

# **Faith Community Church**

## **Facility Usage Policy**

For activities, events and/or meetings that are not a part of the ministry of the church or school, certain fees and responsibilities have been established and may be administered.

### **Priorities**

A request to use the facilities, whether building or grounds, must not conflict with church or school activities. Church and school programming, activities, events and ministries will always have priority. The requests will only be approved for use to members of Faith Community Church

### **Guidelines and Restrictions**

All facility requests must be submitted to the church secretary. She will then check the master calendar for availability, and if the requested time is available, will schedule the event. If there are any questions, she will forward to the facilities team (committee of deacons) for final approval. Requests need to be made at least two weeks in advance. Persons making a request are expected to read, sign and abide by the guidelines and restrictions listed in this policy. No event shall be held for the purpose of endorsing any political party or political agenda. No commercial or marketing activities of for-profit corporate or private business shall be allowed.

### **Fees**

For non-church activities, a \$200 janitorial deposit **may** need to be submitted in advance, which may be refunded if the facilities are left in a condition where no further janitorial services are needed. For weddings and rehearsal dinners, the janitorial deposit will be \$300. No event will be placed on the church calendar without completing all required forms and prepaying all fees. Damages incurred to the facilities during non-church activities will be the responsibility of the requesting individual. Church technicians must operate Church equipment in the worship center. Separate charges for technicians will be imposed. No furniture or equipment in the church may be moved without permission.

### **Usage Availability**

The facilities may be available for use on Monday, Tuesday, Thursday, Friday and Saturday. Monday and Friday are only available in the evenings after 6:00 p.m. Tuesday and Thursday may be used from 8:00 a.m. to 9:00 p.m. and Saturday use is discouraged. If the facility is needed beyond 9:00 p.m., special arrangements must be made in advance and will need facilities team approval. Sundays and Wednesdays are not available for usage unless approval by the facilities team for very exceptional circumstances. Daytime hours are not available on Monday, Wednesday or Friday during the school year. All events and ministries of the church and school will take precedence over any non-church activity.

### **User Responsibilities**

Users are expected to leave the facility in good, clean condition. Trash should be gathered and placed in outside trash receptacles. Users are responsible for removing bulk trash. All users are expected to read and sign the facility usage agreement. If approval is granted to move furniture (i.e. chairs, tables, desks) arrangements must be made to place all furniture back in its original configuration. A fee will be imposed if it is necessary for church personnel to restore the original configuration.

## Facility Usage Agreement

1. Signing this agreement shall constitute willingness to comply with all rules and regulations of Faith Community Church as set forth in this agreement. Those using church facilities must exercise utmost care in the use of these facilities and agree to hold harmless Faith Community Church and its officers and employees from any and all claims, liabilities, damages or rights of action directly or indirectly resulting from the use of the premises covered by this agreement. In the event of damage to church property, those using the facilities shall accept and pay for the amount as estimated by the Deacon Board of Faith Community Church and shall pay for such repair or replacement of the damaged property.
2. For children and youth events, there must be adequate adult supervision. Proof of adequate adult supervision will be required. The church Sexual Abuse Prevention policy must be adhered to at all times.
3. Permission to hold the activity at Faith Community Church will be subject to the approval of the facilities team of Faith Community Church as set forth in these agreements.
4. The transfer or passing of permission to use church facilities to those other than to whom this agreement was made is strictly prohibited.
5. The use of the Worship Center and/or church equipment such as video and audio equipment, musical instruments etc. is subject to separate approval. Church technicians must operate Church equipment in the worship center. Separate charges for technicians will be imposed at a rate of \$25.00/hr (\$50.00 minimum).
6. No paints, tapes, or glues may be used, nor carpentry, electrical or other construction done on the premises. No sign, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside of church building without prior approval. No nails, screws, or stage hooks and no flammable materials or dangerous chemicals may be used on premises. No furniture or equipment in the church may be moved without permission.
7. The use of **red or purple** beverages is strictly prohibited. No food and/or drinks of any kind may be taken into the Worship Center.
8. No event shall be held for the purpose of endorsing any political party or political agenda.
9. No commercial or marketing activities of for-profit corporate or private business shall be allowed.
10. No event shall be held that promotes anti-Christian values or teachings contrary to the church's statement of faith.
11. No smoking or tobacco is allowed in the church facilities. No alcoholic beverages or drugs are to be brought onto church property.
12. The church reserves the right to schedule other activities and events in other parts of the building or grounds. Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement.
13. Church equipment is subject to availability and approval and must be included with the agreement. Additional fees may apply.
14. If church nurseries and childcare facilities are to be used, they must be scheduled in conjunction with the requested activity. These facilities must be used in accordance with the church sexual abuse prevention policy.
15. Only athletic shoes are allowed on the gym floor. No black-soled dress shoes or women's heels.
16. Do not set up tables or chairs in the gym without protecting the floor.
17. Do not allow children to play unsupervised in the gym.
18. Failure to honor the above regulations may result in additional custodial and/or supervisory fees or denial of usage of church property and premises by the church Elder Board or its representatives.

**APPLICANT INFORMATION**

- 1. Date of Application: \_\_\_\_\_
- 2. Organization Name: \_\_\_\_\_
- 3. Organization Address: \_\_\_\_\_
- 4. Phone, Fax: \_\_\_\_\_
- 5. Principal Contact(s): \_\_\_\_\_
- 6. Application Author: \_\_\_\_\_

**SCHEDULING REQUIREMENTS**

- 1. Day(s), include: \_\_\_\_\_
- 2. Time: \_\_\_\_\_

**ACTIVITY DESCRIPTION**

Please describe the type of function, number of persons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FACILITY & EQUIPMENT REQUEST**

- 1. Rooms requested \_\_\_\_\_
- 2. Chair & table requirements \_\_\_\_\_
- 3. Audio/visual equipment \_\_\_\_\_
- 4. Musical Instruments \_\_\_\_\_

Amount of Deposit \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Representative of Organization)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(FCC Approval)