

# **General Guidelines Governing Use of Building and Equipment**

*Sanctuary capacity 450, Fellowship hall capacity 550.*

1. The church facilities are primarily for use of membership, and as such, members have priority in building use. Church related events have priority over non-church events.
2. **No smoking or alcoholic beverages permitted in the building at any time.**
3. Applicants must receive calendar approval from the church office for date and time, in order to avoid conflicting times and dates.
4. Deposit due at time of scheduling. Other fees due one week prior to event. See fee schedules.
5. Keys for building access may be checked out by **a church member** and must be returned to church office immediately upon completion of event. **NO KEYS WILL BE ISSUED TO NON-MEMBERS.**
6. Communion rails are not to be moved without the supervision of a church member or staff. Modesty panels in the sanctuary are NOT to be moved, for reasons of safety, and to prevent structural damage.
7. The use of the organ (by other than the staff organist) must be approved by the music committee, choir director or staff organist. Musical instruments are not to be moved without approval of the choir director or music committee. Musical instruments other than the organ and piano may be played if used in the context of Christian worship.
8. **Children and teenagers must have adult supervision in the building & playground at all times.** The adult(s) will be responsible for safety of minors **according to SAFE SANCTUARY criteria**, minor's behavior, and care of church property. Responsible adults & adult groups are not required to be supervised, except in case of non-church-related events (which require a member representative in attendance).
9. Furnishings must not be moved from room to room, by outside groups, without authority of Board of Trustees.
10. No removing hanging pictures, installing, or removing any decorative features in the church. Examples: worship appointments, banners, seasonal decorations, pictures.
11. All items given to the church or to any church organization (either by individuals or by groups) for use in the church building shall be the property of the church, and shall be administered by the Trustees, who must give approval for large item donations.
12. No equipment is to be removed from the building, except: A. Chairs/hymnals for church meetings. B. Churches in the Cushing area may borrow minor item (such as music). C. Items for church events (such as picnics). **Anything borrowed from the church must be for church related functions and checked out and returned through the office, with the individual assuming full responsibility, financial and otherwise, for the borrowed property.**

13. It is recommended that the parlor be used as one would use a formal living room in a home - with care and pride for the surroundings. **Custom pads MUST be used on the Parlor table when serving food/beverages .**
14. Everyone is requested to help keep our church, its furnishings, and church grounds beautiful. Please put litter in provided receptacles and empty the receptacles at the end of each event.
15. **To conserve energy, those using facilities should turn off lights and heat/cool timers when not needed. When using the fellowship hall, use only the number of light banks needed, and turn them off when not needed. Also, please check restroom lights.**
16. **Any damages to the building or properties will be the responsibility of the user.**

**WEDDINGS: See official church policy for guidelines and fees.**

**FUNERALS:** Church facilities are available for funeral services.

- A. Arrangements should be made through the church office as early as possible to facilitate handling of these sacred moments in the best manner. No fees are charged for this service to its members.
- B. Non-member services may be held if not in conflict with church activities.
- C. We suggest the family remember musicians and sound persons by presenting an Honorarium to each.

**DINNERS & SOCIAL ACTIVITIES:**

- A. Church school classes, educational groups, or other organizations that are a part of The church, are encouraged to use the facilities of the church for their social activities.
- B. The member is responsible for leaving the church in order and is accountable for any damage.
- C. No non-church related dances may be held in the church building.

