

Building Use Policy

FAITH COMMUNITY CHURCH

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Application Process

Members and Regular Attenders desiring to use the Faith Community Church (FCC) building must submit a Building Request Form for approval and scheduling. This form is linked on the “Resources” page of the church’s website. Please allow 14 days for your request to be processed. An administrative staff member will notify the applicant upon approval or denial of the request.

Note: Weddings require a special application and approval process. To request the use of FCC facilities for a wedding, please visit our “Weddings at FCC” page (<https://www.faithcommunitychurch.org/weddings>) to review our Wedding Policy and submit a Wedding Application Form.

Disclaimers

1. FCC reserves the right to pre-empt any facility use for its own use in case of emergencies. Notice will be provided as early as possible. FCC is NOT responsible for other expenses incurred by the event applicant prior to the date of scheduled usage.
2. All needs must be listed on the original Building Request Form. If the needs change unexpectedly, the event applicant may contact administrative staff; however, FCC cannot guarantee that the additional request will be honored.
3. The Event Applicant must attend the event and will be responsible for the observance of policies and rules applicable to the use of the building, grounds, and equipment. Those people listed on the application will be responsible for cleaning up, turning lights out, locking up, etc.

Fee Schedule

Building use fees and custodial fees are required for events that are not sponsored/hosted by an official ministry of FCC. In addition, a fee may be required for an onsite FCC coordinator, depending on the nature and scale of the event. Events with over 50 guests in attendance will require a 2-hour minimum Atrium use fee in addition to other applicable room(s) use fees. A Certified Crowd Manager is required by law for events with more than 250 guests.

Building use fees will NOT be required for member/regular attender-hosted wedding or bridal showers; however, custodial and other applicable fees may be required depending upon the date, time, size, and needs of the event.

Building Use Fee Schedule:

A current building fee schedule detailing rental rates and custodial fees. will be emailed to you.

Additional Fees:

FCC Building Coordinator (if required)	\$25/hour
AV personnel (if applicable)	\$25/hour
Certified Crowd Manager	\$25/hour

Guidelines for Building and Grounds Use (Please read in full)

To ensure that all events hosted at FCC are productive and enjoyable, please adhere to the following guidelines:

1. The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Events are limited to the space requested.
3. Smoking, alcoholic beverages or illegal substances are not permitted on the property.
4. Dining or the serving of food is limited to designated areas preapproved on the building request form.
5. The event applicant is expected to leave the building in the same condition it was prior to the event and must remove all items immediately following the event.
6. The event applicant assumes liability for injuries to persons attending the event and for damages or loss of applicant's property.
7. If audio/visual equipment is required for an event, a church-approved Sound Technician may be necessary, and a fee will apply. Refer to the fee schedule for details.
8. Storage of items prior to the event will need pre-approval.
9. Non-FCC advertising material may not be displayed or distributed without pre-approval. Approval by the Elder Board may also be required.
10. Selling merchandise or charging admission to an event must be pre-approved and consistent with the law that establishes the church as a non-profit.
11. There will be no construction inside the facilities without pre-approval.
12. Any activity inconsistent with Christian principles will not be allowed.
13. When the building is being used, designated exterior doors will remain unlocked and unobstructed.
14. The HVAC system will be set to a season-appropriate setting that will begin two hours prior and end two hours after the scheduled conclusion of the event. Please vacate the building by that time

Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Equipment

1. Use of the facilities does not include use of any mechanical, office or kitchen equipment or supplies without pre-approval. Request for such equipment must be made in advance on the Building Request Form.
2. FCC church-owned Audio/Visual equipment and/or musical instruments may be used only with pre-approval. The event applicant assumes responsibility for the costs of damage, repair, and/or replacement.
3. Only FCC-approved personnel may enter the sound booth.
4. FCC equipment may not be removed from any room unless pre-approved.

