

# Faith Chapel's Facility Use Policy

## GENERAL FACILITY USE

- Smoking/tobacco products, alcoholic beverages, illegal substances, and firearms are **NOT** permitted on church property.
- Animals are not allowed inside the church without permission.
- All groups will restrict their activity to the room(s) assigned.
- Any children in attendance must be under adult supervision at all times, and the Safe Sanctuaries practices must be followed (policy and guidelines available upon request).
- Request to decorate the space must be stated on the written application. No decorations may be nailed, tacked, or taped to the walls or furniture. Use of candles must be approved by the church.
- Only folding chairs and folding tables are allowed to be moved, and they must be returned to their original location at the end of use.
- Computer and Sound Equipment in the facility is only to be used by trained church personnel and requires an additional fee.
- All music or media files used in the facility must be brought in and tested for compatibility at least one week before event.
- Damage done to the facility and/or equipment will be billed directly to those responsible at the time of damage.
- Faith Chapel UMC is not responsible for lost or damaged items of the group, or for personal injuries. A Certificate of Liability must be completed before the event.

## CHURCH RESERVATION

- All groups requesting church space must complete a written application. Outside groups must complete a church use application form (available in church office). The primary applicant must be at least 21 years of age.
- All dates for use of the church facilities must be scheduled with the church office. Programs and ministries of the church have first priority on the calendar. For all other events, scheduling is done on a first-come-first-served basis.
- The date will be secured when 50% of the donation has been received in the church office. Cancellations made at least 10 days prior to the event day will qualify for a full refund. No refund will be issued for cancellations within 9 days or less of event. The remaining donation is due the day of the event.
- All non-church groups using the church facilities must vacate the premises by 10:00pm on the date of use. Events ending later must be approved by the church office and may be assessed a fee. Set-up and clean-up time is included in the four-hour block.
- No groups or organizations whose primary purpose is to engage in partisan political causes will be approved for church facility use.
- Any use of the church building posing a threat to the building or any person in it, or to its contents, is not permitted.

## FOOD AND KITCHEN USE

- Kitchen and kitchen equipment use must be arranged with the church office before use.
- Groups requesting meals provided must make arrangements to have the meal catered by a source outside of the church.

## SNOW REMOVAL

In the event that the custodians or pastor deem it necessary to have the church property cleared of snow on the day of the event, non-member groups using the church will be billed directly for that expense. Members of the church will not be charged for snow removal.

## THE CHURCH'S JURISDICTION

- The Trustees and Pastor of Faith Chapel are empowered to make any decisions regarding church use not specifically covered in this document. It is their right to deny church use to a group.
- The church reserves the right to require any group using the church to purchase its own event insurance for the duration of the event, and provide a copy of the certificate in a timely manner prior to the event. In such cases, Faith Chapel must be named as the additional insured.

## DONATION SCHEDULE

### Non-Members

Fellowship Hall	\$100
Sanctuary	\$100
Classrooms	\$25/room
*Custodial Donation	\$40
Computer/Sound Tech	\$20/hour

### Members & Not-for-Profit Groups

Fellowship Hall	\$0
Classrooms	\$0
*Custodial Donation	\$40

\*There is no donation required for custodial services if groups set up and clean up for their event. All requests for custodial set-up must be made at least one week prior to the event. If a group fails to clean up after an event they will be charged the custodial donation.