

FACILITY USAGE POLICY

The following are the guidelines and policies to which all users of our facilities must agree and adhere to. However, this list is by no means exhaustive. The general policy unto which all others may fall under is: "Leave the building as you found it, or better."

PURPOSE STATEMENT:

We are grateful to God for the wonderful blessing of our facilities. We happily share it for the glory of God for worship and ministry and the building of his kingdom.

1. This facility was developed for the use of East Gate Church of the Nazarene and the larger community of Roanoke. **Scheduled services and activities of East Gate Church shall have priority should a conflict arise in scheduling.**
2. All activities held in our facilities must be cleared with the church office and scheduled on the church calendar **2 weeks** in advance. Reservations are subject to the approval of the administrator, and/or Church Board, or Senior Pastor.
3. We suggest the Worship Center is to be used for:
 - A. Church wide activities: i.e. Sunday evening fellowships, new member luncheons, open gym, etc.
 - B. Church related activities by individuals or groups from within church: Sunday School Classes, Prime-Timers, Teens, Children's Ministries, etc.
 - C. Groups associated with the Virginia District: Teen Quizzing, and Zone or District Function.
 - D. Other approved evangelical organizations: i.e. other churches
 - E. Church Members for family events: weddings, family reunions, birthday parties, etc.
4. Any Individual or group sponsoring an activity held in the Worship Center shall be responsible for maintaining the highest moral standards and Christian courtesies with zero tolerance towards the use of any tobacco product, alcohol, drugs, drug paraphernalia, or profanity.
5. Christian conduct is expected at all activities.
6. No access to audio-visual equipment without prior approval of Administrator.
7. Only authorized participants shall be allowed access to the Worship Center stage.
8. All groups who use church facilities shall assume the responsibility to leave all utilities (including bathrooms), furnishings, floors, and supplies, in as good a condition as they were found. Furthermore, it is the responsibility of the person or persons using the facility to make sure they have access to the building on the date requested. Also any material needed, including tables, is the sole responsibility of the person or group using the facility.
 - A. Any breakage or malfunction of the equipment shall be reported immediately to the church office.
 - B. All left over food and all garbage and trash shall be properly disposed of and removed.

- C. Arrangements should be made through the church office if items in the kitchen such as plates, tablecloths, punch bowls, etc. are to be used.
9. Person(s) using facility will designate someone who will be responsible for opening and closing the building. This person will also be responsible for insuring that all heating, air conditioning and lighting are set to proper levels.
 10. For all church sanctioned children or teen activities, we suggest one (1) adult for each seven (7) participants. For safety purposes, no one under the age of 12 shall be allowed in the kitchen without supervision.
 11. No sports shall be played on Sunday or during any worship service.
 12. No food or drink is allowed in the worship center unless pre-approved, or as part of a planned church activity.
 13. No items such as bubbles, silly string, spray confetti, water guns or water balloons will be allowed in the Worship Center.
 14. No dancing except in a creative worship experience will be permitted.
 15. No shoes except tennis shoes will be allowed on the gym floor during sports activities.
 16. No skateboards, in-line skates, roller blades allowed on the Worship Center floor.
 17. This facility shall not be used for parties that are commercial or sales oriented.
 18. There will be no exceptions allowed to the above policy unless approved by Administrator and/or church board or senior pastor.
 19. There will be a two hundred (\$200) dollar fee for the use of the Worship Center/Activity Building for non church members. Also, there will be a fifteen (\$15) dollar per hours fee to be paid to any or all church personnel, such as set up, cleaning up, video, sound, security and etc.
 20. A signature (a \$25 deposit will also be required for non-members) will be required for the distribution of facility keys.
 21. Gym use for nonmembers will be twenty-five (\$25) dollars per hour and a fifty (\$50) dollar minimum. Fifteen (\$15) dollars per hour is to be paid if a staff person is needed during event.

Facilities Usage Agreement

East Gate Church of the Nazarene

Building Requested _____

Name of Person and/or Organization Requesting Use of Facility

Contact Person _____

Date of Function _____

Alternate Dates (if first choice is unavailable) _____

Time of Function (**including setup and tear down time**) _____

Please check the following:

_____ We have read the policy statement for the use of East Gate Church of the Nazarene and agree to its provisions.

_____ We will be responsible for cleaning up after the function.

_____ We will accept full responsibility for any damage to the facility or for any items that are broken or lost.

Signed _____

Please let us know as soon as possible if we may assist you in any way in the use of our building. We are here to help you. Our office is open Monday through Thursday 9am-5pm: the church telephone is **343-9530**.

Please return this completed form to: **2002 East Gate Church of the Nazarene Roanoke VA 24012 or FAX to 344-7411**

So that you're special activity is placed on the church calendar. If financial remuneration is a part of your usage, please enclose the fee with this agreement. In the event that your scheduled use of the building should be canceled, a full refund will be made.

In case of emergency or problems, please contact one of the following:

Jonathan Heaps 915-5336
Jim Conner 798-9302
Shelby Blankenship 797-5777