

## Greenview/New Horizon Building Use Policy

**Any person** wishing to use the Greenview/New Horizon facility **must** follow the following procedure. This is required for using **any** part of the building for **any** reason.

**Note:** All official Church and School functions take precedence over other uses of the building. In addition, no area of the facility is reservable during the school day, Sunday morning, or Wednesday evening.

**\*\*\*Reservable areas of the facility include:** Gym, Cafeteria/Kitchen, Preschool common area, Family Room, and Worship Center.

**\*\*\*Non reservable areas of the facility include:** Classrooms, offices, youth rooms, the storm shelter, and the conference room.

- All building requests must be submitted via the online request form located on the Greenview and New Horizon websites. (greenviewchurch.org or <https://www.nhscrusaders.org>)
- Building request must be submitted at least 7 days before the desired date that is being requested.
- Once the request has been submitted it will be reviewed by the Church and School offices.
- Once it is confirmed that there are no calendar conflicts for the requested date an email will be sent approving or denying the use of the building.
- 24 hours prior to the requested date an entry fob should be checked out at the church/school office by the person who has made the reservation. This person is responsible for the fob and will be required to pay for a replacement if it is lost or damaged.
- Anyone using the building for any purpose is required to clean up any messes that are made and return the area used to the way it was found.
- If, after the building has been used, the janitorial staff finds that the facility has been left in an unsatisfactory condition on the first occurrence, they will receive a warning. On the second occurrence, a \$20 cleaning fee will be required. On the third occurrence, building use privileges will be suspended for that individual.
- The entry key fob must be returned to the church office no later than 24 hours after the reservation date.

No alcohol, marijuana, or illegal drug use is permitted anywhere on the church/school campus. No smoking within 15 feet of any building entrance. Anyone using the church/school facility is expected to conduct themselves in a manner that is in accordance with Christian values and standards.

**The church/school facility is open to any individual associated with Greenview or New Horizon free of charge. A building use fee and damage deposit will apply for all other uses.**