

## **FRESHWATER CHURCH FACILITY USE POLICY Adopted Jan 1, 2016**

### **Purpose**

Freshwater Church is committed to effectively utilizing our facility in a way that supports our mission and safeguards people and property. We desire that our facility be freely used in such a way as to help facilitate fellowship among Christians as well as in our community. The following constitutes guidelines regarding use of the Freshwater Church facility.

### **Reservation Information**

- Freshwater Church ministries have first priority for the use of the facilities.
- All reservations for usage will be recorded in the building reservation and information calendar (BRIC).
- Freshwater Church is not responsible for the personal property of participants or injuries that may occur during the use of the facilities.
- Freshwater Church reserves the right to limit the use of the church facilities at any time to any group or individual.
- Freshwater Church reserves the right to schedule multiple events at the same time that appear to not conflict with each other.
- Reservations are taken on first come first served basis unless otherwise noted.
- Custodian may be consulted as necessary regarding custodial issues. The Administrative Assistant must approve special requests. Special requests should be in writing and will be recorded in the BRIC. Extra custodial needs may have to be handled by the reserving party or with a fee.
- Adult supervision of youth under 18 must be provided at all times.
- Familiarize yourself with doors, fire extinguishers, and other safety needs.
- Variances in church usage policy may be granted by the Administrative Assistant in consultation with Freshwater Church Leadership.

### **Restrictions**

- No admission fees, offerings, or other monetary contributions can be accepted without the written permission of Freshwater Church Leadership.
- No rollerblading or skateboarding.
- Mechanical equipment including all controls and electronics should not be touched. Exception is made for the thermostat.
- No alcoholic beverages or smoking is allowed in the facilities.

### **Specific Guidelines for Freshwater Church Ministry Usage**

- Freshwater Church ministries may use rooms and equipment without charge. Freshwater Church ministries are requested to assist with setup and takedown as much as possible on a regular basis for extra events.
- Setup, takedown, and cleanup from ministries will be needed when extra events occur on Saturday and Sunday. When using the facilities, please return the room to the original condition unless requested otherwise. All setup and takedown assistance is appreciated.
- All ministry meetings and events at the facilities must be reserved through the BRIC, which can be accessed by emailing the Administrative Assistant. Please check for availability when you reserve. It is advisable to make these reservations as soon as possible.

### **Specific Guidelines for Non-Ministry Usage**

- Inquiries may be made by emailing the Administrative Assistant ([maribeth@freshwaterjc.com](mailto:maribeth@freshwaterjc.com)).
- The use of the facilities is limited to reserved areas.
- The reserving person must be present at all times during building use and is responsible for the conduct of all those in attendance. The responsible person will assume responsibility for any damage to the property, equipment, or facility.
- Decorations are limited to those which will avoid damaging surfaces or fixtures. Signs must be limited to bulletin board areas or be placed on easels.
- Damage must be reported to the Administrative Assistant. Please report anything that causes you concern.
- The facility should be left in good condition and returned to original condition.

- You are responsible for supplying your paper goods and cleaning supplies. This includes plates, cups, napkins, etc., as well as all cleaning solutions. Use of the paper goods in Freshwater Refresh Closet is prohibited.

## Wedding Guidelines

Usage of the facility for weddings is subject to the above stated 'Specific Guidelines for Non-Ministry Usage as well as the following:

- Weddings are to be officiated by Freshwater Church staff OR with by another agreed-upon officiant with express written permission of the leadership of Freshwater Church.
- Weddings require a \$50 deposit that will be refunded after completion of all stated guidelines. The refund will be mailed to the depositor within 30 days of the wedding. This is in addition to the below stated Usage Fees.

## Specific Guidelines for Our Church Partner Usage (Non-ministry)

- Partners of Freshwater Church are welcome to use the church facilities for social gatherings, wedding receptions, recitals, and other similar not-for-profit purposes if the event does not conflict with the regular ministries of the church.
- Facility should be in as good or better condition than you found it. Chairs and tables must be returned to their proper location.
- Persons using the facilities are responsible to leave the facilities cleaned, vacuumed, and in the same condition as when they arrived. This includes waste disposal.
- Upon departure all lights must be turned off, all foyer doors closed, outside doors and windows secured. Also, close all hallway, Warehouse and Freshwater Kids doors.
- Facility may be available for members upon request for baptism and profession of faith receptions on Sunday. Setup, takedown, and cleanup will be provided by the partner.

## Usage Fees

- Our facility is open to be used without a fee so long as the event being hosted properly accommodates the mission and doctrine of Freshwater Church. If at any point Freshwater Church Leadership believes that such event does not mirror the mission and doctrine of our church we will remove the rights to use the facility.
- If sound and video projection equipment will be used, a (nonrefundable) usage fee is required as compensation for those that will be running the equipment. Sound person fee - \$50; Video projection person fee - \$50. This fee is for a maximum of 2 hours of work. Please note that sound and computer equipment CANNOT be used by anyone except trained Freshwater Church personnel. Only authorized personnel are allowed in the sound booth.
- Weddings require a \$50 deposit that will be refunded after completion of all stated guidelines. The refund will be mailed to the depositor within 30 days of the wedding.
- Deposit and Usage Fees must be received **60 days** prior to date of event. Make checks payable to Freshwater Church JC.

**Mail Deposit and Usage Fees to:** Freshwater Church JC  
PO Box 104416  
Jefferson City, MO 65110

## Borrowing Equipment

The borrowing of equipment is not allowed. This includes tables, chairs, sound equipment, computers, etc.

## Responsibilities after Building Use

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

1. Collect all garbage into bags and bring it out to the dumpster located by the garage.
2. Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
3. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal set up. Please consult the chair set-up map in the supply closet as well as the cleaning list in the kitchen.

4. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
5. Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
6. Remove any items put up on the walls or set out in connection with your event.
7. If the building is not in use when finished, please check that all doors are locked, windows are closed, and lights are off. Then lock up. (Set the alarm if you are the last person leaving.)

### **Kitchen Etiquette**

1. Check with church leadership for availability of date desired.
2. There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church leadership before you bring your supplies to the kitchen.
3. Please return items to designated cupboards. Cupboards are labeled for your convenience.
4. Please take home all food and beverage items. We have limited space to store these in our one refrigerator.
5. **Clean-up:** Please do all dishes, put them away, wipe counter tops and stove, clean sink and sweep floor if needed.  
**Trash:** Trash should be taken to dumpster after event. New liners should be placed in cans.

**Thank You for your co-operation.** Help us with these guidelines. This will allow us to better serve the needs of everyone who uses the facility. If you have any questions, you may contact the leadership of Freshwater Church.