

## FACILITY USE GUIDELINES

1. BBQ Grill Usage: The usage of a BBQ grill must be approved by Lead Pastor. The church's BBQ grill is not allowed for personal use. If you bring your own BBQ grill, it must be set up at least 10 feet away from the building and either on grass or a tarp to protect the pavement.
2. Church Linens Usage: Church linens (table cloths) are available for rental but only with approval. Table Cloths rental fee is \$25 for up to 20 table cloths. No BBQ or stainable sauces should be used on white table cloths. Tablecloths must be laundered and returned within three business days.
3. Candle Usage: Only battery-operated, non-open flame, and dripless candles are permitted.
4. Sound System Usage: In order to use the Sound System in the Elevate room, you must first watch the "How to Operate the Elevate Sound System" YouTube video. If you have any questions about how to operate it after watching the video, please contact Pastor Josh Jefferson or Pastor Colby Ball or review the "How to Operate the Elevate Sound System Step-by-Step" binder located next to the sound system. The *sanctuary* sound system is only allowed to be operated by a trained sound technician which is available for an additional fee, if needed.
5. Computer/Media/Lighting Usage: In order to use the computer, media, or stage lighting in the Elevate Room, you must first watch the "How to Operate the Elevate Computer and Lighting" YouTube video. If you have any questions about how to operate it after watching the video, contact Pastor Josh Jefferson or Pastor Colby Ball or review the "How to Operate the Elevate Computer and Lighting Step-by-Step" binder located next to the sound system. The *sanctuary* sound system is only allowed to be operated by a trained sound technician which is available for an additional fee, if needed.
6. Church Decorations Usage: The use of church decorations must be approved by Pastor Crystal Maynard. Not all decorations are available for use so it's important to set up a meeting with Pastor Crystal to submit your request for approval. No nails, tacks, staples or pins that mar woodwork or walls may be used.
7. Church Furniture, Equipment and Instruments Usage: Church furniture, equipment, or instruments are not to be used, rearranged or moved without prior notice and consent by a TAG Church official. No non-authorized individuals should be on the stage at any time. You are responsible for any damaged furniture, equipment or instruments, even if accidentally broken.
8. Restricted Areas: Please limit your use of the building only to those areas requested by your group. The Sanctuary, TAG Kids, TAG Tots and TAG Toddlers rooms are restricted areas without prior notice and consent by a TAG Church official.
9. Adult Supervision: Minors must at all times have adequate adult supervision. Children should not be left unattended at any time.
10. Prohibited Recreation Items: No skateboards, roller blades, roller skates or hover boards are allowed on church premises.

11. Paper Products, Supplies, Food and Drink Usage: You will need to supply your own paper products, supplies, plastic ware, bagged ice, drinks, food, and disposal tablecloths. You may use the kitchen along with any utensils and dishware (though not paper products: plates, cups, etc.) as long as they are cleaned and returned to their proper place immediately afterwards. All supplies, with the exception of cleaning supplies, should be provided by you or your party and not borrowed or taken from the church.
12. Music Usage: Any use of music should be in line with the standards of TAG Church. No secular music with profanity or alluding to violence, drugs, alcohol, or sex will be allowed.
13. In Case of Injury or Emergency: Notify the appropriate church staff member in case of injury or emergencies. Complete an Accident Report and provide a copy to the Church Office and the injured individual or parent/guardian.
14. Prohibited Behavior and Activity: Abusive or foul language, violent behavior, tobacco, drug or alcohol use are strictly prohibited on church premises. No one may be allowed in any of our facilities if “under the influence” of any controlled substance. Horse Play/roughhousing that could compromise the safety of oneself and/or others or that could result in damage to equipment, walls, doors, or the ceiling is strictly forbidden. Any person exhibiting such behavior should be asked to leave the premises.
15. Animals: No animals with the exception of registered service animals will be allowed in church facilities.
16. Food and Beverages: Food and beverages are only allowed in approved eating areas, including: Gymnasium, Atrium, Coffee Connections, and Elevate room.
17. Explosives: No explosives (confetti, powder, fireworks) are allowed inside the facilities.
18. Hours: Facilities are available between the hours of 7 AM – 10 PM.
19. Clean-Up: Clean-up will be the responsibility of the person that signed the Facilities Request Form. A building inspection will be completed prior to refunding the deposit. The following items must be completed immediately following the event.
  - a. Pick up all trash from floors and hallways.
  - b. Flush all toilets and empty bathroom trash.
  - c. Vacuum/Sweep all areas used for your function.
  - d. Clean kitchen area (if used). Wash and put away all kitchen utensils and dishes. Used hand towels and wash cloths should be left in the kitchen sink.
  - e. Remove all personal items from refrigerator. No leftover food or drinks from your event should be left in the refrigerator. Any food or drinks in the refrigerator designated for scheduled events of TAG Church should not be used or removed.
  - f. Check and make sure all faucets are turned off.
  - g. Carry all trash to the dumpsters and replace with new bags.
  - h. Return all tables, chairs, equipment and decorations to their respective places and rooms.

- i. Any beverage or food spilled should be cleaned properly. If specialty cleaning is required, the deposit will not be refunded.
  - j. Remove all personal items from building. Storage of personal items, such as decorations, is not allowed.
- 20. Lock and Secure Building: Locking and securing the building will be the responsibility of the person that signed the Facilities Request Form. The following items must be completed before leaving.
  - a. Turn off all lights.
  - b. Secure all doors (interior and exterior) by making sure they are properly shut and locked.
  - c. Set alarm.
- 21. Liability: TAG Church is not responsible for injury or accident occurring while using the facilities. TAG Church will not be responsible for any theft or damage to property of individuals attending your event or any items brought into the building for your event. The individual signing the Facility Use Form is responsible for any damages to the church property or equipment and must be present/on-site during the approved rented time.
- 22. Forms and Deposit Submission and Returns: The Facility Use Form and Deposit is due upon submitting request for building usage. The Facility Use Checklist, temporary key, and/or linens should be returned to the church office within three business days following your event.
- 23. Subject to Change: Guidelines are subject to change at any time by the Official Church Board.

**Disclaimer:** Failure to abide by Facility Use Guidelines will potentially result in inability to use church facilities in the future and deposit will not be refunded.