Decorations

1. All decorations to be used for events must be pre-approved.
2. Use of tape, pins, nails, thumbtacks or staples to hang decorations on the walls or doors are not permitted.
3. Items may NOT be hung from the ceiling.
4. Any decorations deemed inappropriate for any reason can be removed at the discretion of FCC administrative staff.
5. FCC furniture may not be removed from any room, unless pre-approved.
6. Cleanup is the responsibility of the event applicant. Any rooms/space used must be returned to their original set-up.
7. All FCC-owned decorations must be checked out and then returned to the appropriate location through the Decorating Supply Coordinator, Samantha Rhoden.
8. Damaged/broken items are the responsibility of the event applicant and replacement is expected.
9. Signs on the exterior doors are not permitted. FCC sign holders may be available upon request.

Safety

Faith Community Church works to maintain a safe and secure environment within the facilities and on the church property. However, maintaining the physical security of the facility is the responsibility of all event applicants. It is important that all event applicants are vigilant in doing their part to keep the building secure.

1. Fire extinguishers are located throughout the building in the designated fire extinguisher storage units. Each event applicant is responsible for knowing where the fire extinguishers are in case of an emergency. An AED is located on the lower level south side of the atrium near the women's restroom. See attached Evacuation Plan Maps.
2. Pre-approval of use of candles or miscellaneous heating devices is required.
3. Lit candles may not be placed on the sanctuary floor.
4. If warmer was used, please ensure it is turned off.
5. All exterior doors must be locked at the conclusion of the event.
6. Events with 250 guests or more are required by law to have a certified "Crowd Manager" on site. See fee schedule.

Nursery/Childcare

1. The nursery/young children rooms are not available for childcare during personal events.
2. Rooms shall NOT be made available to "warehouse" children while adults tend to business or ministries.
3. When children are in attendance, they must be under the supervision of their parents or designated adult 18 years old or older.

Kitchen/Food and Drink

1. Food and drink are NOT permitted in the sanctuary unless pre-approved. The use of food and drink in any other space must be organized and under the direct supervision of the event applicant or the event applicant's pre-approved responsible alternative.
2. Event Applicants must provide their own consumable supplies – including paper plates, cups, eating utensils, napkins, condiments, and snacks. FCC supplies will not be available.
3. All leftover food should be removed from the premises after the event.
4. Red Kool-Aid or punch or other drinks that use red dye will NOT be served inside the building.
5. FCC tablecloths are available for use and must be checked out by contacting Samantha Rhoden.
6. Limited FCC kitchen items may be used upon request.
7. Directions for coffee machine is located on the right hand side of machine. Church supplies are not available for personal events.
8. All trash should be placed in the dumpster located in the south parking lot. Please ensure that the dumpster doors are closed and are properly secured. Replace trash bags in trashcans.
9. Clean all counters and sinks.
10. Sweep floors and mop up any food or drink spills.
11. If you desire to use the ice machine, please request it in the Building Request Form.

