

USE OF FACILITIES HANDBOOK

Peoples Church of Sarnia-Lambton

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(Revised Nov. 2009)

The facilities at Peoples Church are primarily to be used for the purpose of ministering to the church's members and regular adherents.

The church is not in the ministry or business of renting out its facility.

Permission may occasionally be granted to use parts or all of the church to those deemed to be a 'Friend of Peoples' and who have a church member or regular adherent who is willing to sponsor them.

Peoples Church does not charge rent for the use of its facilities, but the reality is there is significant cost involved in the use and operation of our building. We would therefore encourage our 'Friends of Peoples' that an honorarium be given to defray these costs.

Peoples Church reserves the right to refuse any request based on its own discretion and faith principles.

1. Use of Peoples Church Facilities by Members and Adherents

Members and adherents are encouraged by the Elder Board to use the facilities; however, the following stipulations shall apply: The use of the church facilities does not extend beyond personal family use. If a member or adherent wants to use the church for any other reason, then such proposed use must be brought to the Building Committee for approval. The member or adherent booking the church for an event will be responsible to see that the obligations outlined in the policy handbook are fulfilled.

2. Friends of Peoples

Friends of Peoples are those individuals or groups that hold to the same basic principles of faith and moral values that Peoples Church promotes, AND who have either a member or regular adherent of Peoples Church to sponsor them.

3. Sponsor

A sponsor must be a member or regular adherent in good standing with Peoples Church. A sponsor will act as liaison between Peoples Church and those 'Friends of Peoples' requesting the use of our facilities.

The sponsor will be responsible for the following:

- a) To have both the sponsor and the 'Friends of Peoples' sign the "Request for Use of Facilities" form.
- b) Collect and deposit with the Church, honorariums to cover all expenses involved in the use of our facilities, such as custodial services, sound technicians, use of nursery and any other costs that may arise from the use of the facility.
- c) Ensure that the applicant is aware of Standards Governing the Use of Facilities by 'Friends of Peoples' as found in this handbook.
- d) Accept responsibility, along with the applicant, to cover the cost of repair to any damage that has occurred in the facility during the event.
- e) The security of the building throughout the event, and any times that the church is opened for preparation of the event.
- f) Keys to the Church will be issued only to the Sponsor.

BOOKING THE FACILITIES.

1. **Booking or Reserving** all or part of the Peoples Church facilities for personal use shall be done by all members or regular adherents by filling out the **REQUEST FOR USE OF FACILITIES** form, which is available in the church office. *(The requests shall be directed to the Steward of the Building Committee).*
 - a. *For requests out of the ordinary, the Building Committee Steward will bring the request to the elder board.*
2. **‘Friends of Peoples’** must make their request to book any part of the facility through a sponsor. Both the sponsor and the applicant must sign the application (**Request for Use of Facilities**) form. These forms may be obtained from the church office.
3. Once approval is granted, the sponsor will confirm the dates with the Office Administrator of Peoples Church to ensure availability of the premises on the specified dates.
4. Bookings shall not exceed FIVE months in advance without special permission to avoid conflict with use of the facility by the church family.

Standards Governing the Use of Facilities by ‘Friends of Peoples’

1. All wedding ceremonies held at Peoples Church are subject to the “Marriage Policy” used at Peoples Church.
2. Events held in the Fellowship Hall are limited to 190 people.
3. The Fellowship Hall must be restored to its original state immediately after the conclusion of the event, making it useful for ministry use on Sunday mornings.
4. There shall be no alcohol, tobacco or other like substances permitted on the premises.
5. Dances are prohibited, as is secular music that is immorally suggestive, speaks of immorality or blasphemy (the act of cursing, slandering, reviling or showing contempt or lack of reverence for God).
6. Events that are primarily staged for fund-raising purposes will be discouraged.
7. These premises shall not be used by individuals or groups in forms of protest or other similar acts where the Laws of the Land may be violated.
8. Audio/Visual. No persons shall use the main auditorium sound system other than those authorized by the Steward of the A/V ministry of Peoples Church.
9. **Worship Hall Platform Set-up.** Only the pulpit, table on the floor in front of the pulpit, and platform stairs may be moved without an A/V technician present. **The digital percussion kit and grand piano shall remain in place. All A/V equipment (mics, cords, amplifiers, etc.) must be set up by the A/V technician, both before a special event (ie. wedding) and again after to prepare the hall for Sunday morning services.**

Memo to ‘Friends of Peoples’ when using Peoples Church Facilities

We are delighted for your group to use our facilities for your event, program, or ministry. In order to help us keep our facilities in good condition for everyone’s benefit, please observe the following guidelines.

1. We ask that all honorariums be submitted to the church prior to the event.
2. Use only those rooms that you have reserved. Please pick up and deposit any waste materials in the containers provided in each room.
3. The nursery shall be supervised at all times by two (2) or more responsible adult women. This is in keeping with our ‘Child Safety and Abuse’ Policy.
4. Any wet spills shall be wiped up as quickly as possible. Please notify custodial staff in order that the spill may be cleaned to prevent staining of carpets.
5. Leave the room(s) as it was found. i.e. number and placement of tables and chairs.
6. Respect that the church is a place of worship and Christian education and it should be treated accordingly.
7. During the daytime there is office staff on premises that need reasonable quietness.
8. Crafts are to be done in the gymnasium.
9. Food is to be eaten in the fellowship hall only and garbage to be placed in the garbage containers.
10. No throwing of confetti inside or near the doorways of the church building.
11. The use of the sound room is by Peoples Church sound technicians only. We recommend an honorarium of \$30.00 per hour.
12. When janitorial staff is required to clean up after a Saturday function, the premises shall be vacated no later than 10:00 p.m.
13. **When you leave, be sure all lights are turned off and doors locked.**

Suggested Honorariums when facilities are used by ‘Friends of Peoples’

There are a number of costs incurred by the use of our facilities and these costs shall be paid at the time of booking.

Honorariums for use of:

- The Main Auditorium (one time) \$200.00
- The Gymnasium (one time) \$65.00
- A Meeting room (one time) \$50.00
- The Fellowship hall (one time) \$200.00
- The Audio/Visual technician when use of the sound system is required in the main auditorium for events such as weddings - \$300.00 (This takes into consideration the many hours spent setting up for your special event, the rehearsal, the wedding, and then putting things back into position for the church service after your event).
- Extra custodial services: \$75.00

For approved groups who wish to use a meeting room on a long term basis, there shall be a one-time administration fee of \$200 per year.

Use of Church Assets

The Practice at Peoples Church

Peoples Church has been blessed with a building and property to be used to the glory of God and the advancement of His kingdom through the various ministries that take place within the church building. The assets within the church have been purchased and are being maintained to enable members and adherents to have them available for use for these ministries as well as other functions that are held within the building. Cloth-covered chairs, plastic tables and coverings, as well as other assets, experience heightened wear and tear when transporting them off the premises.

As such our practice is that church-owned assets, including tables, table coverings, decorating items, chairs, audio visual equipment, music and sound equipment*, kitchen equipment which includes utensils, pots, plates, punch bowls, coffee pots, etc. **should not be removed from the church premises for personal use.**

A Peoples Church A/V technician needs to be present for the take down and set up at another location to ensure proper use of the equipment. Without an A/V technician being involved in these steps, the equipment is not to leave the church.

The Building Committee

Building Steward

Cathy Sipkens

For the Elder Board: Henry Booy

24-Jan-2012