

Policy for the Use of Church Facilities

Policy

We are so glad that you contacted us about using our facilities. We want to be a church that's not just here for ourselves but is a place where people feel welcomed and loved. Here are a few things you should know so that you understand why we do some of what we do.

Obviously, since we are a church, any event at the church should not go against the beliefs of the church or the Bible. If you have questions about what that means...just ask. All activities must also be put on the church calendar, and church activities will typically have first priority, although we will do our best to work with you. We know that we have been blessed with these buildings and property, and we want to do our best to take care of them. We would love to be able to give everyone our building for free, but we cannot absorb all of the costs for electricity, water, and maintenance for each group that uses our building. We will do our best to work with other non-profit groups, but we also have to be good stewards of what we do.

Please be aware that, when you have an activity in our building, you are responsible for anything that is damaged during the duration of your rental. We encourage you to make sure that you have the proper supervision that is required, depending upon the ages of the participants and the activities involved.

So What's Next?

Please complete the Facility Use Application and turn it in to the church office, along with any required deposit to reserve the building. Make sure that you note any special equipment that you will be using during your event. Also, let us know what church equipment that you will be using (i.e. tables, chairs, sound equipment, etc.). A brief description of your activity will also help us to best serve you. Make sure that you have a confirmation from our staff after you turn in your forms. If you do not hear from us, then please call again until you receive a confirmation. If you have any questions, make sure that you ask.

Fee Policy

The basic fee includes **up to six hours of facility rental (which includes decorating and cleanup)**, utility expenses, and a coordinator fee. The coordinator will be responsible for opening and closing the facilities at the proper time and assisting you with building related issues during your event. Please submit your deposit with your application. Once your event is approved, your deposit will be considered non refundable. All other fees are due no later than two days before your event.

_____ Initials

<u>Facility</u>	<u>Member</u>	<u>Non Mem</u>	<u>Sound (If needed)</u>	<u>Deposit</u>	<u>Total Fees</u>
Complete Facility	\$350	\$550	\$75	\$100	_____
Gymnatorium	\$250	\$450	\$75	\$100	_____
Lobby only	\$100	\$200		\$100	_____

***** Cleaning of the Facility after the event is the responsibility of the Applicant – we offer the cleaning service for a \$100 fee for those who would prefer this service instead.**

***** For additional hours for the facility the cost will be \$50 per hour.**

*****Event/Facility Coordinator Contact: Rochelle Spivey @ 321-720-9925**

