

## Policies and Regulations Governing Church Building and Equipment Use

### **GENERAL POLICIES**

1. All building use is first and foremost to glorify God.
2. It should be understood that the Church buildings & grounds are to be considered generally available for use by the community at large.
3. All requests for use of church facilities are to be sent to the building and grounds deacon and a meeting will be set with the deacon for details.
4. All use of the facilities are for the greatest good of the church body and the community.
5. Scheduled church activities shall have prior claim to space, facilities and equipment
6. The church will make every effort to accommodate requests from individuals, groups or non-profit organizations whose purpose is compatible with the church's outreach.
7. Individuals or groups using the facility shall be responsible for the room arrangement (setting up of tables, chairs, etc.) Care is to be taken to eliminate damage to furnishings or facilities, and the space used is to be left in a condition equal to its prior use. Lights are to be turned off and the building locked unless other arrangements have been made. In the event an area is left unusable they will be notified one time with no charge so that they can be made aware of the problem. On a consistent occurrence they will be contacted and a request will be made for them to pay all custodial costs necessary to bring the area back to a useable state.

### **==Scheduling Events==**

- a) Reservations for the use of the church facility should be scheduled as soon as possible.
- b) Request forms are available from the church office or online
- c) Please be specific about the types of activities and arrangements desired.

**==Restrictions:==**

- a) Alcoholic beverages are not permitted on church property. Smoking is not permitted in the building.
- b) The sanctuary piano is not to be moved, and no items are to be placed on the piano.
- c) All candles should be LED only.
- d) All activities shall require child supervision at all times.
- e) No food is permitted in the sanctuary. Drinks are allowed.

**== Directions on use of the facility:==**

- a) Any individual, non-profit group or organization using the church is responsible for repairing or replacing anything broken or damaged.
- b) Furnishings and equipment are not to be removed from the building unless approval has been given by the deacon and any borrowed items must be logged and checked out through the elder.
- c) Kitchen equipment is not to be removed from the kitchen.
- d) Use of sound system for all non-church sponsored events need to use our sound technician unless otherwise approved.
- e) Liability Insurance and a custodial fee maybe required depending on the event. Custodial services maybe charged at a rate of \$25.00 per hour.
- f) Communications are of the essence. Any conditions or changes to the plans for the use of this facility are to be presented at least one month prior to the activity. Any request for an exception or change to the plans for the use of this facility is to be presented for approval to the deacon.
- g) The Facilities staff shall be responsible for approving décor and seasonal or event decorations in or on the buildings and grounds.

h) Use of Staples, Thumbtacks, & Tape: Staples, thumbtacks, and tape shall not be used on any building walls. Approval of the facilities staff is required before attaching anything to building floors or walls.

i) No glitter, rice, silly string, or bird seed inside the building  
Bird seed is acceptable for use outside the facilities; however, it should be swept off of parking and sidewalk areas after the wedding is completed.

j) The heating and air conditioning controls are to be adjusted only by authorized facilities staff members, designated ushers, and approved personnel only.

k) Please Note: Any user of the auditorium desiring to use instruments MUST have prior approval from the Worship Director and/or his or her designee.

**== Directions after building use:==**

a) Lock front doors & check that they are securely latched.

b) Turn off lights that are by the front doors.

c) Check all rooms, turn lights off.

d) Check sound booth to make sure everything is set back to main settings and is shut off.

e) Check back sanctuary door and lock

f) Check stage left & shut lights off.

g) Shut worship area doors & shut lights off.

h) Check coffee bar and turn coffee pot off and empty out

i) Check women's restroom & shut lights off, please empty trash into larger trash bin.

j) Check men's restroom & shut lights off, please empty trash into larger trash bin.

k) Check nursery room & shut lights off.

l) Check restroom between classrooms and shut lights off, please empty trash into larger trash bin.

m) Turn commons lamps & lights off.

n) Check that outer garage door is securely latched.