



## **Building Policy**

### **Ministry / Member Use**

- The building must be used for purposes in keeping with the glory of God, the good of the community and the policies of Jacob's Well Church, including child protection. **All children under the age of 18 must be supervised by a parent or authorized adult and may not be left unattended in any room.**
- Use of alcohol requests will be submitted to the Elders for approval.
- We have a no flame policy and any candles will need to be contained in a glass jar.
- Desired meeting dates and times must receive approval from Jacob's Well staff before scheduling or promoting any event.
- Room(s) and/or equipment must be reserved through a Room/Facility Reservation Form and are subject to availability. Please use only the space(s) reserved.
- The ministry leader or member designee must attend the event, monitor the activities and oversee cleanup so the building is returned to its original condition. Clean up: use damp paper towel or cloth to wipe up sink areas, check floors for litter and spills, empty all trash cans, placing full bags in dumpster.
- There may be a need to modify or cancel the room reservation for an unanticipated all-church event, such as a funeral. In this case, church-wide events will take precedence over any other scheduled event and the staff will do our best to accommodate pre-arranged reservations. Jacob's Well Church reserves the right to deny requests contrary to mission and vision of the church.



## Building Policy Outside Group Use

- Desired meeting dates and times must receive approval from Jacob's Well staff before scheduling or promoting any event. Please use only the space reserved.
- Event coordinator will accept responsibility for the building and equipment by attending the event, monitoring the activities and overseeing the cleanup at the end so that everything is left in the condition it was in prior to the event. Clean up: Use damp paper towel or cloth to wipe up sink areas, check floors for litter and spills, empty all trash cans, placing full bags in the dumpster.
- Consider obtaining an insurance waiver if the scheduled activity is of a physical nature where there is risk of injury and possible liability.
- The building must be used for purposes in keeping with the glory of God, the good of the community and the policies of this church, including child protection. **All children under the age of 18 must be supervised by a parent or authorized adult and may not be left unattended in any room.**
- Use of alcohol requests will be submitted to the Elders for approval.
- We have a no flame policy and any candles will need to be contained in a glass jar.
- At times, a fee will be charged if there are added costs to the church for supplies, clean-up and/or additional staffing such as a sound or video tech team member. You will be notified of these charges when making the room reservation.
- There may be a need to cancel the room reservation for an unanticipated church event such as a funeral. In this case, church-wide events will take precedence over any other scheduled event and the staff will do our best to accommodate pre-arranged reservations. Jacob's Well Church reserves the right to deny requests contrary to mission and vision of the church.