

## FACILITIES USAGE POLICY

Faith Church Irmo, SC

“Committed to love Jesus Christ, obey Him, and bring others with us.”

I. Purpose – Usage of these facilities is routinely scheduled to meet the needs of the various organized ministries of the church as well as an outreach to the community we serve.

We open our facilities to other believers and for programs that may supplement the ministry of the church. We also make our facilities available for community activities. We do so to provide a service to the community, to encourage people to view Faith Church as a place where people care, and to build bridges to people who need to hear the Gospel of Jesus Christ.

The staff of Faith Church is responsible for approving building usage, under the terms of this Facilities Usage Policy. All comments and questions should be directed to [info@faithirmo.org](mailto:info@faithirmo.org) or the church office at 803.732.1234. The Staff meets on Mondays so all forms will be confirmed the first Tuesday after submittal date. A scheduled conversation must take place after the confirmation is made.

II. Policies - The following policies apply to the use of Faith Church facilities:

1. The primary purpose of the church facilities is for the organized ministries of the church.
2. Biblical principles and standards of conduct govern the use of church facilities.
3. Programs held at Faith Church are to be consistent with the values of the church. Church staff has discretion over the appropriateness of content for such programs.
4. All weddings are scheduled directly through the Pastoral Staff. Please refer to Wedding Policy for additional forms and policies.
5. It is our custom to allow usage by evangelical Christian organizations to serve Kingdom purposes.
6. It is our custom to allow usage by groups which serve our local community, for the purpose of building connections with them. Not-for-profit groups will be given precedence over for-profit groups.
7. Personal usage by regular attendees of the worship services of Faith Church is permitted (for birthday parties, anniversaries, etc.) on a not-to-interfere-basis with other uses.

III. Guidelines for Use of Facilities - Requests must be submitted to the church office, using a Request for Use of Facilities form, a minimum of one month before the date needed. This includes the use of any part of church property. Acceptance of a request form by Faith Church does not constitute approval; every effort is made to evaluate schedule and other impacts promptly, and to determine whether an activity is approved or denied. Approval or Denial of the request will be given within one week of the application submittal date.

\*Note: Specific guidelines relative to the use of the facilities are detailed in the following pages.

## **GUIDELINES FOR USE OF FACILITIES**

- Requests for use of any and all facilities of Faith Church must be made in writing, using a Request for Use of Facilities form, a minimum of one month before the date needed. This includes the use of any part of the church property, including the building, and picnic area.
- Request form is to be submitted to the church office.
- No events will be approved which exceed the stated capacity of the facilities.
- Date and time of all facility use must be scheduled with the church office to secure the date/time.
- Smoking is prohibited on church property.
- No gambling, illegal substances, or alcohol will be permitted on the church property.
- Activities that conflict with the moral and doctrinal position of the church will not be permitted. No illegal, illicit, obscene, or demeaning activities or materials are acceptable on the property.
- Children shall be under adult supervision at all times, within the approved area of use, and are not allowed to run free.
- Since many different groups use the church facility, please be respectful of other groups that use the building when you are present.
- The area used must be left in good condition - cleaned up, garbage removed, lights turned off, and doors locked. Garbage is to be taken to the dumpster behind the Fellowship Hall. See post event cleaning schedule below.
- Plans to move equipment and furnishings for an activity require contact with the Diaconate Buildings and Grounds Committee. Such moves are the responsibility of those requesting the use of the facility.
- All equipment and furnishings that are moved shall be returned to their proper places, following the room arrangements chart posted in the room.
- Accidents affecting persons or property must be reported immediately to the church office.
- All Facilities must be vacated by 10:30 pm for all events including setup, takedown or Rehearsal activities

## **POST EVENT CLEANING SCHEDULE FAITH CHURCH**

- Replace foldable walls if needed and lock down walls
- Adjust tables and chairs for next event or back to where they were when you arrived
- Wipe down tables and check chairs
- Vacuum carpet
- Check floors in kitchen and bathrooms for spills damp mop if needed
- Wipe down countertops
- Check toilets and urinals for cleanliness
- Check glass doors and mirrors for cleanliness
- Take all trash to dumpster
- Replace trash receptacles with new liners
- Check Temperature stats and make sure they are not on hold
- Turn off all lights
- Lock all entry doors
- Set alarm