

Purpose Building Reservation Guidelines

1. Congregation wide events take priority for the use of the facility. Individual groups and programs within the church are next in line. Families or individuals (members) are next with outside non-profit/civic groups or organizations being considered last. Participation will depend on the willingness to abide by the policies and rules set forth.
2. No activity will be allowed that goes against church policy.
3. Reservations are made through the church office by filling out the proper forms as deemed necessary (Calendar Event Request form, liability forms, etc.). Reservations should be made at least one month in advance and cancelled promptly if plans change.
4. Reservations will be approved by the Church Council. The person making the request will be notified of approval afterwards.
5. Reservations are for no more than three hours at a time, unless prior approval is given by the church staff.
6. Reserved facility must be relinquished immediately upon end of reserved time.
7. Member use for birthday parties, family reunions, etc. are at no charge. However, any other activities may fall under the rental rate.
8. Rental fees shall be applied at the discretion of the Church Council.

Costs:

Non-Church Event (3 hour maximum)	\$40 hour
Lock-In Rental (10 PM to 8 AM)	\$100
Deposit	\$500*

*Refundable upon approval

1. Rental cost and deposit are due at the time of reservation. Deposit is required for possible damages and non clean-up.
2. Person signing reservation form is responsible for repair/replacement of any damages. Any damage(s) will result in forfeiture of part or all of the required deposit. This will be determined by the church staff.
3. Unsatisfactory clean-up will result in forfeiture of part or all of the required deposit. This will be determined by the church staff.
4. Use of the facility is restricted only to the area requested at the time of the reservation.
5. Person(s) "in charge" are responsible for turning off all lights, appliances, etc. and ensuring that all doors are locked before leaving the premises.
6. The facility is to be left clean and neat upon termination of reserved time (all trash taken out, floors swept, spills cleaned, etc.)
7. In the event there is a schedule conflict between church and outside events, church events will take precedence over the outside event, but not within two weeks of the event.

8. Facility will be closed on Sundays for recreational activities. Exceptions will include after church fellowships, special meetings, and events approved by the church staff.
9. For non-church use, the facility will be closed when the church closes for inclement weather, unless approval is given by the church staff.
10. No outside event is allowed during church services unless it is part of that service.
11. Safety is the number one priority when two or more activities are being held simultaneously in the facility.
12. Anyone 17 years or younger must have adult supervision at all times. The church will not provide supervision. All groups are to supply their own supervision.
13. Guests are allowed. Person(s) "in charge" are responsible for the conduct of their guests. Guests are expected to enter and leave the facility with the person(s) in charge.
14. Decorations, when used, should be applied with adhesives that do not damage walls or pain. Contact the church office for information regarding types of adhesives.

Liability:

1. Use of the facility and its equipment will be solely at the risk of the participant(s).
2. The church does not assume responsibility of any participant(s).
3. The church does not assume responsibility for any personal equipment or belongings.
4. Groups outside church membership desiring to use the facility must present a certificate of insurance, including the church, with not less than \$1 million coverage limits.

General Rules and Regulations

1. This is a church facility, and anyone participating in its activities will be expected to conduct themselves accordingly.
2. Proper dress and conduct shall be maintained at all times. Proper attire will be determined by the activity or event in question. No inappropriate attire, such as beer slogans, etc. will be allowed. Shirts are to be worn at all times.
3. No street shoes are to be worn for athletic activities. No markable shoes are allowed on the gym floor (ex. turf shoes).
4. Skateboards, roller-skates, roller blades, scooters, heellies, etc. are not allowed in the facility.
5. No outside athletic equipment is to be brought into or used in the facility without prior approval from the church staff.
6. Recreational equipment (basketballs, volleyballs, etc.) are allowed only in the gym and storage area. Equipment is not allowed to be taken out of the facility.
7. Equipment should only be used as it is intended (volleyballs are not basketballs or kickballs).
8. Loitering outside the building or in cars will not be permitted.
9. Profanity will not be tolerated.
10. Gambling is not allowed.
11. Smoking and/or any tobacco products are not allowed in the facility.
12. Alcoholic beverages or any other controlled substances are not to be brought into, served, or consumed on the premises. Any person who has been consuming or using such will be required to leave the premises. Local authorities will be notified if needed.
13. Heating and air conditioning controls may be adjusted slightly, but should be returned to preset levels.
14. Nothing is to be removed or borrowed from any part of the facility unless prior approval is given by the church staff.
15. All fixed equipment shall remain in place. Any moving of such needs church staff approval and must be put back in place when activity is finished.
16. Any equipment that is checked out or used during an activity and is damaged, destroyed, or lost must be replaced at a replacement cost to be determined by the church staff.
17. In the need to conserve energy all electrical and mechanical equipment should be turned off when not in use.

Multi-Purpose Building Clean-Up Checklist

- All appliances that were used are properly turned off, cleaned and wiped down.**
 - Refrigerator**—Properly closed and wiped down
 - Serving Tables**—Turned off, properly cleaned and ready for next use
 - Grill**—Turned off, properly cleaned, tray emptied and ready for next use
 - Deep Fryer**—Turned off, pilot light to be turned off, grease filtered, properly cleaned, grease returned and covered and ready for next use
 - Dishwasher**—Turned off, detergent disconnected and rinsed, racks properly installed, wiped down and ready for next use
 - Microwave**—Turned off, properly cleaned and ready for next use
 - Sinks**—Properly cleaned, debris disposed of, empty and ready for next use
 - Ice Maker**—Door shut properly, scoop upside down in its holder, wiped down and ready for next use
- All pots, pans, bowls, etc. properly cleaned and put in their proper place.**
- Floors properly swept and mopped (spills cleaned up, etc.). Vacuum where applicable.**
- All dish cloths, towels, and aprons properly cleaned and put where they belong. Some dish cloths and towels may be taken out and machine washed and brought back if necessary.**
- All fixtures back in their proper place.**
- All remaining food stored properly in containers and dated.**
- Any tables and chairs used, properly cleaned and stored.**
- Heating and AC thermostats at proper settings.**
- Restrooms are to be checked and left clean.**
- All lights turned off.**
- All doors locked.**
- Parking lot is checked and is left clean.**
- Playground area is left clean and toys are put back where they belong.**

I have checked and completed all the above items. _____
Signature

Improper cleaning hurts us all and could affect your use of the facility next time. Please leave the facility the way you would like to see it if you were going to use it for the first time. If the facility is not found clean after your event, you may forfeit part or all of your deposit. Thank you for your cooperation in helping to keep the facility the best and cleanest we can.