

LIBERTY EVANGELICAL FREE CHURCH

FACILITY USE POLICY

May, 2007

Liberty Evangelical Free Church
684-198th Avenue
Pella, IA 50219
(641) 628-1980

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PHILOSOPHY OF USE

The property and facilities of Liberty Evangelical Free Church belong to God and not to us. We are to act as stewards of these possessions and should seek to fulfill this obligation in a faithful and responsible manner.

In order that church facilities and possessions are used in accordance with our vision, use should have an emphasis on ministry, be consistent with the church in content, and be subject to the appropriate authority.

Ministry

The property and facilities of Liberty Evangelical Free Church are designed and intended to bring glory to God by supporting the programs of the church; by providing for the education, recreation and fellowship of the church body, and for outreach to the immediate neighborhood and the broader community.

Content

Every activity scheduled in the church is to be Christ-centered. Consistent with this, we urge that all facilities be treated as the Lord's house and that all activities are conducted in a manner that honors and glorifies God.

Authority

The deacons, under the guidance of the elders, are directly responsible for the use of the facility. The church staff has authority to approve/deny requests to the facility use and will monitor activity. The deacons/elder shall be called upon if necessary.

GENERAL GUIDELINES

The facilities and equipment of LEFC exist for the primary purpose of being used by its members through its organization and ministries.

Eligibility

Regularly scheduled church meeting and activities of LEFC will have first propriety in the use of its facilities. Other church-related meetings and functions would have second priority. Non-LEFC groups, which are non-profit, and ministry related in nature may use the facilities when they are not already scheduled for use by some church function. Fees may be charged. These fees are used to help defray the cost of heating, air-conditioning, electricity, etc. Entrepreneurs and private commercial concerns shall not qualify for church use.

Scheduling

All events and room usage shall be scheduled through the church office. To avoid conflicts, the church secretary will keep the master calendar. With the exception of weddings and other approved special events, the facility may not be reserved more than three (3) months in advance.

Hours of use for the facility:

Sunday – Thursday 8:00 AM – 10:00 PM

Friday – Saturday 8:00 AM – 10:45 PM

Application for use

An application form for use of the facility shall be filled out for all non-member events. Space needs and arrangements should be explained on the application. Ultimate approval would have to be obtained from either the elder board or the deacon board.

Fees/Damage Deposits

All usage fees/damage deposits must be paid at the church office in advance unless other arrangements have been made. These fees are used to help defray the cost of heating, air conditioning, electricity, etc.

Any organization/event sponsored by a non-member will be required to pay a security deposit and fee for the use of the building. The deposit must be paid in advance and will be returned to the user minus the appropriate fee, provided the facility is returned to its “original condition” prior to use and that all appropriate checklists have been signed and keys have been returned to the church. All non-member event sponsors must provide their own supplies (paper products, beverages, food, office supplies, etc)

Basic Usage Rules

1. Rooms must be returned to their original arrangement and all items associated with their event removed immediately following the event/meeting. Please refer to the checklist attached to the rental fee agreement.
2. No alcohol, smoking, drugs, firearms or gambling are allowed in church building.
3. Use only the assigned place and time. Please advise the church secretary if you cancel your meeting date. There is no refund for cancellation.
4. No items(s) should be attached to building walls, ceilings, woodwork, wood doors, floors or equipment that could leave permanent marks or damage (taping, stapling, thumbtacks, nails or any kind of adhesive).
5. All groups using the facility must be sponsored and supervised by an adult. This sponsor accepts responsibility for the use and security of the building. All sponsors must be

trained in how to use the building (security, lights, janitorial etc.) A church staff member will provide training during weekday office hours.

6. Use of sound equipment, tables/chairs, kitchen supplies/appliances require pre-approval, and may require a fee.
7. If AV / Sound system is needed, a church-supplied technician must be hired to run the equipment
8. No tables and chairs should be removed from the building.
9. Food brought into the building (even in small quantities) is not to be set it up in any of the carpeted areas.
10. Use of the offices, sound booth, and musical equipment are not permitted.
11. Energy Conservation: All groups are asked to be sensitive to energy conservation. Use only necessary lights, and be sure to turn off lights when leaving the building.
12. Building Security: For your personal security, do not unlock doors that are not necessary for your meeting. Be sure to relock all doors you opened before leaving the building.
13. As a church-wide policy of Liberty Evangelical Free Church, no child or group of children must ever be left alone at a ministry function or in a church facility without the minimum of two adult supervisors being present.

Key Policy

The deacons will monitor all keys to Liberty Evangelical Free Church. Keys will be provided to all members of the Elder, Deacon, and Deaconess boards. Deacons will review all other requests for keys. Members needing keys for an event/meeting will be required to check them out and return them to the church office during office hours. Non-member users will be required to make a \$5.00 key deposit. Key deposit checks will be returned when the key is returned.

Donations

Donations of needed items for the facility and ground are greatly appreciated and make a significant contribution to the utility of the church. In order for there to be a proper understanding of the gift, its expected use, and any cost that may be incurred to have it set up and maintained, donors are asked to contact the church office. All donations must be approved for acceptance prior to delivery.