

Building Use Policy

- updated 12-12-07

Members of the congregation and the community have always been welcome to use the church building. Your responsibility to this courtesy is to follow these guidelines. Repeated violations of these guidelines will result in termination of building use privileges.

1. **Please coordinate with the church office** for meetings other than regularly scheduled monthly, weekly, or daily meetings at the church. >>> NOTE: Personal profit parties are not allowed on church premises.
2. **Community groups** should always make their request through the church office for the use of facilities, and at times there may need to be approval by the Church Council. *Non-profit groups may use the facilities without charge**, however, a donation to cover utilities is appreciated and encouraged.*
3. **Active Members of the congregation** using the building for gatherings, showers, or parties must check with the church office to schedule an area and time. *There is no fee**, however, a donation to cover utilities is appreciated and encouraged. (Usually \$25 – \$50, depending on space used & length of time)*
4. ****Fees Policy Change, approved by Church Council 11-15-07: \$30 deposit required** for use of facilities when food is being served. Fee will be refunded if facilities are cleaned appropriately afterwards by user.
5. **Use of equipment is available.** If equipment is borrowed from the church, the church office must be notified. You are asked to treat all equipment with care. **Reminder: Food, condiments, table paper & supplies are the property of the church.**
6. **Damage incurred by a group or individual** while using church facilities or equipment is the responsibility of same, with repair or replacement being made in a reasonable amount of time and to the satisfaction of the Church Council. ****EXCEPTION:** *Due to past damages, tables are not allowed off the church premises.***
7. **Clean-up is the responsibility of the person or group** using the building and/or equipment - members & non-members alike. (Cleaning supplies are located in the janitor's closet in the kitchen - return after use.)
 - Wash & return dishes to their proper place. Do not use the dishwasher unless you also empty it.
 - Tablecloths and dishtowels used should be taken home to wash & **RETURNED THE NEXT DAY.**
 - Throw ALL trash in receptacles. (Full bags of trash should be removed, tie-closed, and replace with a new trash bag (janitor's closet). The full, closed trash bags may be left in the kitchen or taken to the dumpster.
 - Clean countertops, tables, and floors.
 - We recycle: please throw empty aluminum cans in marked recycle container (next to Coke machine).
 - Groups using the Fellowship Hall or The Haven: arrange it as needed, BUT, return it to the original set-up. Extra chairs & tables are located in the storage room across from the Fellowship Hall
8. **Children should be monitored by an adult at all times.** Children should not be left to wander through the building. Planned, supervised activities with children are encouraged. Pick up any toys played with and return to their storage areas.
9. **Schedules of meetings & activities** are posted on the Conference Room door and outside the Fellowship Hall. **Last group to use the area always turns out the lights; last group of the evening locks all doors.**
10. **No smoking in the building (& do not litter outside). No alcoholic beverages, illegal drugs, or gambling is allowed on the premises.**

I have read over & agree to these terms: _____ Date _____

Time/Space Allotted: _____