

# Facility Usage Policy

Isle of Faith is a house of worship and has been blessed with buildings and equipment for ministry and service to the community. The facility policies and guidelines are set forth as a model of good stewardship and to ensure God's house is treated with respect.

All facility usage must be coordinated through the church secretary. The church secretary will ensure that rooms are available, confirm requested equipment and facility use is authorized, collect any deposits due, issue key(s), provide a copy of this policy to parties that request facilities or equipment.

General guidelines are as follows:

- Church sponsored events will have a designated staff member or ministry lay leader responsible for the facility usage coordination as outlined below. For non-church sponsored events, a church staff person or church member must sponsor any group desiring to hold non-church sponsored events on site.

The sponsor will be responsible for:

- Scheduling space and equipment through Church Secretary
  - Reviewing facility usage policy and ensure rules are adhered to
  - Ensuring that the group's deposit is turned in
  - Arranging for key(s) where applicable
  - Being on-site during event
  - Completing and turning in check-off list at conclusion of event
  - Locking building at conclusion of event
- Businesses are not allowed to sell products or provide services on-site unless specifically asked to do so by an authorized ministry leader. (Refer to separate Fund Raising Policy)
  - Non-church sponsored events are subject to a \$50 non-refundable usage charge. In addition, a \$200 refundable deposit is required. This deposit will be refunded in whole or in part depending on whether the facilities and equipment are left in the same or better condition as when the group arrived.
  - Groups are limited to the use of rooms and/or equipment specifically approved on the request form. It is assumed that all requests will include the use of bathroom and hallway facilities leading to the room used.
  - Only people with an authorized "Sound Booth Pass" are allowed into the sound booth. Authorized users will be properly trained by the Sound Technician on the use of the equipment.
  - Groups will ensure that children are properly supervised. Children will not be left unattended whether inside or outside the building. Children will not be allowed to roam the building without an adult.
  - Child-care nursery may be provided for church sponsored events with the approval of the Director of Children's ministry. A fee may be charged to the ministry to cover

the cost if childcare for the event was not previously budgeted. Childcare will not be provided for non-church sponsored events.

- Only music ministry members or event speakers will be on the chancel area. Only music ministry members will be around the musical equipment.
- Notify the church secretary if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to you or others. (If any damage is noted prior to the group's usage, notify the church secretary prior to the group event.)
- Anyone using equipment or vehicles that are the property of the church will exercise care and follow all operating instructions, safety standards and guidelines.
- Non-church event sponsors may be asked to sign a waiver of liability to use the church facilities and/or equipment.
- Sponsor will ensure the room(s) is(are) left the same way as you found it. Any chairs, tables, or equipment set up for the meeting will be returned to its proper location. Supplies used will be put away and trash picked up.
- The group using the facility will be responsible for the set-up and breakdown of the tables, chairs and equipment.
- Meetings and/or functions **must** be concluded by 8:30 p.m. in order for a member of staff to lock the facilities unless authorization is obtained in advance for a later departure.
- The group using the facility will bring its own supplies. Without prior approval, church supplies, i.e. markers, paper, copier, etc. will not be used.
- Broom, mops, and vacuum cleaners are stored in the janitorial closet across from the Director of Maintenance's office.
- In case of building emergency, please call Tom Rush, Director of Maintenance at 504-9258.

### Safety:

Safety will be given primary importance to every aspect of planning and performing activities. Please report all injuries to the Church Business Administrator as soon as possible. Below are general safety procedures:

1. Use materials/chemicals with caution when around children.
2. Lead by example – walk, don't run, inside and use stairs one at a time, holding on to the safety rail. Do not play with balls, frisbies, or other outside toys indoors.
3. Ask for assistance when lifting heavy objects or moving heavy furniture.
4. Keep cabinet doors and file and desk drawers closed when not in use.
5. Never stand on chairs or on shelves.
6. Keep rooms clean and orderly.

7. Watch out for the safety of other event participants.
8. Always be aware of good health and safety standards, including fire and loss prevention.
9. No smoking or unauthorized use of lighters indoors.
10. Never leave children unattended – inside or outside the building.
11. Avoid rough housing.
12. First Aid kits are located in the conference room above the mailboxes and in the kitchen in a drawer by the back sink.

### USE OF NARTHEX AND SANCTUARY

- Both the Sanctuary and Narthex shall be honored with reverence.
- There will be no exchange of money whatsoever for goods purchased.
- The only money transaction allowed would be that of contributions and/or donations to such causes as already designated by missions and or the conference.
- The Pastor and or appropriate committee must approve any and all fund raising events.
- No Food or drink will be allowed in the Sanctuary. If a spill occurs on the carpet in the Narthex, only water will be used to clean up spill. Other chemicals will damage the carpet and/or cause further staining.
- Check the Sanctuary and Narthex as you leave and remove trash, leftover bulletins, decorations, etc.
- **Do not** touch the sanctuary computer, video projector or sound equipment. A church technician is required to use this equipment. This must be arranged in advance. Only people with a “Sound Booth Pass” will be allowed to be in the Sound Booth.
- **Do not** touch the musical equipment on the chancel area. This is very expensive and sensitive equipment.

