Family Reunions
- Picnics
- Private Parties (subject to pastoral approval)
- Civic Meetings
- Small-Scale Conferences
- Baby Showers
- Anniversary Celebrations
- Vacation Bible School
- Summer Camps

Each event is an opportunity to build community, celebrate life, and reflect God's love. We're honored to be a part of these meaningful moments.

How to Schedule an Event

To reserve one or more of our church facilities, please begin by visiting our website at www.nobfbc.com. All interested parties will be guided through the following steps:

- Review the Facility Usage Handbook
- Review all Facility Rules
- Complete the Facilities Request Form and Liability Waiver
- Review and sign the Contract Agreement
- Submit the required deposit (if applicable)

Once these steps are completed, a church representative will confirm your event date and add it to the New Orleans Bible Fellowship Baptist Church Calendar of Events. You will then receive a confirmation email with any additional details needed to help you prepare for your event.

We look forward to partnering with you in creating a meaningful and well-organized gathering!

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Facility Use Requirements

All facilities at New Orleans Bible Fellowship Baptist Church are to be treated with care and used in their current “as-is” condition. To help us maintain a safe, respectful, and God-honoring environment, we ask all users to observe the following guidelines:

- Tobacco products are not permitted anywhere on church property.
- Individuals under the influence of alcohol or illegal substances will not be allowed on the premises. The serving of alcohol is also strictly prohibited.
- Nails, screws, and adhesive tape may not be used in any church facility. Promotional materials (e.g., posters, signs, flyers) may only be displayed on designated bulletin boards, cork strips, or tripods (if available). Any exceptions must be approved in writing by the Pastor or Church Board.
- Furniture may not be moved without prior approval from the Pastor or Church Board. If permission is granted, all items must be returned to their original positions after use.
- Facilities must be left clean and free of debris. All trash must be disposed of in the dumpster located at the rear of the church parking lot. Additional custodial fees may apply if this requirement is not met.
- All decorations, including balloons and signage, must be removed after the event. Signs must be detached from any sticks or supports.
- If a classroom or other space used for Sunday services is reserved for a Saturday event, the user is responsible for resetting the room according to the provided setup plan.
- Musical instruments and furnishings in the Sanctuary may only be moved with permission from the Pastor or the church’s music ministry staff.
- Skateboards, roller blades, fireworks, and all pyrotechnic devices are not allowed on church property.
- Users are responsible for any damage to church property beyond normal wear and tear. All repair or replacement costs will be the responsibility of the user or group.
- Adequate security must be provided for events, as determined appropriate by the church.
- Users are expected to inspect the facility prior to use and accept it in its current condition.
- The church is not liable for any theft or damage to personal or group property brought onto the premises.

Please note: This document does not constitute a lease or rental agreement for space within New Orleans Bible Fellowship Baptist Church.

Use of Church Equipment and Materials

All equipment and materials belonging to New Orleans Bible Fellowship Baptist Church are dedicated to supporting the ministry and mission of the church. When appropriate, these items may be used off-site for church-sponsored events, with prior approval from the Pastor or Church Board.

Any request to use equipment or materials for more than 24 hours must also receive formal approval from church leadership.

Members who borrow church items are responsible for their safekeeping, proper use, and prompt return to their original location. All requests must be submitted to the Church Administrator, who will oversee the formal check-out process.

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Use of church equipment or materials by unauthorized individuals is not permitted. This policy helps us ensure that all resources are used responsibly and remain available for the work of ministry.

Facility Rules and Expectations

All individuals and groups using the facilities at New Orleans Bible Fellowship Baptist Church are expected to follow the specific guidelines established for each space. These rules help ensure that every area is used respectfully, safely, and in alignment with the church's mission.

Fellowship Hall Guidelines

- Submit a Facilities Request Form to reserve the space
- The reserving individual must turn off lights, lock doors, and check all rooms before leaving
- All activities must be supervised by an adult (18+) approved by the church
- Clean up thoroughly—trash in bins, floors swept and mopped
- Wear proper athletic shoes for indoor basketball; follow posted equipment guidelines
- No roughhousing, profanity, alcohol, drugs, or tobacco allowed
- Do not drag tables/chairs; return all items to their original place
- Report any injuries to church staff; first aid kit is in the office
- Church is not liable for accidents or injuries
- Athletic equipment stays on-site unless approved for church use
- No skateboards, bikes, rollerblades, or similar items indoors
- No pets allowed (service animals permitted)

Full-Service Kitchen Guidelines

To ensure safety, cleanliness, and stewardship of our shared space, please follow these expectations when using the church kitchen:

- **Scheduling & Requests:** All kitchen use must be scheduled through the church office and added to the church calendar.
- **Supervision & Responsibility:** A designated, approved individual must oversee use of kitchen equipment and ensure proper cleaning and security.
- **Equipment Demonstration:** If meals are being prepared, a member of the kitchen committee will demonstrate how to safely operate any equipment being used.
- **Supplies:** Groups (except churchwide events) are responsible for bringing their own consumables—plates, napkins, sugar, punch, etc. For churchwide events, supply requests should be submitted to the kitchen committee.
- **Equipment Checkout:** Kitchen items may not be removed from the kitchen/dining area without approval. Items used off-site for church functions must be formally checked out, and the borrower is responsible for their care and return.
- **Ministry Groups:** Sunday School, Bible study, and other ministry groups should provide their own refreshments and return any borrowed items promptly.
- **Cleanliness:** The kitchen must be left clean—no trash left overnight, and all waste should be taken to the dumpster.
- **Laundry:** Towels, aprons, and dishcloths must be washed and returned within three days.
- **Food Safety:** Wash hands thoroughly, wear disposable gloves, and hair restraints when handling food.

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- **Leftovers:** Do not leave leftover food in the refrigerator unless pickup is scheduled. Unclaimed food will be discarded.
- **Church-Designated Food:** Items marked for church use in the fridge or freezer may not be used or removed.
- **Checklist:** All users must complete the Kitchen Use Checklist after their event.

These guidelines help us keep the kitchen a safe, welcoming, and well-maintained space for ministry and fellowship.

Sanctuary Rules

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

Gazebo Rules

- No jumping and horse play

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.

