

FACILITY AND EQUIPMENT USE POLICY VALLEY COMMUNITY CHURCH

1.0 INTRODUCTION

1.1 PURPOSE OF THIS POLICY

This policy is designed to provide a clear statement regarding the use of Valley Community Church (V.C.C.) facilities and equipment. It covers use by both *members* and *non-members*.

To those charged with administering the use of V.C.C.'s facilities and equipment this policy's purpose is (a) to provide clear direction to the leadership, staff and congregation, (b) to provide sound basis on which to make decisions, (c) to maintain continuity by providing a standard philosophy regarding the use of church resources.

This policy shall provide basic direction relative to (a) the purpose of facility and equipment use, (b) the source of our resources, and (c) the limitations of facility and equipment use

1.2 REVISIONS TO THIS POLICY

This policy may be revised as conditions arise after prayerful consideration and consultation with the elders and pastoral staff and with those individuals whose advice has been determined to be valid and pertinent. Revisions shall be submitted to the elder board and can be approved only by unanimous agreement.

Revisions may be pursued at any time, understanding that those requesting the policy change have provided evidence of having thought through the long and short-term consequences of said change.

It is intended that all situations not covered in this policy be addressed and that solutions be included as revisions to this policy as appropriate. The intention is to keep this policy current and solutions relevant and it shall be the responsibility of the elder board to maintain this policy in accordance to the above criteria.

2.0 THE INTENT

We intend to allocate all of the facilities and equipment belonging to Valley Community Church to reach lost people with the gospel of Jesus Christ and disciple professing believers through worshipping God, teaching God's Word, fellowship with God's people and expressing God's love.

3.0 THE SOURCE OF ALL RESOURCES

3.1 VALLEY COMMUNITY CHURCH RESOURCES

All facilities and equipment under the stewardship of Valley Community Church are provided by God through the contributions of God's people. Said physical resources belong to God and have been provided for the church in order to accomplish God's purposes.

4.0 USE AUTHORIZATION

The following applies to all requests for use of church facilities and/or equipment for purposes other than regular church ministry operations.

4.1 USE CRITERIA

With this policy in effect, the elders, the deacons, or staff representative may respond directly to requests by (a) granting use, (b) referring the request to the church administrator, elders, and deacons, or (c) decline the request.

Authorization for use of facilities or equipment shall be based on: (a) availability, (b) compatibility of request with stated purpose, (c) assessment of requestor's membership status, maturity, experience, etc.. and (d) proper supervision.

V.C.C. Members sponsoring the use of the facility assume all responsibility for securing the building, returning equipment and personally supervising the event or equipment during its entire use.

Sponsoring Members of V.C.C. must immediately notify the Church Administrator upon noticing anything which could potentially cause damage to persons or property (including leaks, electrical problems, non-functioning locks, etc...).

Sponsoring Members of V.C.C. assume responsibility for clean up, and putting the facility back to its original state. They shall also communicate with the person responsible for weekly custodial duty to coordinate efforts and avoid confusion.

4.2 REQUIREMENTS AND CONDITIONS FOR USE

The Church office shall maintain a posted and up-to-date calendar for facility use. Arrangement for the use of the facility must be cleared through the church office. Members, groups, or program leaders are responsible for ensuring their activities are accurately recorded on the calendar kept in the office.

Applications (Addendum I) must be completed by any individual or group requesting the use of the facility or equipment. Non-members must be sponsored by a member of V.C.C. who agrees to be on-site during the entire event. Applications may be obtained through the church office. It is recommended that the application be submitted at least two weeks in advance of the event.

Organizations and groups which are not a recognized ministry of V.C.C. and desire to use the facility must have a Certificate of Insurance on file at the church which designates V.C.C. as additionally insured.

4.3 LIMITATIONS ON USE

Neither the church facilities nor equipment shall be used for commercial purposes or by an outside organization for financial gain, even with a sponsoring member participating. The church may be used for raising funds for elder-approved ministry fund-raisers.

