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**POLICY GUIDELINES FOR FACILITY USE**

 Any use of the facility must reflect the image of this part of Christ’s body in this community. Users must refrain from any behavior, language, or actions which are considered objectionable. The Facility Use Ministry reserves the right to refuse anyone use of the facility or disallow certain parts of a ceremony if they detract from a respectable image.

 Contacting a member of the Facility Use Ministry Team\* at least six (6) weeks in advance of the event may reserve facilities (subject to availability). Activities of the local body will have first priority in scheduling. A calendar will be maintained by the Facility Use Ministry for scheduling. An interview may be arranged by the Facility Use Ministry in order to assess the appropriateness of the intended use of the facility.

 Members are invited to make use of the facility for weddings, funerals, or other approved activities.

*Facility use by non-members is encouraged, however there will be fees charged to non-members.*

 The Facility Use Ministry shall approve any intended use of the facilities.

A member of the New Point Christian Church will be present at all times.

**SANCTUARY USE / RENTAL**

**FEES**

 There shall be no cost for member’s use of facilities. Non-members and any organization will pay a fee of $500 for use of the sanctuary.

 Members and non-members will pay a fee of $75 to compensate a media technician. Only a member of this congregation’s Media Team will be allowed to operate the sanctuary sound / video equipment. Fee payable at time of service to media technician.

 Any fee for vocalist or pianist services provided by this congregation will be agreed to by the parties.

 Facility use fees will be paid prior to the scheduled event. Any exceptions to these stated fees shall be approved by the Elders.

**RULES FOR THE USE OF THE SANCTUARY**

1. Care for the facility and equipment as if God was lending it to you . . . It is His!
2. Use only those areas necessary for your purpose.
3. Pre-arrange any moving of tables, chairs, or pulpit furniture.
	* The user of the building is responsible for the moving of all tables, chairs, and pulpit furniture from and back to their original locations.
4. If candles are used, they must be the dripless type. We also require that protective paper or plastic be placed under them in case of any mishap or any dripping. Wax is impossible to remove from carpet or fabric.
5. No rice, bird seed or confetti is to be used.
6. Use of profanity, alcohol or tobacco, smoke or spit, is not allowed. Use of any will result in automatic suspension of use of the facility.

**SANCTUARY CLEANING AND CHECKLIST**

**CLEANING**

Members and non-members alike will be responsible for cleaning and returning the facilities, including tables and chairs, to the same or better condition in which they had previously been. If non-members prefer, cleanup can be done by one of our custodial staff for a fee of $100. Members may clean according to the checklist below or also pay a $100 custodial fee for the cleaning to be done.

The Facility Use Ministry will also assess a monetary charge for any damages to the facilities. **The building is expected to be returned to equal to or better condition than was found.**

**CHECKLIST:**

***Cleaning materials and vacuum are located in the Utility Closet at the end of the center hallway.***

Podium must be put back into proper place – center of the aisle

 Communion table to be set on the first step – center of aisle

Communion table chairs (padded chairs without arm rests) to be positioned on each side of the communion table

Padded chairs with arm rests to be placed to the left and right of the pulpit against the back wall

 White sound monitor to be set behind the communion table on the first step

 All microphones to be put on stands, and cords neatly coiled by each stand

 Plant stands to be positioned on each side of the pulpit

 American Flag to the left side of the pulpit on the platform corner

 Christian Flag to the opposite platform corner of the American Flag

Carpet should be vacuumed and pews checked for any paper materials or books out of place

 All decorations should be removed along with any tape or materials used to display

 All lights and fans should be turned off and sanctuary doors closed when leaving

Any hallways and rooms used during use of the building should be checked and cleaned

Front lobby should be vacuumed.

Check all restrooms and nursery area for excess trash and clean as needed.

Check complete facility for lights left on and be sure to lock and check all outside doors before leaving the facility

**FACILITY USE MINISTRY TEAM MEMBERS**

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