

Faith Evangelical Free Church
Stanley, Wisconsin

Ministry:

Building and Grounds Committee

Members:

Jerry Miller, Ministry Team Leader 644-0378

Lyle Brandt 644-2208

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Heidi Swope 669-7110

Use of Church Property Policy

The Building and Grounds Committee (B&GC) encourages reasonable use of church property by regular attendees of FEFC whose activities enhance community life, consistent with the mission of the congregation. NOTE: Careful consideration is necessary in coordinating between ministry activities with personal use of church property. Ministry activities have first priority and your request will be denied if a church ministry activity is already scheduled. Use of property or equipment by any attendee may be canceled at any time at the sole discretion of the B&GC and/or the Elder Board. Always consult the church calendar on the wall in the office before requesting the use of any church property. Any items (tables, chairs, etc.) being used off church grounds must be signed out (see attached form). Applicant's name, address where items are being used, reason for use, phone number, dates and/or times items are removed and returned are required. Applicant should understand that the use of church property is a privilege and that no contract or right is created by such use. Applicant also agrees to hold harmless, indemnify and defend FEFC from any and all liability for injury or damage which may result from applicant's use of the church's premises, including its entrances, exits and surrounding areas & equipment used off grounds.

AREAS AVAILABLE

1. If there is no date or time conflict with scheduled use of church property by a ministry of FEFC, the Sanctuary, Fellowship Hall, Upper Learning Center, Foyer, Kitchen and other areas may be used upon approval by the B&GC.

PROCEDURE

1. Check church calendar to see if your requested date is available.
2. The B&GC may approve or disapprove application for use of church property.
3. The B&GC will handle all inquiries regarding use of the church property and will educate users on the access, use and closure of the facilities after its use.
4. Application for use of church property or equipment is to be made by completing the form attached. The completed form is to be given to a member of the B&GC for consideration, approval and follow-up.
5. The B&GC will act upon the application and if Elder Board approval is believed necessary, seek appropriate approval.
6. If an application is denied, the applicant will be notified personally by a member of the B&GC to explain the reason(s) for the denial.

GUIDELINES

1. No smoking, dancing, alcoholic beverages, or inappropriate movies on the premises. No food is allowed in the sanctuary or foyer without special permission from the B&GC.
2. Rooms used must be cleaned and returned to their original order. If our custodian is needed for clean-up, applicant must pay he/she for his/her services.
3. Use of the kitchen should be supervised by someone designated by the Women's Ministry Group. Call the church office for the name and phone number of the head of that ministry. All anniversary celebrations, wedding or baby showers held in the church will follow these same guidelines. Users must provide their own paper products, coffee, condiments, etc. Trash cans must be emptied and bag replaced. Linens used must be gathered, washed and returned promptly. Permission to use special items (linen tablecloths, etc.) is required.
4. No personal gain business or sales will be permitted to hold an event on the church's premises nor use its equipment elsewhere.
5. The person who requested the use of the building shall be the last to leave the premises and shall turn off all lights and secure all doors and windows.

I have read and understand the above policy.

I agree to abide by all its requirements.

Sign and Date _____ / / _____

Use of Church Property and/or Equipment Request

Name of Applicant: _____ Phone No. _____
Please Print

Area(s) to be used: _____

Equipment needed: (be specific, # of chairs, etc.) _____

Location of use: _____

Reason for use: _____

Date(s)/Time Requested: ___/___/___ to ___/___/___ & ___:___ to ___:___

Are Custodial services requested? ___yes___no

B&GC member contacted: _____ Phone No. _____

Applicant's Signature: _____ Date: ___/___/___

Note: Questions regarding this form or the policy on the preceding page should be directed to the B&GC.

For B&GC and/or Elder Board Use Only

Request approved/denied: _____

B&GC Contact Signature: _____

Other Action (if required): _____

Comments: _____