First Assembly of God Facilities Usage Policy

Versailles, Missouri (2017)

I. **Church Facilities**-The church facilities were originally built for church services, activities and events. This includes special meetings of the Section or the Southern Missouri District Council. Members of the church can also use the facilities as long they adhere to guidelines in the **Facility Usage Policy**. Any exceptions to this policy must be approved by the Church Board.

 A. The church facilities may be used by the city, county, state or federal government in emergency situations caused by both natural and unnatural disasters (fire, flood, tornado, etc.) that have placed the community at peril. In these cases the Pastor or a Board member can give approval to those officials seeking permission to use the facilities.

 B. Non-members (local individuals or groups) may also be able to use the facilities by completing a **Usage Request Form** and receiving permission from the church office for usage that adheres to policy guidelines

 C. Facility usage will follow this priority order:

 1. Church services, activities and events

 2. Requests by church members

 3. Requests by the Section or District

 4. Requests by non-members (local organizations)

II. **Request Procedure-For Members and Non-members**

1. The “**Facilities Usage Request Form**” must be requested, filled out and submitted one week prior to the event or activity. Those seeking permission will also receive a copy of the “**Facilities Usage Policy**.”
2. Once the request is received the church calendar will be checked to see if there are any scheduling conflicts. The requested activity must also be compatible with church beliefs and the usage restrictions established by the policy.

 C. Any exceptional requests to the **Facilities Usage Policy** must be approved by the Church Board who will respond in writing . Once approved, the requests will be placed on the calendar.

 D. Individuals or groups receiving approval will then need to sign a “**Facilities Usage Agreement**”

III. **Facility Usage Rules**

 A. Use of any church facilities shall be done in conformity with city fire and safety ordinances. Specifically these prohibit smoking and overcrowding beyond the approved capacity.

 B. The facilities must be used in accordance with Biblical teachings and in a responsible manner. This includes no tobacco products, drugs, alcoholic beverages, illegal substances, dances, lewd activities or profanity. Non- Christian music must be approved by the pastor. Attire must be appropriate; no short shorts, shirts required at all times, etc.

 C. The buildings and grounds must be left in the same condition as they are received. All furniture and accessories must remain in the same place and condition as before arrival. The user is responsible for the entire cost of breakage and damage to the church facilities, property, furniture, decorations and other accessories during the time of usage. (see additionally **Guidelines for Kitchen Use)**

 D. No rice, confetti or birdseed can be thrown inside or outside the facilities. No tacks, screws, nails, tape may be used on the walls, floors or furnishings. A drop cloth must be used to protect the carpet from candle wax.

E. Food and drink are only permitted in the gym. The sanctuary cannot be used as a play area for children and/or youth.

F. Any time the facilities are used by minors, there must be a responsible adult present at all times.

 G. Facility use is limited to the approved time and purpose as stated on the  **Facility Usage Application.** Access to facilities will not be permitted preceding or following the scheduled event. An appropriate amount of time will be allowed for set-up and clean-up. These times will be clearly listed on the Facilities Usage Application. Wedding rehearsals must be scheduled around church activities, coordinated with the church’s sound technician and completed within 2 hours.

 H. Keys may be loaned to members, but not to non-members. A designated staff member or church member will lock and unlock the facilities.

I. Users promise and warrant that it carries liability insurance in agreement with the following stipulations:

 a. Organizations

 -Must show certification of liability insurance (minimum liability occurrence limit of $1,000,000) to cover personal injuries that may occur during the event.

 -The certification will indicate that the User has made the First Assembly of Godan “additional insured” on the User’s policy with respect to the use by User of the contracted facilities.

 -This requirement can be waved by the Church Board

 depending on the nature of the activity requested.

 b. Youth and Children organizations must have signed parental/ guardian permission slips in their files which allow their members to participate in the group’s activities.

J. First Assembly of God personnel reserve the right to ask uncooperative and/or suspicious individuals to leave the church property. This includes entering into areas of the facility not under contract. Those attending the event have the responsibility to follow the usage rules.

 K. Crimes committed on church property will be immediately reported to the Versailles Police Department.

 L. User agrees to hold harmless, indemnify and defend First Assembly of God (including the church’s agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury or property damage which may result from any person using the above described premises for User’s purposes, regardless of whether such injury or damage results from the negligence of First Assembly of God (including the church’s agents, employees and representatives).

 M. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of First Assembly of God.

 N. For weddings, couples must receive a minimum of 4 counseling sessions with the pastor or an approved pastor. The person who performs the wedding ceremony must be a credentialed minister, in good standing with an affiliated denomination or church. The couple must complete and submit the “**Wedding Data Sheet**.”

V. **Facilities, Property and Furniture Available for Usage**

 A. Sanctuary including chairs, sound and media systems; basically for weddings and funerals. Only church approved sound and media technicians are allowed to use the equipment in the sanctuary.

B. Gym and adjacent kitchen including chairs, tables, and kitchen equipment (not including the Youth Hall or Fireside Room)

C. Parking lot.

 D. Certain classrooms.

 E. No furniture (tables, chairs, etc.) can be removed from church property for any reason without Board approval.