

# FAITH EVANGELICAL FREE CHURCH

## BUILDING USE GUIDELINES

- As stewards of the resources that have been provided by God for His work, the Deacons set forward the following guidelines for determination of when and how the church building may be used.
  - o The purpose of the church building is the same as that of the church itself, to further the gospel of Jesus Christ. No activity will be approved that is in any way contrary to that purpose, the church's constitution and bylaws, or other fundamental Christian teachings.
  - o Exceptions to these guidelines will be considered on a case-by-case basis. Request for an exception must be presented in writing to the chairman of the Deacon Board.
- Guidelines for All Activities:
  - o Church ministries will always have priority in use of the building for their programs.
    - Ministry leaders are expected to resolve scheduling conflicts between themselves.
    - Care must be taken to keep noisy activity down during office hours.
  - o All requests for use of the building must be approved on a Building Use Request Form.
    - Blank forms are available on the right end of the mailboxes.
    - Requests must be submitted to the Administrative Assistant a minimum of 30 days prior to the function.
      - Open time slots can be determined by checking with the Administrative Assistant.
    - The Deacon Board will review request forms at their next regularly scheduled meeting after the form is received.
    - The Administrative Assistant will notify the requestor when their request is approved.
  - o Ongoing events must have a Building Use Request Form on file, covering the dates of the activity for up to one year.
    - Changes, deviations, or special requests not included on the Form on file must be submitted to the Deacon Board separately for approval.
  - o An authorized church member must be involved in opening and closing the building.
    - Keys and alarm codes will be issued in accordance with the church key policy.
    - Keys may be issued to an organization the church has a written usage agreement with.
  - o The user shall identify a person who will be held responsible for the event and cleanup.
    - The responsible person should consider this responsibility carefully before allowing any items, materials, toys, etc. that may stain, mark, or damage the building.
    - Any tables, chairs, etc. that are moved for the event must be returned to their original location after the event.
    - The user must clean up after the event and take any full trash bags to the dumpster.
  - o Use of the sound system in the Sanctuary requires a church-trained technician to operate.
    - The user must contact the sound system coordinator to schedule a sound technician.
  - o No food or drink is allowed in the Sanctuary.
    - The Deacon Board may approve exceptions to this on an individual basis.
    - No Staining (e.g., Grape Or Red) Drinks are allowed in the church buildings.

- Guidelines for Building Use by Non-Church-Sponsored Activities:
  - o In order to preserve use of the building for the church, requests will normally be refused for organizations that are not chartered as Christian ministries. In all cases, the charter must not conflict with the missions of the church.
  - o In most cases, outside events will not be scheduled more than 3 months ahead of time to allow unforeseen church programs to take place.
    - These events may be pre-empted for church use with 2 weeks notice, with the exception of weddings.
  - o The Deacons shall make every effort to keep regularly scheduled outside uses to a minimum.
    - No more than two rooms at a time should be scheduled for evening or weekend use.
    - In no case shall regularly scheduled outside requests be approved for the Sanctuary on evenings or weekends.
  - o Usage fees and cleaning deposits will be as stated on the Building Use Request Form.
    - The Administrative Assistant will collect fees and deposits, and repay cleaning deposits as approved by the Deacon Board.
  - o If the church has a written agreement with another Christian organization that provides for usage of the church's facilities, their requests will take precedence over non-church activities. Their regularly scheduled activities will be coordinated with the church's regularly scheduled activities.
- The Elders Board maintains a policy for weddings that includes some building use guidelines. In the case of conflict between the two policies, the Elder's policy shall govern.
  - o If a conflict is encountered, please notify the Deacon Board so they can resolve it.