

Facilities Use Policy - Sample

GUIDELINES

- **Alcohol** - No alcohol will be consumed on the church property at either church sponsored events or building rental/use events.
- **Smoking** –Smoking is not allowed inside the facilities.
- **Keys** – Keys to the facility will be provided to these persons who require them for successful fulfillment of their ministry and to ongoing renters of the building upon approval of the Pastor. It's the admin's responsibility to provide the keys and properly train key holders regarding appropriate security procedures.
- **Key Holders** – It's imperative that key holders **DO NOT duplicate keys** unless authorized by the clerk. If another set of keys is needed, the admin should be contacted. The admin will maintain a list of all key holders. Keys are to be returned to the admin if/when the key holders have no ministry/program or rental-related need for them or if requested by admin.

Use of Facilities

The Board of Directors has the right to accept or refuse requests of outside groups for use of the property. The church is frequently asked about the insurance implications of allowing other organizations to use the facilities. All outside groups wanting to use the building must provide evidence that they have their own liability insurance. Additionally, the church administrator will check with our insurance agent to determine if we have sufficient coverage. In some instances, our insurance plan might extend protection to informal interest or support groups meeting in our facilities as a part of the church's ministry to the wider community.

Building Use Fees

The Pastor will negotiate and the Administrator will collect all fees for building use according to the agreed upon Fee Schedule set by the Board of Directors.

- **Custodian's Fees** – All non-church events except for regular approved support groups shall pay a set fee for a custodian to get the church ready for the next church service following the event. This does not mean that the group using the facilities does not clean up after themselves. It only means that the custodian will come in and clean bathrooms and make sure that the church facilities are ready for the next church service.
- **Fellowship Hall Rental** – Applicable fees will depend on the size and type of event.
- **Sanctuary Rental** – Approval and applicable fees will depend on the size and type of event. The Pastor and/or Board of Directors will consider each proposed event.
- **Sound/Media Fees** – If the church's sound/media equipment is to be used for a non-church related event, a fee will be charged. One half of the fee will be paid directly to the technician and the other half will be paid to the church prior to the event.

Signature

Date