

## Church Policy – Facility Use General Statements

The church facilities are for the worship and fellowship of church members and regular attendees. They are not to be used for social occasions by those who are not directly affiliated with the congregation.

Church facilities include building structures, grounds, and equipment within or located on the church property. In this document the word *facility* includes all of these elements.

Realizing that the facilities of the church belong to the Lord through its membership, it is our responsibility to treat the facilities with respect and in harmony with the standards of Christian holiness. With this in mind, the following policy statements concerning responsibilities, proper behavior, care of the facilities and use of equipment is to be adhered to by those who utilize our facility. It is the responsibility of the person reserving the facility and signing this agreement to ensure that all attendees of the event are aware of these rules.

Buildings and property will only be used in a manner consistent with the religious beliefs of the Church of the Nazarene.

### Specific Rules and Responsibilities

1. The facility is to be left clean and orderly, as it was found. If it is necessary for the church custodian to clean up after the event, the cost of cleanup will be the responsibility of the person who reserved the facility. Cost of cleanup will be determined based on the custodian's current hourly rate, the time utilized and clean up materials used.
2. Any damage to the facility or furnishings must be repaired or replaced by the users or organizers of the event. For purposes of clarity, the individual that reserved the facility is responsible for the payment of these costs.
3. All paper and debris are to be picked up, bagged, and placed in the dumpster.
4. There will be no smoking anywhere in the church facility or within 8 feet of doors, according to state law.
5. No alcoholic beverages are permitted on the church property.
6. No dancing, other than that provided as part of a religious service, is allowed.
7. No profanity of word or action is permitted.
8. Music will be allowed only when it is religious or morally sound in accordance with the Church of the Nazarene manual.
9. Christian decency and modesty in matters of clothing will be our guide at all times for both male and female.
10. Any teen, youth or children's activity is to be properly chaperoned by an adult(s) who have been cleared through NazSafe.
11. Any drink containing red dye (punch, Kool-Aid, soda, etc.) is not permitted anywhere within the church building.
12. Church-owned equipment cannot be removed, even temporarily, without the permission of the church office.

13. Church-owned equipment is not to be used for any activity contrary to the doctrine and ethical standards of the Church of the Nazarene.
14. Confetti, rice, birdseed, etc. are not to be thrown within the church facility or on the property.
15. The sound system(s) are to be controlled by church sound technicians or Pastoral staff-approved personnel.
16. Decorations attached to the end of the pews must be padded. Decorations on walls or beams are not permitted without prior approval.
17. If candles are being used, only the non-drip type are allowed, and they must have clear plastic placed under them or the candelabras to prevent wax from dropping on the carpet/floor.
18. Helium filled balloons are not to be used. If this is not followed and it becomes necessary to bring in additional equipment to remove the balloon(s), the responsible party may be charged \$125 to cover the cost.

### **Scheduling**

1. All requests including building usage, van usage, etc., must be scheduled on the church ministry calendar maintained in the church office. The reservation form required can be found on the church website at [www.c1naz.church](http://www.c1naz.church) under “Resources”. Completing this form does not guarantee approval of the event or room reservation. Room assignment will be determined based upon availability and need.
2. Church events and Church ministry events will take precedence over non-ministry related requests.
3. We will allow multiple events to take place at the same time in different parts of the facility. Please know that there may be other events going on in the building at the same time as yours. It is important that you fill in the request form with everything you need to reserve for your event. (Note: Kidz First Daycare & Preschool is a ministry of the church and operates in the facility during the hours of 6am – 5:30pm Monday – Friday. They also use the van and buses Monday – Friday between the hours of 2 – 4pm).
4. When multiple services are scheduled, common courtesy is expected from those involved. Noise levels are to be kept to a point where they are not disruptive to other events occurring in the building.
5. Clean-up after the use of the building is the responsibility of the person/party making the reservation. Our expectation is that the areas used, including the restrooms, be left in the condition found. Any clean-up required to be made by the church custodian due to the activity will be charged to the reserving party at the custodian’s current hourly rate.
6. Vehicles are not available for personal use. When used by a ministry of the church, gasoline is to be replaced to its original level prior to returning it to the church.
7. The last individual to leave the church building is responsible to ensure ALL exterior doors are checked, locked and latched. Individuals may have exited other doors during the activity. Therefore, ALL exterior doors are to be checked to ensure they cannot be entered without a key. Lights should be turned off.
8. If a key is needed to access the facility, the person requesting the building must contact the custodian or church secretary to sign out a church key for the event. Keys should be returned on the day after the event.

I have read the above facility policy statements and agree I will follow them, including the possibility of being financially responsible for any actions that may occur during my use of the church facility.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Acknowledged By (staff member): \_\_\_\_\_