

# *Southbridge Full Gospel Center*

## **Church Use Policy**

*March 2009*

### **Building Use Statement**

The church building is a tool for the congregation of the Full Gospel Center. The use of the building by the congregation and non-members (must be sponsored by a member of the FGC) will serve to spread the gospel, and reveal the goodness of God's love to all who visit.

The use of the building facilities will be open to members and non-members (must be sponsored by a member of the FGC) that are willing to sign and abide by the building use policy. The use of this building will NOT be made available to persons who engage in any type of illegal activity OR whose actions do not serve to advance the ministries of Full Gospel Center.

The members of the Full Gospel Center congregation and non-members (must be sponsored by a member of FGC) that are in aligning with the furtherance of the church's mission are welcome to use the church facilities. Full Gospel Center will accept suggested donations. The suggested donation is intended to help defray the cost of utilities used and cover the expenses for heating, air conditioning, and maintenance. Anyone wishing to use the church building and facilities will be required to sign a "building policy" and "building use agreement" contract.

Full Gospel Center will coordinate the building use schedule on a central calendar to alleviate any conflicts with other scheduled activities at the Church.

Church/worship activities will take precedence over other building use. If there is a conflict with church/worship activities the scheduled activity will be notified as soon as possible. The church building will be scheduled on a first come, first served basis.

To schedule an event to use the church building and facilities, please contact the church and give the following information:

The name of responsible person using the building

The name of the organization (if applicable)

The address and telephone number of responsible person

The date of the building use

The start and end time of the event for building use

The area or rooms of the building that will be in use

The approximate number of persons at gathering (must meet building capacity requirement)

The purpose of the gathering

A signed "Building Policy" document must be on file

If a key is required, the "Church Key Record & Agreement" form must be signed.

All persons must complete and sign a "Building Use Agreement" as well as agreeing to and signing a "Building Policy" document. No other agreements, verbal or implied, will be binding on either party except by written amendment signed by the user and Full Gospel Center. If a key is required, the "Church Key Record & Agreement" must be completed and signed.

**Full Gospel Center reserves the right to restrict or revise the use of the church facilities at any time without notice.**

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March 2009

### Building / Facilities Use Agreement

Date: \_\_\_\_\_

Organization / Individual: \_\_\_\_\_

Use Start (date): \_\_\_\_\_

Through (date): \_\_\_\_\_

We/ I agree to donate to Southbridge Full Gospel Center the amount of \$ \_\_\_\_\_ for the use of the church facilities as detailed below for the purpose of: \_\_\_\_\_

*We/ I agree that all donations will reach Southbridge Full Gospel Center one week in advance of the use start date. If donations are not paid and cleared before the use start date, permission for the use of Southbridge Full Gospel Center facilities may be revoked. Southbridge Full Gospel Center agrees to provide the church facilities as is. Donations will cover at least costs for air conditioning/heating, water, bathroom facilities, janitorial facilities and electricity. We/ I agree to sign and abide by the "Building Policy" and "Departure Check List". We/ I also agree to hold Southbridge Full Gospel Center, its agents and employees, harmless from any and all liabilities, actions, causes of actions, claims, expenses, and damages on account of injury to or death, or damage to property, which I now have or which may arise in the future in connection with the activity or participation in any other associated activities. I expressly agree that this release, waiver and indemnity agreement is intended to be broad and inclusive as permitted by the law of the State of Massachusetts and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital.*

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THIS RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement which I have read and understand.

In consideration of the promised donations and signed agreements specified above, Southbridge Full Gospel Center will allow use of the following facilities:

The words "we" and "I" used in this document refer to:

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Accepted by Southbridge Full Gospel Center Official Board Member,

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Building Use**

**Rooms to be Used:** \_\_\_\_\_

**Sanctuary:** \_\_\_\_\_

No charge for use, \$25.00 non-refundable deposit

**Fellowship Hall & Kitchen:**

No charge for use; \$25.00 non-refundable deposit

\*Checks for all building use donations should be made payable in advance to “Southbridge Full Gospel Center”

\*The Official Church Board shall have the right to waive any and all of the above suggested donation depending on the circumstances involved and the nature of the intended use.

