

FACILITY USE POLICY

revised 1/2014

General Instructions

1. All uses of all facilities must be reasonable, responsible, adequately supervised, safely conducted, and consistent with Christian values.
- 2. Church facilities will not be used for activities for personal profit.**
3. The council and staff of First Covenant Church reserves the right to decline the utilization of our facilities for any individual or group when it is necessary based on our schedule, staff availability, internal needs, beliefs, or mission.
4. Dates will not be reserved until full payments and the damage deposit is received with Facility Use Request Form.
5. Checks for the deposit are made payable to First Covenant Church and the fees are payable to the properties manager. The name of the group and/or activity should be indicated on the check.

Please read through these instructions and guidelines first, then complete the Facility Use Request form and return it to:

First Covenant Church ATTN: JEFF BESHER, 2625 E. Magnolia, Salina KS 67401

A. General Use

1. All uses of all facilities must be reasonable, responsible, adequately supervised, safely conducted, and consistent with Christian values. The policy of our church shall be to use the total church facilities to the best advantage of the church in carrying out the purpose of the spirit of the church. As long as policies are kept, we shall endeavor to bring as many people as possible inside the church building in order to in some way influence them toward Christ.

First Covenant Church is a member church of the Evangelical Covenant Church denomination. The ECC's stated position on human sexuality from their 1996 resolution entitled "Resolution on Human Sexuality" upholds celibacy in singleness and faithfulness in heterosexual marriage as the Christian standard. As such, the ECC Board of Ordered Ministry does not permit credentialed Covenant clergy to officiate at same sex unions, blessings, marriages, marriage receptions, and anniversary celebrations, or participate in any pastoral act (prayer, blessing, or greeting) at such events.

Therefore, First Covenant Church as a member church of the ECC refrains from allowing our church facility to be used for same-sex ceremonies, unions, blessings, receptions, anniversaries, and all related events. First Covenant Church expects all outside groups desiring to use our facility to be supportive and respectful of our stated "Resolution on Human Sexuality" and we reserve the right to decline the use of our facility for any individual or group if we believe their usage will be in conflict with our "Resolution on Human Sexuality."

2. Non-church sponsored events may be held Monday through Friday if the Property Director approves the event and the calendar is open.
3. All outside groups must be out of the church building by 9:00 PM unless otherwise authorized by the Director of Properties.
4. All requests for facility use must be submitted on a First Covenant "Facility Use Request" for final approval by the Director of Properties. The applicant will then be informed of the decision.
5. The individual signing as the "Person Responsible" on the "Facility Use Request" form will be held responsible for any damage to the facility.
6. First Covenant Church sound systems may not be used without prior church authorization. Applicants must choose from the list of authorized people.
7. Groups using the facility are responsible for maintaining and cleaning up the facility. The facilities are to be left in as good as, or better condition than they were found. All lights must be turned off before leaving and the doors secured. A fee may be charged for damage and/or extra staff time used for cleanup.
9. No alcoholic beverages are permitted on church property.
10. No smoking is allowed within the church facilities, including rest rooms and is discouraged anywhere on the church property.
11. First Covenant Church reserves the right to cancel or reschedule usage, even up to 48 hours before the scheduled event.
12. Classrooms are excluded from use unless prior arrangements have been made.
13. Those using the facilities for activities not planned by and for the people at First Covenant must hold First Covenant and its agents and employees harmless from premises liability.
14. Do not allow access into the building from anyone not in your party.
15. No events on the weekend(s) the week before or after Christmas, Easter or VBS.
16. No pets allowed in the building.
17. The group must stay in the section of the building that was reserved.
18. Please review the Facility Use Fees.

B. Kitchen(s)

1. Must follow the "General" policies listed above.

2. Use of kitchen equipment by arrangement and instruction.
 - a. Coffee makers – Individuals using this equipment must be familiar with operating procedures. Each one must be cleaned at the end of the activity by the user group. The church does not supply coffee or plastic/paper products for any non-First Covenant Church activity.
 - b. Stove and ovens – Individuals using this equipment must be familiar with operating procedures. This equipment must be cleaned and returned to the original condition by the user group.
3. The kitchen floors, counters and walls and items must be left clean and returned to their proper places.
4. All garbage must be carried out in the cans and then take the bag out and place it in the outside dumpster.
5. All food must be removed from the kitchen at the end of the activity.
6. Turn out all lights and lock the exterior doors.
7. A fee of at least \$75 may be accessed if cleaning by custodian is needed.

