



## **Who May Use Church Facilities**

- Church Facilities may be used by church and Sunday School members for church related events and personal events.
- Church facilities may be used by non-profit organizations for meetings and events.

## **Procedure For Scheduling Church Facilities**

1. Contact church office at least one week prior to the event to confirm a date available for the part of the facility you wish to use.
2. Complete the attached "Request to use Church Facilities" form and return it to the church office.
3. You will be notified whether your request is approved. (More than one event may be held at the same time as long as they do not conflict with each other in the areas to be used.)
4. Your date will be secured when your "Request to use Church Facilities" form is approved and your fees are paid, if applicable.

## **Guidelines For Use of Church Facilities**

### **CONDUCT:**

- Activities are to be restricted to areas agreed upon when scheduling. Keep participants out of other areas of the buildings.
- Intoxicants of any kind are prohibited anywhere on the church campus.
- Smoking is discouraged anywhere on the church campus and is prohibited anywhere inside the church facilities.
- No food or drink (other than water) are allowed in the game room, weight room, or walking track. Food and other beverages may be enjoyed in the café or gym.
- You must be 15 years or older to use the weight room.
- You must be grade 4 or older to use the game room.
- There must be an adult over age 18 present on the second floor whenever children under age 18 are using the game room, weight room, or walking track. If your Sunday School class or other group is using the recreation areas for fellowship, you are responsible for providing an adult on the second floor at all times children are present.
- Nothing may be taped or attached to the parlor walls.

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#### OBTAINING KEYS:

- Church and Sunday School members may check out a key from the church office if your event is not being held during church office hours. Only a church or Sunday School member can check out a key. Keys must be returned ASAP after the event to the church office.
- Arrangements for opening and closing the facility will be made for non-profit organizations on an individual basis.

#### NOTES ON FEES:

- This fee schedule does not apply for weddings or wedding receptions. There is a separate fee schedule for weddings.
- Church-related events include Sunday School fellowships and ministry activities.
- A Church-related event also includes teas and showers when they are sponsored by and given for church and Sunday School members.
- There is a fee for church and Sunday School member's use of facilities for personal events such as birthday parties, family dinners, anniversary celebrations, reunions, and club meetings.

#### IF NO CUSTODIAL SERVICE IS REQUESTED, YOU SHOULD:

- Clean up any mess you make
- Bag your trash and take it to the church dumpster
- Set up the area like you found it
- Turn out all lights
- Make sure doors are locked