

FIRST MISSIONARY CHURCH Building and Equipment Use Policy

The building, grounds, and facilities of First Missionary Church shall primarily be used for First Missionary Church sponsored services and functions. Some facilities may also be rented for other events, but only by active official members of First Missionary Church.

All requests to use the building and/or equipment must be made through the church office and properly approved. The master calendar will be consulted to see if the building and date are open. The building is available on a first-come, first-served basis, but church-related activities will take priority.

Guidelines for Use of the Facilities:

1. Contact the church office for planning and reservation of rooms and equipment. (Offices and Worship Center are generally not available to rent unless approved by the Board of Elders.)
2. Smoking and use of narcotics and alcoholic beverages is strictly prohibited.
3. A set-up and clean-up crew should be appointed by those renting the building. All rooms and equipment must be ready for church use by the time everyone leaves. See the check list (on back) for clean-up responsibilities.
4. A service conducted by someone other than a licensed Missionary Church pastor must be approved in advance by the First Missionary Church Board of Elders.

Fees for Use of Facilities:

1. Active official members may use the facilities free of charge for any church-related use (weddings, funerals, etc.).
2. For non-church-related use, the activity center, individual classrooms, and chapel, may be rented by active official members of First Missionary Church for \$15 per hour or \$50 per day. The fee may be waived at the discretion of the church staff. The worship center is not available to rent.
3. These fees listed above do not include the use of audio-visual equipment. For events that require a sound technician on duty, \$15 per hour, per technician will be charged in addition to the fees listed above.
4. Tables, chairs, and selected equipment may be borrowed only by active official members of First Missionary Church upon approval by the church leadership. It is understood that all borrowed equipment will be returned in a timely manner and in the

same condition in which it was borrowed. It is the responsibility of the borrower to repair or replace any equipment that is damaged or broken while in their possession.

CHECK-OFF SHEET

When You Use First Missionary Church Facilities

_____ Take note of the set-up of each room (tables, chairs, etc.) you are going to use, so you can return them to their original position.

_____ Take note what room/closet you borrowed extra equipment (extension cords, scissors, etc.) and make sure they are returned to that location.

_____ Vacuum all carpets of each of the areas you used before you leave.

_____ Wash all dishes/utensils and return them to their proper location.

_____ Empty the refrigerator of all your items. Unless other arrangements are made, things not removed will be disposed of within the next week.

_____ Wash off all tables and counter tops.

_____ Sweep (or mop, if necessary) the kitchen and fellowship hall floors.

_____ Remove all trash (bring your own trash bags).

_____ Take care of all rented equipment. Either take it with you or leave a note saying when it will be picked up and by whom.

_____ Tea towels, dish cloths, and table cloths need to be cleaned by appropriate means and returned to the church.

_____ Remove all your belongings before you leave.

_____ Make sure all lights are turned off unless other provisions have been made.

_____ Doors should be locked before you leave unless other provisions have been made.

Note: Please do not expect the custodian to do the set-up or take-down. You will need to provide your own work party for this. Someone from the church will be on hand to supervise. Thanks for your cooperation.

First Missionary Church Member
Responsible for Check-Out

Date

First Missionary Church Staff Member
Responsible for Rental Facilities

Date