

POLICIES AND PROCEDURES

Facilities

PURPOSE

The physical presence of the church in the community stands as a symbol of faith and hope. It's a meeting place and a center from which worship and ministry/programs can emerge.

OVERSIGHT RESPONSIBILITY

The Board of Directors is responsible for the facilities of the church.

FACILITIES COMMITTEE

The Board of Directors will appoint a Facilities Committee of no less than five people to see to the maintenance and repair of the building. The Facilities Committee will submit a monthly written report to the Board of Directors giving updates on work completed, including expenses incurred, and projects that need to be addressed, including projected costs. The team will work with the Finance Committee to offer budget requests and needs for the upcoming year. The committee will seek to involve members of the church in facilities projects.

GUIDELINES

Safety and Protection

- **Alcohol** - No alcohol will be consumed on the church property at either church sponsored events or building rental/use events.
- **Smoking** – [Church Name] is a smoke free facility. Smoking is not allowed inside the facilities or outside the facilities.

Keys

- Keys to the facility will be provided to these persons who require them for successful fulfillment of their ministry (ies) and to ongoing renters of the building upon approval of the Pastor or designee. It's the clerk's responsibility to provide the keys and properly train key holders regarding appropriate security procedures.
- **Key Holders** – It's imperative that key holders **DO NOT** duplicate keys unless authorized by the clerk. If another set of keys is needed, the clerk should be contacted. The clerk will maintain a list of all key holders. Keys are to be returned

to the clerk if/when the key holders have not ministry/program or rental-related need for them or upon request.

Use of Facilities

The Board of Directors has the right to accept or refuse requests of outside groups for use of the property.

The church is frequently asked about the insurance implications of allowing other organizations to use the facilities. All outside groups wanting to use the building must provide evidence that they have their own liability insurance. Additionally, the church clerk or administrator will check with our insurance agent to determine if we have sufficient coverage. In some instances, our insurance plan might extend protection to informal interest or support groups meeting in our facilities as a part of the church's ministry to the wider community.

Building Use Fees

The Administrator or Clerk will negotiate and collect all fees for building use according to the Fee Schedule set by the Board of Directors.

- **Custodian's Fees** – All non-church events except for regular approved support groups shall pay a set fee for a custodian to be onsite during the event. The custodian will ensure that the building is unlocked/locked, and the building issues that occur are addressed immediately and the building is cleaned at the conclusion of the event. The fee will be paid directly to the custodian prior to the event.
- **Weddings** – Members of the church will not be charged a fee for the use of the sanctuary and/or social hall. Non-members will be charged as per the Fee Schedule. Clergy honorarium will be set by the clergyperson and will be paid directly to the clergyperson prior to the event.
- **Social Hall Rental** – Applicable fees will depend on the size and type of event.
- **Sanctuary Rental** – Approval and applicable fees will depend on the size and type of event. The Board of Directors will consider each proposed event.
- **Sound/Media Fees** – If the church's sound/media equipment is to be used for a non-church related event, a fee will be charged as designated by the Fee Schedule. One half of the fee will be paid directly to the technician and the other half will be paid to the church prior to the event.

SIGNATURES

Senior Pastor

Revised: _____