Parking Lot and Outdoor Areas

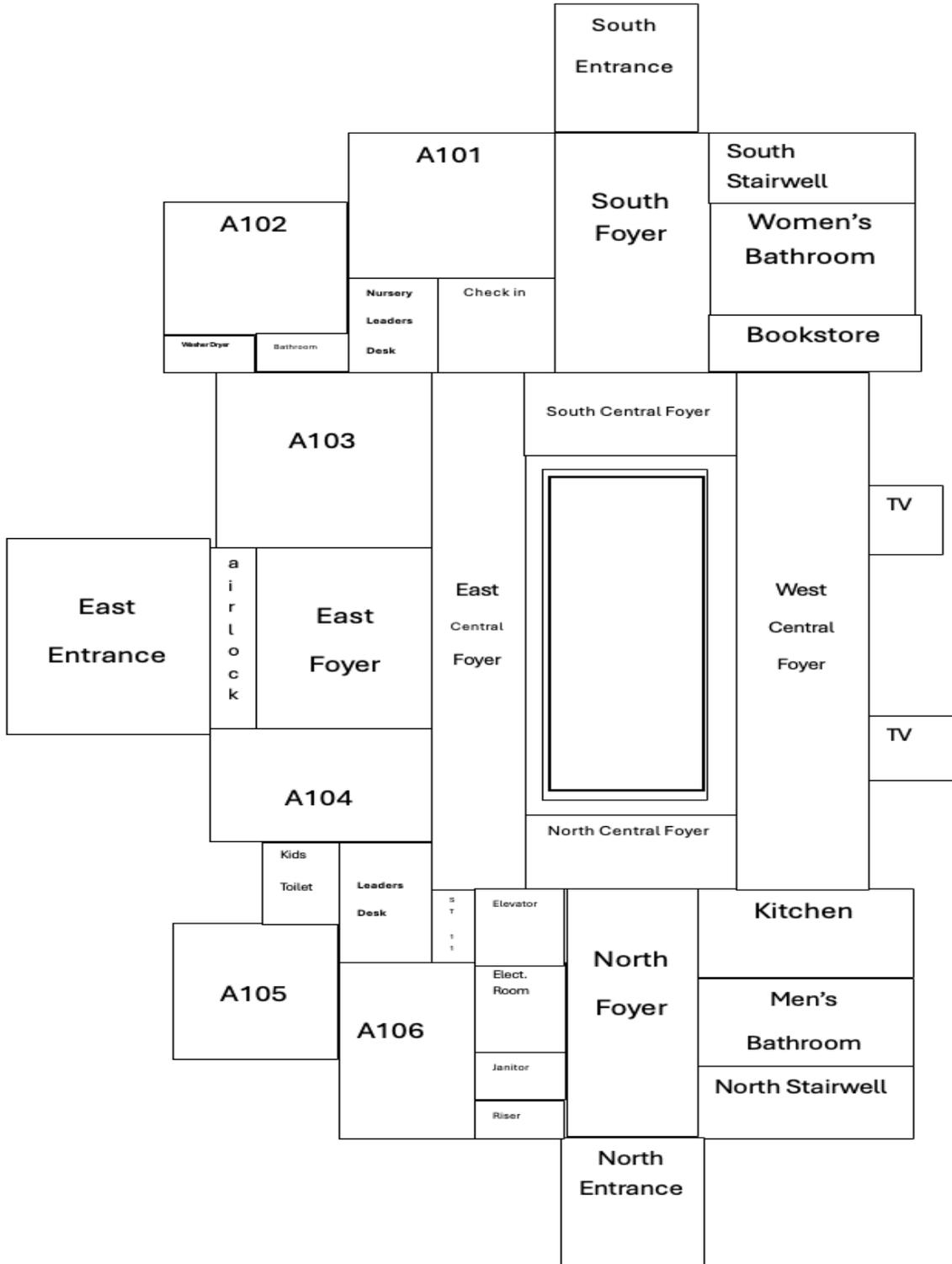
In general, use of the parking areas and grounds outside the building are subject to the same rules as the interior of the building.

1. Parking is permitted only in designated parking areas.
2. Cars without handicap identification are not allowed to park in areas designated for handicap parking.
3. Cars may NOT be left in the parking lot overnight unless the owner is a participant in a FCC event or given pre-approval.
4. Drive slowly and safely watching for pedestrians.
5. FCC is not responsible for theft or damage to personal property.
6. Exterior Signs on the property are not permitted without prior approval.

