

# Spokane First Church of the Nazarene Facilities Usage Policy

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## Use and Fee Policy

- I. The following **rules and regulations** will be followed when utilizing the Family Life Center:
- a. All behavior will be consistent with the mission of the church – to **glorify God**.
  - b. **No smoking** is permitted inside the facility.
  - c. **No alcoholic beverages** are allowed anywhere on the campus.
  - d. Children and youth will always be properly supervised.
  - e. As much as possible activities will be confined to the areas that have been reserved.
  - f. If equipment or furniture is to be moved to facilitate an activity, prior approval must be granted in advance by the church office. All equipment must be returned to its proper place or where you found it.
  - g. Care must be taken to ensure that no equipment is slid across the floor. They must be picked up so they don't damage the floor surface.
  - h. No tape of any kind may be placed on the gym floor except the approved tape which must be obtained from the church office. **Absolutely no duct tape is to be used under any circumstances.** All tape must be removed from the floor at the conclusion of each day's event. **No tape is to be left on the floor overnight.**
  - i. No nails, staples or thumbtacks may be used, except on appropriate boards. The church office has approved putty for use on all wall surfaces.
  - j. Return all equipment, including chairs and tables to the proper storage area.
  - k. The ministry leader or person in charge of the event will be responsible for arranging opening and closing of the facility. This includes turning off all lights and making sure all doors are locked and the facility is secured by the security system when the event is the last one of the day.
  - l. The person in charge must be present during the entire event to ensure the facility is used as agreed. The facility should be left as it was found and returned to the proper set-up as designated by the church office.
  - m. If the kitchen is used, extreme care must be taken to follow the rules and guidelines as established by the Kitchen Policy Committee to ensure that proper handling of food and sanitation is followed.
  - n. All groups are responsible for clean up after each event. Please leave it in as good or better shape than you found it.
  - o. God has entrusted us with these wonderful facilities so please respect them and treat them as if they were your own. Enjoy!

## II. Event Guidelines

- a. No black soled shoes will be permitted during any type of sport or game.
- b. No children will be left in the gym unattended. Children should not be in the storage areas or in the stairwells. Care must be taken to ensure children stay away from the edge of the stage to prevent possible injury.
- c. If you drop it – pick it up. If you spill it – wipe it up. If you break it – report it.
- d. Empty all garbage containers into the dumpster found on the south side of the facility.
- e. The **gym floor must be dust mopped after each use**
  - i. Use the dust mops provided in the janitor’s closet next to the kitchen.
  - ii. Clean up food substances before dust mopping as it will just smear and make the floor dirtier.
  - iii. Clean up the dust after mopping with the shop vac provided in the janitor’s closet.
  - iv. Sign off on the Cleaning Log indicating you have cleaned the floor.
- f. No roller blades, roller skates, skateboards, hockey equipment or bikes on the gym floor.
- g. No hanging on the rim or net.
- h. No throwing or kicking balls against the walls or lights.
- i. Volleyball nets should be hung up downstairs after use and the poles stored in the proper storage area.
- j. All equipment must be returned to where it was found before the event.
- k. Anything you leave in the facility after your event will be discarded.

It is hereby acknowledged that I have read and received a copy of the above rules and guidelines and agree to follow them as a representative of the following ministry or group:

If required by Spokane First Nazarene’s insurance carrier, the undersigned hereby agrees to show proof of liability insurance by providing a Certificate of Liability Insurance naming Spokane First Nazarene Church as additionally insured **before the requested use date.**

Ministry/Organization \_\_\_\_\_

Date of Use: \_\_\_\_\_ Requested Time: \_\_\_\_\_

By: (Printed Name) \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_ Fee Amount: \$ \_\_\_\_\_ Date Fee paid: \_\_\_\_\_

Proof of Liability Insurance provided on: \_\_\_\_\_

## **Spokane First Church Facility Rental Fee Schedule**

	<b><u>Facility</u></b>	<b><u>One half Day</u></b> (4 hour Maximum)	<b><u>Full Day</u></b>	Additional hourly rate or hourly rental rate
1.	Sanctuary	\$ 200		\$ 50 per hour
2.	Holy Grounds/ Fellowship Hall	\$ 100		\$ 35 per hour
3.	Fireside Room	\$ 50		\$ 15 per hour
4.	Classroom	\$ 50		\$ 15 per hour
5.	One level of Educational Wing	\$ 150		\$ 50 per hour
6.	Educational Wing	\$ 200		\$ 50 per hour
7.	Family Life Center (2 hour minimum)			\$ 40 per hour
8.	FLC Kitchen			\$ 35 per hour

Fees are meant to partially cover facility utilities to include lights, heat, A/C and normal cleaning but not event cleaning.

All fees subject to change without notice

Fees updated on September 15, 2011 by the church board