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### **Building Policy**

We are delighted to be able to provide a facility that is safe and comfortable for all who use it. Please enjoy these facilities in a safe and respectful manner. Full Gospel Center expects that you will treat our church home with the respect and dignity that a house of worship deserves. Therefore, it is expected that when you leave our church home it be in equal or better condition than you found it. Do not treat our home with less respect than you would show your own home.

1. Follow the “Departure Check List” when your event is completed.
2. Full Gospel Center is a smoke free building.
3. Reservations are required for building use. See “Building Use Statement” for an overview of the groups that Full Gospel Center can accommodate and the Church reservation contact. Keys will be issued on an as-needed basis determined by the Church Office. A signed “Church Key Record and Agreement” must be completed.
4. The individual designated as the “Responsible Person” on this form is accountable for the church use and property, including arranging, cleaning, fixing damage, and doing whatever it takes to restore the facilities to the same or better condition than it was found.
5. Any damage to the facility must be reported.
6. If your event has left the building damaged or dirty the individual designated as the “Responsible Person” on this form will be contacted, and future use of the building will be revoked if the problem is not resolved.
7. Plan to bring and use your own kitchen towels so church towels are left clean for expected use.
8. If you find the facilities are in an unacceptable state when you arrive, please make a note and report your findings.
9. Do not exceed your reserved time.
10. Others may be using another part of the building at the same time your event is taking place. Please be respectful of their needs.
11. The church must approve food and beverage serving and consumption locations. Alcoholic beverages are **NOT** allowed anywhere on church property for the purposes of consumption or distribution including the parking lot.

12. A suggested contribution of \$25.00 is required for deposit and is non-refundable
13. Remove from church property all trash leftover food and supplies you brought with you. Place in the dumpster.
14. There is no storage, please remove all items brought for your event.
15. The church office is for church business only.
16. The phone is NOT for social or long distance calls
17. The phone is for emergency use. If there is an emergency, dial 911. Notify the Pastor as soon as practical.
18. All activity shall be within applicable law.
19. Return key(s) by date designated on "Church Key Record & Agreement"

Responsible Person: \_\_\_\_\_

Printed: \_\_\_\_\_

Signed & Date: \_\_\_\_\_

# *Southbridge Full Gospel Center*

## **Church Use Policy**

*March 2009*

### **Building Use Clean-Up Checklist**

#### Lower-level usage

- Remove any and all decorations and return walls to their original condition.
- Return tables and chairs to their original state.
- Wash all dishes used and put them away. (Please do not leave them in the sink or drainer.)
- Vacuum all rugs.
- Sweep all rooms used including bathrooms.
- Take out and replace all trash bags and throw trash in the dumpster.
- Clean bathrooms
  - Scrub toilets
  - Refill toilet paper rolls if necessary
  - Refill soap dispensers if necessary
  - Refill paper towel dispensers if necessary
  - Mop floors
- Mop the kitchen and walkway floor

#### Upper-level usage

- Remove decorations and return all decors to its original condition.
- Vacuum the sanctuary, foyer, and stairs.
- Clean the bathroom
  - Scrub toilet
  - Refill toilet paper rolls if necessary
  - Refill paper towel dispenser if necessary
  - Refill soap dispenser if necessary
  - Mop floor
- Return all chairs to their original condition.

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### Church Key Record & Agreement

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Organization/Purpose: \_\_\_\_\_

Day(s) and Time (s) of use: \_\_\_\_\_

Key Issue Date: \_\_\_\_\_

Expected Return Date: \_\_\_\_\_

Keys Issued By: \_\_\_\_\_

Title: \_\_\_\_\_

Key Number or Identifier:

*I agree to abide by the guidelines set forth in the signed "Building Policy: and signed "Building Use Agreement" as applicable. I will surrender this key upon request of Southbridge Full Gospel Center. I will **not** make copies of this key and will treat this key as confidential and sensitive property of Berlin Christian Church.*

Print Name: \_\_\_\_\_

Signed: \_\_\_\_\_