

APPENDIX 20

Facility Rental Policy

Purpose:

It is the intent of Tri Point Church of God to honor God while helping our community. In order to accomplish this, the following guidelines will be used.

Facility Specifics:

1. Seating capacity for Family Life Center is 450
2. Seating capacity for Fellowship Hall is 125
3. 38 white round tables (will hold up to 6-8 chairs each)
4. 24 white long tables 8' & 2 white tables 6'
5. ROUND tablecloths 27 white & 30 burgundy & black
6. LONG tablecloths 30 black
7. 350 green padded chairs
8. 90 white plastic chairs & 115 brown plastic chairs
9. Sound, mics and limited media capability is available with additional fees
10. AC & Heat available throughout the building
11. Fully inspected commercial kitchen facility available in the Family Life Center
12. Wifi is provided

Facility Rental Guidelines:

1. A 6 week request for church facility usage is required by calling the church secretary. It will be pending church availability and board approval. Note: in cases of weddings, marriage counseling requires at least 8 weeks advance notice.
2. Deposit of \$150 May be to reserve the date. Deposit covers any unexpected damage to tables, floors, etc. or any extra cleaning or repairs over and above what would be considered normal. Any remaining deposit will be refunded within 10 days following an event.
3. Individuals renting the building are required to purchase a liability rider on their homeowner's insurance policy and to submit a copy of proof at the time deposit is paid.
4. Individuals renting the building are responsible for their own set-up before an event and tear down following the event.
5. Individuals renting the building are required to provide their own paper products, do basic clean up, return any/all items to its proper place and take out any trash.
6. If an event is scheduled for a Saturday, People may arrive as early as 8am and must leave no later than 6:30pm -taking into account clean-up and set-up for worship service.
7. No smoking allowed in the building. No alcohol allowed on the church grounds.
8. Music must not promote sex, drugs, violence or contain profanity. No secular dancing.

Facility Rental Policy, cont.

Summary of Facility Rental Fees:

***Members, Benefit dinners & Nonprofits are rent-free**

NOTE: Members are determined by the bylaws voting guidelines -see last page.

Benefit dinners must be pre-approved by the board

Nonprofit organizations & supported ministries that benefit our county must be pre-approved.

Church members may request facility usage rent free for weddings, receptions, showers. If an admission fee is required, they are excluded.

Non-refundable charges:

\$50 Church Sound Technician

\$50 Church Media Technician (Powerpoint or DVD)

Additional Fees: WEDDINGS

\$40 cost for premarital counseling with Deb Pattullo

Pastoral fee is not required. An honorarium is acceptable.

***NON-MEMBERS & Other**

All events must be pre-approved by the board

Non-refundable charges:

\$800 -Family Life Center, stage & large kitchen Facility

\$350 -Fellowship Hall & small kitchen

\$50 -Per classroom

\$50 -Conference room

\$350 -Children's Auditorium

NO Office Space available

Additional Fees: WEDDINGS

\$240 cost for premarital counseling with Deb Pattullo (*\$35 per session to be paid at each session before the wedding*)

Pastoral fee is not required. An honorarium is acceptable.

Total Fees for Members & Non-Members:

All fees are to be paid in full by the day of event

Facility Rental Policy, cont.

Item Rental Guidelines:

1. For members, local churches, nonprofits, a church sponsored activity, or events, items desired must be approved for availability and arrangements for pick-up/drop off with the church secretary. Items must be returned within 3 business days following the event and returned to proper place and in clean condition. Notify church secretary that returns have taken place.
2. No renting/borrowing items to non-church members.

Summary of Item Rental Fees:

- A. White tables long tables and white folding chairs are free for members to borrow (must arrange own truck/trailer & loading/unloading help)
- B. Beverage coolers
- C. Roasters
- D. Coffee pots, urns, pumps
- E. Misc. Kitchenware: such as plates, cups & silverware
- F. Tent canopies **do not** leave church grounds
- G. Staging **does not** leave church grounds
- H. Candelabras
- I. Tablecloths **must** be laundered & stain treated at laundromat at own cost and returned within 3 days of event
- J. Office technology, sound or video equipment **do not** leave church grounds

Tri Point Church of God has the right to refuse any rental if it doesn't coincide with the core faith & values of the church.

Approved: _____

Updated: May 27, 2025

ARTICLE 3

Voting Requirements

Section 1 - The voting requirements of this corporation shall be composed of the following:

- (a) Persons shall be 18 years of age or older.
- (b) They shall have worshipped regularly with this congregation for a period of at least six (6) months immediately preceding any meeting at which they exercise their voting rights.
- (c) They shall have lived during this six (6) month period in harmony with the doctrines and practices of God's Word.
Titus 2:1-8, Col 3:5-10, 2 Cor 13:5, Gal 5:16-23
- (d) They shall have wholeheartedly committed their lives to Christ and be obviously living for Him.

Section 2 - A roll call of persons intending to exercise their voting privileges will be taken at each election. Prior to such voting, absentee voters shall sign the roll call sheet upon receiving their ballot.

Section 3 - The right of any person to vote shall be determined by a majority of the qualified voters present and voting.

Section 4 - The rules governing voting privileges herein stated shall be applied only to the business organization and shall not affect in any way the standing of persons in the fellowship of the church.

Facility Rental Policy, cont. Church Facility Use Form

Today's Date: _____

Name of Group: _____ Type of Event: _____

Responsible Party: _____ Phone: _____

Date of Event: _____ Time of Event: _____ Expected Attendance: _____

Personal Event: Y____ N____ Community Event: Y____ N____ Admission Charge: Y____ N____

Facility:

_____ Family Life Center (\$800 Includes stage & Kitchen)

_____ Stage (specify intended use) _____

_____ Family Life Center Kitchen

_____ Caterer (specify) _____

_____ Fellowship Hall & Kitchen (\$350)

_____ Classrooms (\$50) _____ How many? _____ Reason? _____

_____ Children's Auditorium (\$350)

_____ Other _____

_____ Other _____

Equipment & Technology:

All technology requests must go through the Worship Director

_____ Microphones _____ Lapel _____ Cordless

_____ Instruments (specify) _____

_____ Band (specify needs) _____

_____ Computer/Powerpoint/DVD/Projector (specify) _____

_____ Spotlight _____ Other (specify) _____

NOTE 1: Video & Audio recording may be provided upon request at Tri Point Church of God.

NOTE 2: Any outside music/sound equipment brought in must be approved by Worship Director.

_____ *Yes, I agree with the terms and conditions listed in the Church Facility Rental Policy.*

Applicants' Signature: _____ Date: _____ Deposit PD: _____

Approved by: _____ Date: _____