

NorthWest Church of Christ Guidelines for Use of Church Facilities

A facility that provides a clean, welcoming environment is important to all of us, especially to our guests. The responsibilities outlined below have been developed in the spirit of trying to keep our facilities in first class, clean condition so that all of us can feel comfortable and welcomed when we come here. Please accept the guidelines in that spirit.

Administration and Scheduling:

- Use of any church facilities for any purpose must be coordinated with the church office and reserved on the church calendar. The office can assist in identifying ministry leaders responsible for specific facilities. For example, before scheduling, members should coordinate use of the following areas with the appropriate ministry leaders:
 - Weddings must be scheduled and coordinated with the Wedding Director. See separate written policy on use of the building for weddings.
 - Use of nursery, children's classrooms, middle school rooms, or high school room should be coordinated with the Director of Children's Ministries or the Youth Minister, as appropriate.
 - These examples don't cover every situation; it is better to over-coordinate.
- The administrative staff is responsible for maintaining the calendar and will advise members if there is a scheduling conflict. Scheduling will be done on a first come, first served basis. The administrative staff prefers not to mediate scheduling conflicts; it will be members' responsibility to work out compromises between competing events. The Family Minister will mediate those situations where members cannot work out a solution.

Prohibited Activities:

- Any kind of commercial activity, including Pampered Chef, Tupperware, Avon, etc. *(However, school children or church-sponsored civic organizations, such as Boy Scouts and Girl Scouts, may conduct their fundraising activities on church property under supervision of parents or leaders who are members of the congregation.)*
- Smoking in buildings; alcohol consumption on any church property.
- Food or beverages are prohibited everywhere except in the fellowship hall, high school room, adult class rooms, office areas, and outdoors. Children's ministry leaders may have snacks for children in classrooms under close supervision.
- Storage of items in church facilities for non-ministry purposes. *(Exceptions are church-chartered outreach activities, such as Boy Scouts).*
- Temporary decorations that damage walls or structure. Strips are affixed to the walls of the Fellowship Hall for the purpose of attaching temporary decorations. Temporary decorations must be removed at the conclusion of the event. This policy does not apply to permanent decorations in office areas, foyers, etc. Common sense should be the rule.
 - City Fire Code prohibits covering more than 25% of any wall with decorations.
 - Therefore, temporary decorations for special events must be coordinated with Scott Thomas or Ron Hoffman to insure fire code compliance.

(See Reverse)

Checking out Equipment: Equipment (such as tables and chairs) to be borrowed and removed from the premises must be checked out through the office. A signed receipt listing the items taken will be kept on record until items are returned.

Cleaning Fee: If members using the building do not desire to complete the required cleanup tasks, they must hire the work done or pay the church a \$50 fee to pay the custodial staff. This should be arranged in advance to prevent the next user from finding a dirty facility. In any case, the Security and Utilities checklist listed below must be completed before departure. The church custodial staff will routinely clean common areas in preparation for scheduled church assemblies. They need to be notified in advance if cleaning is required prior to special events such as funerals or weddings.

Cleaning Checklist: The following tasks must be completed without exception after each event. This insures the property is well cared for and the next user has a clean facility to start with.

- _____ Clean countertops, tables, dishes, and utensils.
- _____ Return dishes and utensils to designated locations
- _____ Remove all trash from the building to the dumpster.
- _____ Sweep and mop tile and linoleum floors.
- _____ Vacuum carpet areas.
- _____ Return all furniture to its original location (Example: classroom chairs)
- _____ Police outside areas (trash, cigarette butts, etc.)
- _____ Check restrooms for trash and report non-functional toilets, sinks, and lights

Security and Utilities Checklist:

- _____ Check and lock all doors before departure (See attached diagram of doors. Also posted in kitchen and next to security keypads).
- _____ Turn off all lights (including restrooms)
- _____ Turn off Air Conditioning (See attached diagram of air conditioning thermostats. Also posted in kitchen).
- _____ Set alarm system (See attached diagram of keypad locations. Also posted in the kitchen).
- _____ If alarm is accidentally set off, or if you find evidence of an intrusion, call the following people **in the order listed** until you reach someone:
 - Ron Hoffman
 - Darrell Martin
 - Chuck Morris

Damage Reporting: Report maintenance problems or damage immediately to Ron Hoffman, Scott Thomas, or the church office.

Questions should be directed to the church office at 688-3002.

Notebooks containing this and other guidelines applicable to the general membership are available in the office, fellowship hall kitchen, high school kitchen, library, and on the web.

Leave completed checklist on kitchen counter or slide under door of church office.