### USE OF CHURCH KITCHEN

- Food in the kitchen is purchased for specific purposes. Please do not help yourself to anything in the kitchen you did not bring.
- Obtain approval from Kitchen Director prior to storing food in kitchen.
- Obtain approval for any kitchen equipment that may be used during the event.
- Turn oven element fan on before using the ovens. Make sure ovens and fan are turned off when finished.
- Make sure a pan with water is placed in the warming oven when in use.

- The kitchen must be left clean. Ensure the following is completed:
  - Trash removed, taken to dumpster and bag replaced
  - Dishes/Pans washed, dried and put away
  - Sinks cleaned
  - Counters wiped down and floors swept
  - Stove and ovens wiped down
  - Leftovers removed
  - Tables and chairs wiped down
  - Tablecloths wiped down and put away
  - Equipment turned off
  
- Groups will provide all linens, hand towels, and napkins.
  
- Groups will provide all service pieces, trays, punch bowls, flatware, etc. unless approved by Food Services Director.
  
- Coffee urns may be used. Group will provide its own coffee, sugar and cream.
  
- Ice machine may be used. It is located in the closet to the left of the kitchen. Ensure doors to machine and closet are closed after event.

This policy was approved by the Board on \_\_\_\_\_

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Trustee Chairperson

# USE OF CHURCH FACILITES

(To be completed by all groups using the Isle of Faith Church Facilities)

DATE OF REQUEST:

GROUP NAME:

CHURCH SPONSOR:

ADDRESS:

PHONE:

EMAIL:

PURPOSE:

SIZE OF GROUP:

DATE & TIME OF USE:

If past 8:30 PM, Name of Person Responsible for Closing the Church:

\_\_\_\_\_ APPROVED BY: \_\_\_\_\_

**FACILITIES REQUESTED:**

	Yes (specify equipment requested)	No
Sanctuary		
Narthex		
Fellowship Hall		
Kitchen		
Downstairs Rm #		
Upstairs Rm #		
Outside Facilities:		
Sound Booth (Technician: _____ _____		
Special Arrangements:		

I have received and read the FACILITIES USAGE POLICY and agree to abide by these guidelines and to be responsible for the activities of my group.

Sponsor Signature \_\_\_\_\_ Approved by \_\_\_\_\_

Usage Fee Received: (\$50)

\$ \_\_\_\_\_

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

By Whom: \_\_\_\_\_

Refundable Deposit Received: (\$200)

\$ \_\_\_\_\_ Check # \_\_\_\_\_

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

By Whom: \_\_\_\_\_

Refundable Deposit Returned:

\$ \_\_\_\_\_ Check #:) \_\_\_\_\_

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

By Whom: \_\_\_\_\_

\$ \_\_\_\_\_ Retained by church due to:

# Facility Check Off List

	Yes	No	N/A
Used only room(s) authorized.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Put equipment and room back as it was before use.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picked up own trash in room(s) used.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Put trash in dumpster.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Replaced trash bag.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picked up trash in bathrooms.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washed, dried & put away dishes.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wiped counters.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Swept floor.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Picked up supplies .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turned off lights .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turned off equipment .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Locked doors .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Concerns/Damages:

Injuries:

Church Sponsor Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

**Complete and place under Church Secretary's door as you leave.**

# USE OF CHURCH FACILITES REQUEST FOR WEDDING

(To be completed by all couples getting married at Isle of Faith)

TODAY'S DATE: \_\_\_\_\_

GROOM'S NAME \_\_\_\_\_

BRIDE'S NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE: \_\_\_\_\_ SIZE OF GROUP \_\_\_\_\_

WEDDING DATE: \_\_\_\_\_ TIME OF WEDDING \_\_\_\_\_

REHEARSAL DATE & TIME: \_\_\_\_\_

FACILITIES REQUESTED:

	Yes (specify equipment requested)	No
Sanctuary/Narthex		
Fellowship Hall		
Kitchen		
Bride Rm #		
Groom Rm #		
Outside Facilities		
Sound Booth: Technician: _____		
Accompanist: _____		
Pastor: _____		
Special Arrangements:		

I have received and read the FACILITIES USAGE POLICY & WEDDING POLICIES and agree to abide by these guidelines and to be responsible for the activities of my group.

Signature \_\_\_\_\_

Accepted by \_\_\_\_\_

FEES/PAYMENTS:

	Fee	Amt Paid	Date Paid	Check #
Wedding Fee				
Clergy				
Sound Tech.				
Custodian				
Fellowship Hall				
Other:				