Neither the facilities nor the equipment of V.C.C. shall be used for any activity by an individual or group which is in disharmony with the constitution of V.C.C. Ceremonies of fellowship lodges or other similar civic organization shall NOT be granted use of church premises.

No outside groups may schedule on-going functions in the facilities which interfere with the use of facilities by ministries of V.C.C. If a conflict arises, the outside group will be notified and asked to make alternative plans for their event. Notice shall be given in sufficient time to avoid undue hardship or stress the relationship.

5.0 DEFINITION OF V.C.C. MEMBER

Members are defined as those individuals who: (a) regularly attend weekend services at V.C.C., (b) contribute financially toward the operation and ministry of the church, (c) participate in the body life of the church by attending events and using their gifts to serve the body, and (d) submit themselves to the spiritual leadership of the church.

6.0 APPLICABLE FEES

6.1 EVENTS THAT REQUIRE NO FEE

Functions attended primarily by members of V.C.C. (e.g. baby showers, bridal showers,) are considered normal church operation.

V.C.C. Members are welcome to use the facilities and equipment of VCC for special occasions providing there is no conflict with previously scheduled events and they follow the guidelines outlined in this policy.

Other churches and ministries may use V.C.C. facilities and equipment with approval of the elders for the purpose of ministry providing there is no conflict with previously scheduled events and they follow the guidelines outlined in this policy.

6.2 EVENTS THAT REQUIRE A FEE

A \$100 per occurrence fee shall be paid by all non-member groups or individuals for the approved use of V.C.C. facilities. This fee will cover the regular costs incurred for utilities and supplies. This fee does not cover cleaning, set up or the cost of damages requiring repair. The user is responsible for setting the rooms back up in the manner in which they were found and for cleaning up after their event. Clean up is subject to the sponsoring members review. An additional charge of \$50 will be incurred if custodial work is required after the event.

All payments should be made prior to facility use, upon approval of the facility use application. Checks should be made out to Valley Community Church.

7.0 USE OF AUDIO VISUAL EQUIPMENT

Only individuals who have attended an approved training session through V.C.C. may operate the sound board and equipment. Only approved individuals may operate the video projector and dedicated A/V computer

The use of V.C.C. sound equipment or instruments must be approved by the Pastor or the elder representative to the worship team..

8.0 GENERAL REGULATIONS

There shall be no smoking in the building or use of alcoholic beverages or illicit drugs on the premises.

Due to potential vandalism or theft of church property, participants of a planned activity are required to use only the room designated for the activity.

Adult supervision of both the facilities and equipment is required at all times during youth activities. The nursery should be used only for the purposes of caring for children, or other adult supervised activities, such as a small group.

All lights should be turned off upon leaving the premises with the exception of the bank of lights in front of the office doors and the cross. The heat should be turned down to 65. All equipment should be returned to its proper designated area.

Decorations must be approved by the church office. No nails, screws, glue or other permanent adhesives may be used for event decoration.

If the key issued to a user is lost, the user shall pay \$250 to cover the cost of re-keying locks and the replacement of keys.



APPLICATION FOR USE OF FACILITIES

Applicants Name _____ Title _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone Where You Can Reached _____ Alternative _____

V.C.C. Member Sponsoring Event: _____

V.C.C. Member Signature _____ Date _____

Facilities You Are Requesting Sanctuary 1st Classroom 2nd Classroom
 Office Kitchen Nursery

Date Needed _____

Equipment Needed _____

Upon approval of this application, I agree to be held liable for any damages or theft to the building or equipment while in my care. I have read and understand the facility usage policy regarding my responsibilities and agree to abide by its regulations. If requested to do so, I will provide a Certificate of Insurance with Valley Community Church as the additional insured.

Outside Group Representative _____

Representative Signature _____ Date _____

*****FOR OFFICE USE ONLY*****

Accepted Denied

Authorized Signature _____ Date _____

Certificate of Insurance Obtained Deposit Paid If Applicable