



## Facility Use Guidelines

Our church facility is meant to be used for God's glory. Church members are welcome to use the building for private events as well as church wide functions. If you have a need just follow these guidelines to reserve part of the facility and arrange for any support you may require. These guidelines are designed to help us protect our church home and maximize our resources.

### RESERVING SPACE

Check the church calendar for availability. If your date and time are free, fill out the online request form. We will reply, usually within 72 hours. For larger events requiring multiple resources the waiting time may be a bit longer. Reserving the space is just that. It does not mean all of your resources are available for that date and time. Please see the "RESOURCES" section of this document.

### CHURCH CALENDAR

Once your event has been approved it will be placed on the church calendar.

If there is a conflict we will contact the individuals/leaders involved to resolve the issue. Conflicting events are unavoidable in a church of our size but leaders should attempt, within reason, to avoid scheduling events that directly compete with previously scheduled events – even if they occur offsite. For example, a men's movie night scheduled on the same night as a ladies game night would make it difficult for men or women with children to attend.

### OFF-SITE EVENTS

Please fill out this form for church-wide, OFF-SITE events as well. This will help to avoid unnecessary conflicts between events.

### PRIVATE EVENTS

For personal or private events you will be given access to the facility but you will provide your own supplies and clean up when you're done. If needed, custodial support can be provided at an hourly rate. We will contact you to discuss the details.

### MINISTRY / CHURCH WIDE EVENTS

These events will usually be discussed at the monthly leadership meeting. Fill out the request form to give us an idea of your needs. Please be specific. Include all the church resources you think you will require; including tables/chairs, supplies, sound board coverage, publicity (bulletin, website, Facebook,) childcare, etc. Individuals and Ministry leaders are responsible for coordinating the resources for their events. See the "RESOURCES" section of this document.



# CALVARY CHAPEL CHELMSFORD

## CHILD CARE

Children should not, at any time, be left unsupervised anywhere on the property (including parking lot, and other outdoor areas).

All volunteer workers involved with children must be screened and approved by the Children's Ministry staff (including CORI check).

## RESOURCES

Individuals and Ministry leaders are responsible for coordinating the resources for their events (i.e. setup/cleanup, childcare, audio/visual technician). Please consult with staff members responsible for those areas as you plan your event. The event planning form is a tool we use to inform the staff but you are still responsible for managing your event.

If you are in need of staff resources for your event your chosen date will be subject to availability of the staff. In the case of events requiring a Sound Technician, please include the appropriate staff member in your recruiting efforts prior to requesting a date. Don't forget to include all of your needs in your planning (rehearsals, etc.).

See our website for the staff directory and the **Servant Leadership Roster** for the individuals responsible for each area. <http://www.chapelchelmsford.com/#/home/our-staff>

For events requiring staff support, please schedule your event a minimum of TWO WEEKS in advance.

## SUPPLIES

For personal/private events you will provide your own paper products, refreshments, table cloths, etc.

We keep a supply of various paper products for ministry events. Ministry leaders are responsible for making sure they have the required supplies for their own events. Receipts for purchased items can be submitted for reimbursement.

## PUBLICITY

It is the responsibility of the individual ministry leaders to publicize their events. The office staff does its best to include everything in the bulletin, on the website and on Facebook, but the best way to make sure your event is publicized is to get the word out yourself.

Bulletin: send an email to [chapelchelmsford@gmail.com](mailto:chapelchelmsford@gmail.com) by 6:00 PM on Thursday for the weekend bulletin. Posts may be edited for space and consistency in formatting. Bulletin posts are normally included on the website and slideshow announcements as well.

Google Group: send an email to [Calvary-Chapel-Chelmsford@googlegroups.com](mailto:Calvary-Chapel-Chelmsford@googlegroups.com)

Special requests such as bulletin inserts can be made via email.



# CALVARY CHAPEL CHELMSFORD

## DECORATIONS

Nothing may be tacked or nailed into the walls, woodwork or fixtures. Scotch tape and sticky-tack IS NOT to be used. Only masking tape/painters tape should be used for decorations and signage.

Any decorations for special events must be removed immediately following the event. Exceptions must be approved by the office.

## FEES

In General we do not charge a fee for members to use the facility. If staff support is needed for private events it can be provided at an hourly rate.

## FOOD AND DRINK

- Alcohol and illegal substances are prohibited on the premises (including parking lot).
- No red punch or other dye based beverages are allowed in the Hospitality Center due to the difficulty in removing stains.
- Although we are not officially a “nut-free” facility, we do have some individuals with allergies. Please label any foods that contain hidden nut ingredients.
- Our coffee service is available for use. If you plan to use it please ask for instruction prior to your event. For private gatherings please bring your own coffee. Ministry leaders and individuals should provide cream/milk for their own events to avoid leaving us without what we need for a weekend service.

## MAINTENANCE AND UP-KEEP

Ministries leaders and participants are responsible for cleaning up all ministry-specific items. All rooms (including kitchen) and other areas used must be left the way you found them [the set up of chairs, tables, and other objects].

## SMOKING

Our facility is smoke-free and tobacco-free. Smoking or chewing tobacco is not permitted in any part of the facility at any time.

## ELECTRONICS & AUDIO VISUAL

All audio and video cables should remain as wired. If a need arises to change the configuration in any way, permission must be given by the Audio/Visual staff and all wiring should be returned to its original configuration.

## KITCHEN/KITCHENETTE

The kitchenette in the Hospitality Center is not intended for food preparation or washing a large number of dishes. The refrigerator is for coffee service only.

The kitchen downstairs may be used but must be left in the condition it is found in. Do not leave anything in the refrigerator. Unlabeled items will be discarded.

Do not leave dishes out to dry. All items must be cleaned, dried, and put away.