

We exist to **SEEK** those who are lost, **STRENGTHEN** those who are saved, and **SERVE** those who are in need.

**Building Usage**

**Policy and Procedures Manual**

**This manual is the property of**

**Fairview Christian Church**

**2506 Walcott Johnsville Road**

**Foster, KY 41043**

**(606) 747-5305**

**Web address:** [**www.fairviewchristianchurch.com**](http://www.fairviewchristianchurch.com)

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**Church Vision that Guides Our Building Use**

**We will welcome everyone as we would welcome Christ.**

**GOALS:**

 **To use the space in a God honoring way**

 **To treat visitors as honored guests**

**Criteria to Determine Building Use:**

 Activity fits with who we are and what we believe

 Space availability

 How use impacts other programs

 Evaluation of safety/legal issues

 Group understands respect for the property

**Statement of Policy:**

Our church has been blessed with a wonderful facility to carry out the mission of the church.

Therefore, proper oversight must be given to the facilities to ensure that:

 Adequate facilities exist to effectively carry out the ministry objectives and goals

 Users exercise proper care and safety.

Such facilities are properly protected against loss or misuse.

**Facility Eligibility Guidelines**

The facilities and equipment of Fairview Christian Church exist for the primary purpose of being used by its members through its organization and ministries.

* A Building Use Request should be completed for all groups requesting facility use.
* Facilities are not available to outside groups for fund raising or for profit making activities.
* Organizations engaged in partisan political campaigns are not eligible to use the church facilities for their programs. The facility may be used as a polling place for elections.
* Certificate of Liability and Property Damage insurance coverage naming Fairview Christian Church as an additional insured MUST be on file prior to the date of the event by all outside groups, if they carry liability insurance, for the purpose of covering liability and property damage or accidents that might occur on church property.

**Facility Use Priority Guidelines**

* Recognized Groups within the Church Services

Church Services

Regularly scheduled church activities

* Church Members

Individual parties and special events (anniversaries, weddings, funerals, and receptions) A sponsoring member must attend the event.

**Building Reservation Guidelines**

A Use Request Form must be completed by all groups and submitted to the Church Office at least 4 weeks in advance of the activity. The Use Request Form provides for every area of the church. All facilities, set - up and other service needs must be included on the form.

The administrative assistant will discuss with the user when the reservation is made to review the conditions of the church for usage, the expectations and needs for the event. Any special needs such as sound or lighting may be available; those will need to be discussed when the form is submitted. Room set up and clean up is the responsibility of the user. Our custodian may be available for clean up if desired All Church activities are scheduled on the Master Church calendar located in the Church office.

**Approval Guidelines for the space request use shall be as follows:**

 All activities shall be approved pending availability of space and the priority schedule, and must be consistent with Fairview Christian Church’s mission statement and building use philosophy.

No date is placed on the Master Church Calendar until the form has been submitted and approved by the church board. The date can be reserved until the church approves or denies the request

**Facility Publicity and Promotion:**

Any outside group using publicity material and / or making public service announcements in which the Fairview Christian Church name is used MUST have prior approval of an Administrator.

The sale of admission tickets to the event must be handled by the user with the approval of an Administrator.

There will be NO postings of any kind adhered to the wall of any of the facilities

**Facility Use Guidelines:**

Fairview Christian Church has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals / groups use the facilities before and after your event.

The member/sponsor must insure the facility is clean and left in the condition found prior to their event. Our custodian may be available to assist in set up and for clean up. The church will need to know if the custodian is desired when the building request is submitted.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

* The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect other in adjoining spaces.
* Activities and programs are limited to the space that is assigned.
* Smoking and use of alcoholic beverages or illegal substances are not permitted in the building.
* Dining or the serving of food is limited to the kitchen and the fellowship hall.
* Use of dripless candles is allowed only in designated areas.
* The user MUST remove all items associated with their event immediately following the event.
* The user will be held responsible for any damage done to church property.
* The user assumes liability for injuries to person(s) attending the event and fro damages or loss of user’s property.
* Programs in the sanctuary that require the use of the sound system MUST use the church’s approved Sound Technicians.
* When children are in attendance they must be under the control of their parents or adults (age 21 or older) at all times and are not permitted to roam freely on church property.
* The following items are not allowed on church property:
* Weapons of any type
* Alcoholic beverages
* Controlled substances/drugs
* Foul language
* Gambling
* Anything that would distract from a Christian atmosphere.
* Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.
* No taping, stapling, thumbtacks, nails or any kind of adhesives on any papered, plastered walls or on the ceiling tiles. No thumbtacks or nails are to be used on any woodwork or doors. Do not remove ceiling tiles for any reason.
* There will be no selling of merchandise in the Sanctuary.
* There will be no selling of general merchandise on church premises except Elder approval.
* Individuals/Groups will be held responsible for damages caused to the facilities and/or equipment. Notifications of any damage must be reported immediately to the custodian, and administrator, or other Church representative.

Facility Use

Facility use is open to members. It is the member’s responsibility to ensure that these guidelines are followed. The sponsor must be in attendance for the event. The sponsor must insure that the facility will be clean and undamaged when the event has concluded.

The user may consider donations for building use to cover financial expenses incurred by the Church

 Lights, heat, AC \_\_\_\_\_\_\_\_\_\_

 Fellowship Hall and Kitchen \_\_\_\_\_\_\_\_\_\_\_ (not to exceed 3 days)

 Sanctuary \_\_\_\_\_\_\_\_\_\_\_\_\_ not to exceed 3 days

 Sound system fees (if applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facility Cancelation Guidelines: Should you have to cancel your event for any reason, please contact an Administrator as soon as possible.

**Fairview Christian Church**

**Building Use Request Form**

**Event Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Person making request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Member: \_\_\_\_\_\_\_\_**

**Building Needs and Charges**

**Sanctuary \_\_\_\_\_\_**

**Sound System \_\_\_\_\_\_**

**Fellowship Hall/Kitchen \_\_\_\_\_\_**

**Note: Kitchen usage does not include Churches Supplies, paper products, etc.**

**I ensure that the facility will be clean at the conclusion of the event. Init. \_\_\_\_\_\_**

**I will be responsible for any damages caused during the event. Init. \_\_\_\_\_\_\_**

**Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Date \_\_\_\_\_\_**