

Tri Point Church Facility Rental Policy

Purpose:

It is the intent of Tripoint 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. 30 white round tables (will hold up to 8 chairs each)
4. 22 white long tables & 6 old wood long tables
5. ROUND table cloths 27 white & 30 burgundy & black
6. LONG table cloths 30 black
7. 6 long black table cloths
8. 350 green padded chairs
9. 105 white plastic chairs & 75 old metal chairs
10. Sound, mics and limited media capability is available with additional fees
11. AC & Heat available throughout the building
12. Fully inspected commercial kitchen facility available in the Family Life Center
13. No wifi available

Facility Rental Guidelines:

1. A 6 week request for church facility usage is required by calling the church secretary and 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 is required immediately to reserve 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 home owner's insurance policy and to submit a copy of proof at the time deposit is paid.
4. An authorized church 'overseer' must be present at all functions such as set-up, weddings & rehearsals, parties, events, conferences, etc. Church members that request use of one room for 15 people or less, an overseer is not necessary.
5. Individuals renting the building are responsible for their own set-up before an event and tear down following the event. This applies to both members and non-members.
6. 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.
7. 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.
8. No smoking allowed in the building. No alcohol allowed on the church grounds.
9. Music must not promote sex, drugs, violence or contain profanity. No dancing.

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Summary of Facility Rental Fees:

***MEMBERS, Benefit dinners & Non-profits are rent free**

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

1. Benefit dinners must be pre-approved by the board
2. Non-profit organizations & supported ministries that benefit our county must be pre-approved.
3. Church members may request facility usage rent free for weddings, receptions, showers. If an admission fee is required, they are excluded.
4. Non-refundable charges:
 - A. \$75 Church Custodian/Church overseer (*after 3 hours -\$10 per hour stipend*)
 - B. \$50 Church Sound Technician
 - C. \$50 Church Media Technician (Powerpoint or DVD)

Additional Fees: WEDDINGS

- D. \$40 cost for premarital counseling with Deb Pattullo
- E. \$Donation to pastor *-to be paid by day of the wedding*

***NON-MEMBERS & Other**

1. All events must be pre-approved by the board
2. Non-refundable charges:
 - A. \$700 -Family Life Center, stage & large kitchen Facility
 - B. \$300 -Fellowship Hall & small kitchen
 - C. \$50 -Per classroom
 - D. \$50 -Conference room
 - E. \$50 -Children's Auditorium
 - F. \$50 -Café
 - G. \$75 -Church Custodian/Church overseer (*after 3 hours -\$10 per hour stipend*)
 - H. \$50 -Church Sound Technician
 - I. \$50 -Church Media Technician (Powerpoint or DVD)
 - J. NO Office Space available

Additional Fees: WEDDINGS

- K. \$240 cost for premarital counseling with Deb Pattullo (*\$35 per session to be paid at each session before the wedding*)
- L. \$150 (on-site location) to pastor *-to be paid by day of the wedding*
- M. \$300 (off-site location) to pastor *-to be paid by day of the wedding*

Total Fees for Members & Non-Members:

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

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Item Rental Guidelines:

1. There will be no borrowing of our church items (*except for old wood tables & metal chairs*). For a church sponsored activity or event, items used, must be approved for availability with the church secretary. Items must be picked up and returned during office hours. **NO EXCEPTIONS!** Items must be returned within 3 business days following the event and returned to proper place and in same condition. Notify church secretary of returns.
2. Local churches, campuses & non-profits may borrow certain items free pending board approval.
3. No renting items to non-church members.

Summary of Item Rental Fees:

- A. Long wood tables & metal chairs are free to members (must arrange own truck/trailer & loading/unloading help.
- B. White tables (round & long) and white chairs **do not** leave church grounds
- C. \$10 ea -Beverage coolers (2 orange & 3 red & yellow available)
- D. \$20 ea -Roasters (2 old roasters available)
- E. \$10 ea -Coffee pots, urns, pumps
- F. \$20 per 100 -Misc. Kitchenware: such as plates, cups & silverware
- G. Tent canopies **do not** leave church grounds
- H. \$25 ea -Candelabras
- I. \$75 per section -Stage **weekdays only**
- J. \$100 per day -Portable sound system
- K. \$3 ea -Table cloths **plus** laundered at laundromat at own cost and returned within 3 days of event
- L. Office technology, sound or video equipment **do not** leave church grounds

Tripoint 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: March 27, 2017

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.