

**FAITH CHURCH**  
**Use of Facilities Application for Ministry Use**

This application must be completed and submitted to the Director of Administration for review and approval two weeks prior to event.

Date of request: \_\_\_\_\_ Type of Event/Activity: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Ministry/Department: \_\_\_\_\_

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Work)

**Event/Activity**

Desired date(s): \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Arrival Time: \_\_\_\_\_ am / pm Event Begins: \_\_\_\_\_ am / pm Event ends: \_\_\_\_\_ am / pm

Rooms Needed: Hallway          Worship Center          Kitchen          Coffee Bar          Youth Room

Number of classrooms needed: \_\_\_\_\_ (To best provide for your event rooms will be assigned)

Room furnishings: Tables: \_\_\_\_\_ Chairs: \_\_\_\_\_

Special Needs/Services: Sound          Lighting          Staging          Audiovisuals (CD/DVD)

Food services          Food Service Provider \_\_\_\_\_

The undersigned certifies that he/she is familiar with the Use of Facilities Policy of Faith Church.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Faith Church will not be responsible for lost/stolen property or injuries sustained during use of Faith Church buildings or property.

The completion of this form indicates your assumption of the responsibility for the facility, including security of the building during and after event.

**For Ministry Internal Use Only**

Ministry Contact: \_\_\_\_\_

Request:          Approved          Denied

Signature \_\_\_\_\_ Date \_\_\_\_\_

Key(s) or Entry code assigned: \_\_\_\_\_

Room Assignments/Notes: \_\_\_\_\_

3/26/2009

## **USE OF FACILITIES POLICY**

### **Faith Church Ministries**

Significant financial resources have been invested in Faith Church facilities by generous contributions from its congregation. Therefore, proper oversight must be given to these facilities to ensure that:

1. Facilities are properly protected against misuse or loss.
2. Wise stewardship is affected through energy conservation and safety measures.
3. The life of these facilities is extended through a proper maintenance program.

### **ELIGIBILITY FOR FACILITY USE**

1. Faith Church's facilities and equipment exist for the primary purpose and exclusive use of its congregation and ministries. The programs, events and activities must be consistent with Faith Church's ministry philosophy.
2. Regularly scheduled worship services, meetings, and activities of Faith Church have first priority followed by other church related meetings and functions.
3. Facilities are not available for partisan political campaigns.
4. If the event involves interaction between children and adults, the participating adults must adhere to the Faith Church Child Safety Policy.
5. The Director of Administration, Director of Facilities, and the Director of Worship (if a musical event is requested) will determine the eligibility of use.

### **RESERVATIONS**

1. A Use of Facilities application must be completed and submitted to the Director of Administration. Reservations will not be placed on the Church calendar until the application is approved.
2. Ministries requesting facility use without submitting a Use of Facilities Application are not guaranteed use of facilities.
3. If an event is cancelled, please notify the church office as soon as possible so that the reserved areas may be reassigned as needed.
4. Any event may be cancelled or moved to another designated area by the Director of Administration if priority necessitates use of the originally assigned area. Funerals and associated luncheons will receive highest priority.

### **GUIDELINES FOR USE OF FACILITIES**

1. The conduct of all persons is expected to be respectful of the environment of God's house.
2. Smoking and the use of alcoholic beverages or other controlled substances is not allowed on Faith Church property.
3. When children under the age of 13 are in attendance they must be under the supervision of their parents or adults at all times. They are not permitted to roam freely on Faith Church property.



4. Food and/or beverages are not permitted in the Worship Center except for authorized church-wide events. Special arrangements must be made with the Director of Administration for serving foods and/or beverages in other areas of a building. If this regulation is not followed the person(s) using the facility may be responsible for cleaning costs.
5. Weapons, firearms, and other dangerous items are not permitted in Faith Church buildings or on Faith Church properties.
6. Faith Church facilities are open Monday through Friday from 8:30 a.m. to 4:30 p.m. For events after normal business hours, the door will be must be locked at the time the event begins unless a doorkeeper is in place to monitor building access.
7. In the case of an accident, injury or damage to church property, contact the Director of Administration as soon as possible.
8. Ministries using the building on a continuous basis must notify the church office when they do not meet and when they use the facility for an activity other than their regular meeting.

### **BUILDING USE PROCEDURES**

1. A Use of Facilities Application must be submitted at least 10 days in advance of event to the Director of Administration.
2. The ministry leader is responsible for securing building keys from the Church office.
3. If furniture is moved it must be put back into original setting. If tables, chairs or equipment are taken from storage area and set-up for use they must be returned to storage area before departing premises.
4. The building must be left clean with all items associated with use removed immediately following event. All trash must be placed in trash receptacles with liners during event and taken to the dumpster located at the rear of church property before leaving premises.
5. The building must be secured before departure; lights turned off, exterior doors locked and alarm set.
6. All maintenance problems must be reported to the Director of Administration as soon as possible.
7. Building keys must be placed in the box located at the Greeter Center upon exit.