

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 and the related Schedule of Fees. All comments and questions should be directed to faithchurchinfo@gmail.com 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.

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.***

Facility Usage Fee Overview

Event Name:	Fee	Fee Assessed (y/m)	Due Date	Collected Amount	Collected By
Facility Rental Fees (Non-member only)					
Sanctuary	\$100				
Fellowship Hall	\$200				
Fellowship Hall Kitchen	\$50				
Picnic Area	\$0				
Security Deposit ** (refunded if no damage is assessed)	\$500				
Custodial Services					
Sanctuary Cleaning Fee	\$100				
Fellowship Hall Cleaning Fee	\$150				
Linen Cleaning Fee (per item)	\$12				
Fellowship Hall Kitchen Equipment Cleaning Fee	\$50				
Honorarium Services* (see note below)					
Pastor	\$150				
Wedding Director	\$150				
Church Pianist	\$100				
Church Musician	\$100				
Sound & Video Services	\$75				
TOTAL Fees (Due 4 weeks prior to wedding)					
Estimated Honorariums (due day prior to wedding)					

- ❖ Make all fee related checks payable to FAITH CHURCH.
- ❖ A Faith Representative is required for all audio/video setup/usage and must be coordinated in advance on an honorarium basis.
- ❖ Honorarium services are required for all Weddings as outlined in the wedding policy section.
- ❖ Audio / Video Production is not provided

* Honorarium fees are suggested minimum amounts. Please consider amount of time and services required for rehearsal, reception, number of musical pieces, etc when determining amount of honorarium payments. **All Honorarium fees must be given to the FC church secretary or FC wedding director prior to the scheduled event.**

**Security deposit is required when deemed necessary by staff.

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 for placement on the church calendar.
- ❖ 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 church 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.
- ❖ 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.

REQUEST FOR USE OF FACILITIES - FAITH CHURCH

ACTIVITY INFORMATION

Activity Description:

Church Function

Date(s):

Time(s) of Event: _____ to _____

Number of People Expected:

Time(s) access required:

Rooms(s) Requested:

Sanctuary (capacity 300)

Library

Children Room (s)

Fellowship Hall (capacity 300)

Fellowship Hall Kitchen

Youth Room (s)

Choir Room

Picnic Area

Other (Please Specify): _____

Equipment Requested: NOTE: Please write number needed beside each item checked.

Round Tables #:

Rectangular Tables #:

Chairs #:

White Boards #:

Sound Equipment (specify):

NOTE: Special approval needed for non-church functions

If Kitchen Use Requested Please specify needs:

serving counter only

refrigeration

stove

oven

dishwasher

ice machine

Other Special Needs: _____

GROUP INFORMATION

Group/Person Making Request:

Member of Faith Church

Responsible Party:

Address:

Phone:

Contact Person for Group (If Other Than Responsible Party):

Address:

Phone:

AGREEMENT

I have read the conditions outlined on the *Guidelines for Use of Facilities* form and agree to abide by same, and to make every effort to insure that our guests do likewise, if we are permitted the use of these facilities. USER's agree to indemnify, hold harmless, officers and employees from and against any and all claims, demands, actions, suits, liabilities, losses, damages, costs and judgments, which arise out of or are occasioned by USER's acts or omissions.

Signature of Responsible Party

Date

For use by church office:

Request approved by Church Staff? Yes No Name: _____ Date: _____

Activity placed on calendar: Name: _____ Date: _____

Copy of approved/denied form sent to Buildings & Grounds Committee

Waiver submitted

KITCHEN USE FORM – FAITH CHURCH

KITCHEN REQUIREMENTS & CHECKLIST (LIMITED ITEMS AVAILABLE)

Punch Bowl & Ladle

Utilized _____ Verified returned _____ Comments _____

Clear Glass Punch Cups

Utilized _____ Verified returned _____ Comments _____

Disposable Items being used:

- Coffee Cups
- Plates (small)
- Spoons
- Drinking Cups
- Bowls
- Knives
- Plates (Large)
- Forks
- Number of Planned Guest :** _____

Food Storage Requirements

Refrigerator Space Needed (Y / N) Date Needed _____ Food Marked _____

Freezer Space Needed (Y / N) Date Needed _____ Food Marked _____

Shelving Space Needed (Y / N) Date Needed _____ Food Marked _____

Miscellaneous Items

Will Oven Be Used (Y / N) The oven fan must be turned on when in use. Verified _____

Note: All food must be removed from storage on day of event. Additional fees may apply if food is left in kitchen area, including refrigeration, without prior written consent.