C. Fellowship Hall

1. Must follow the “General” policies listed above.
2. All activities must be supervised by an adult.

D. Worship Center

1. Must follow the “General” policies listed above.
2. No food and drink except water permitted in the sanctuary. Exceptions may be made for special events.
3. No flowers or decorations are allowed on the organ or piano. No rice or birdseed will be thrown in the facility.
4. See A. 9 and 10 in particular.

E. Life Center (Lobby, Worship Center, and Mezzanine)

1. Must follow the “General” policies listed above.
2. All activities must be supervised by an adult.

F. Life Center Gymnasium

1. Must follow the “General” policies listed above.
2. All activities must be supervised by an adult.

3. No food or drink in the gym area- This includes bottled drinks
 4. No hard sole shoes
 5. Groups must provide proof of insurance and fill out Injury Waiver Form
 6. All groups are encouraged to use gym shoes NOT street shoes- Shoes with a pliable rubber sole that is non-marking and has not been worn outside
 7. Appropriate attire must be worn at all times
 8. No baseball, softball, tennis, soccer, golf or Frisbees allowed
 9. Outside groups may be subject to additional requirements.
 10. No activity will be permitted which is contrary to church policies.
 11. All equipment belonging to the church must remain inside.
 12. Any equipment that is damaged will be replaced with the damage deposit.
 13. No profanity or unsportsmanlike behavior will be tolerated.
 14. All equipment must be picked up and stored in the appropriate closet.
- A key will be issued for the entrance from the rear parking lot. This key must be returned to the office after the event. If this key is lost or damaged, you will be charged \$50.00 for its replacement. (The entrance from the rear parking lot locks every time the door closes.)
 - It is the responsibility of the adults present to make sure that children remain in the gym/restroom area. The rest of the church building is off-limits.

E. Security

1. Building access must be arranged in advance through the church office.
2. Check and make sure all exterior doors have been locked when leaving.
3. Before leaving the premises, user group is responsible for turning off all lights (including the rest rooms) and locking all doors.

FACILITY USE FEE SCHEDULE

- Fees are basic **minimum** fees.
- Full payment is due upon application.
- 30 days prior to the event is required for a full refund if cancelled.
- Additional damage/clean-up fees may be charged if damage exceeds the deposit amount.
- Damaged deposit to be returned less any amount held for damages within 30 days after the event.
- Non-compliance with the policy may result in additional fees.

GROUPINGS

Group I:

First Covenant Church – routine activities planned by and for the people of the church as well as outreach events identified by church members. No fees.

Group II:

Activities planned by first Covenant members and those claiming to be attenders- A deposit for facility usage and cleaning will be required for every event. The amount to be determined by the Director of Properties based on the scope of the event and anticipated attendance. A portion of the deposit may be returned at the discretion of the Director of Properties, less any amount withheld for cleaning and/or damages.”

Worship Center (staffing)	\$300.00
FCC Organist/pianist	By arrangement
FCC Musicians/singers	By arrangement
First Covenant pastor	By arrangement

Group III:

Activities planned by non-members- A deposit for facility usage and cleaning will be required for every event. The amount to be determined by the Director of Properties based on the scope of the event and anticipated attendance. A portion of the deposit may be returned at the discretion of the Director of Properties, less any amount withheld for cleaning and/or damages.”

Rental fee (Worship Center)	\$500.00
Rental Fee (Fellowship Hall)	\$1000.00
Rental Fee (Life Center)	\$1000.00
Rental Fee (Gymnasium)	\$100.00 per hour
Worship Center (staffing)	\$300.00
FCC Organist/pianist	By arrangement
FCC Musicians/singers	By arrangement
First Covenant pastor	By arrangement

- Requests for waiver of fees will be considered by the Board of Properties for certain circumstances.
- If there is not compliance with policy, additional fee for clean up may be added at First Covenant discretion.
- There is a 150.00 surcharge on holiday weekends.