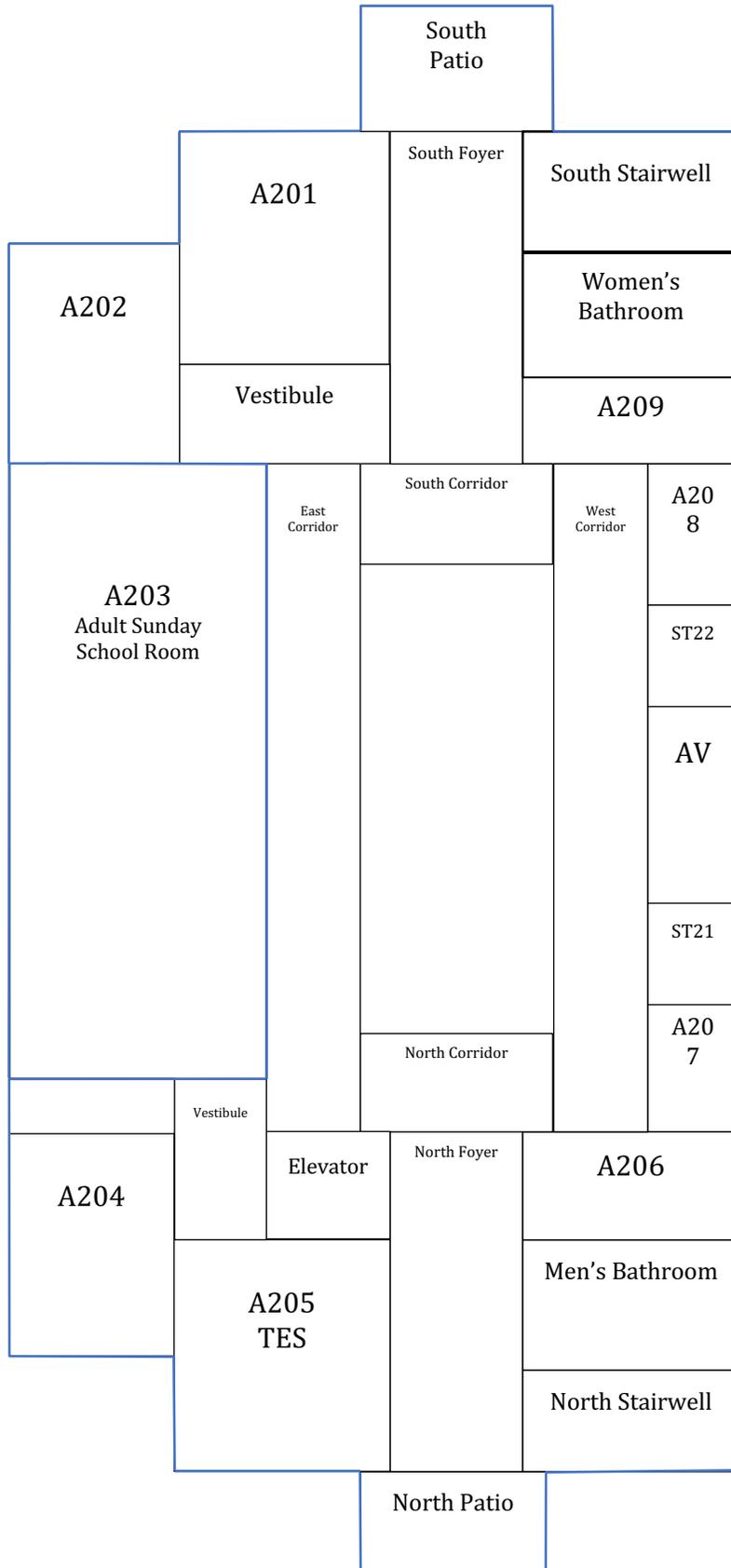
Checklist for Closing Building

1. Leave the facility clean and ready for next use.
2. Remove all items brought in for the event:
 - a. Food
 - b. Decorations
 - c. Any additional items
3. Reset room according to room diagram posted by the door in each room. Extra tables should be returned to storage closet ST22.
4. Vacuum all rooms used. Vacuum is in storage closet ST 22.
5. Turn off all AV equipment if applicable.
6. If kitchen was used:
 - a. Clean all counters and sinks.
 - b. Sweep the floor and wipe up any spills.
 - c. Turn off warmer if applicable.
 - d. Do not leave leftover paper products in the building or food items in the refrigerator.
7. Do the following for the bathrooms: (Key is in the paper towel dispenser on the bathroom wall. Use the same key for the toilet paper dispensers.)
 - a. Replenish paper towels and toilet paper. Supplies located in storage closet ST22.
 - b. Wipe down all vanities.
 - c. Empty trash and replace trash bags. Extra trash bags should be in the bottom of the trashcan.
8. Empty all trash cans and replace with new trash bags in rooms used.
9. All trash should be taken to the dumpster in the south parking lot. Ensure that the dumpster doors are closed.
10. Notify administrative staff of any damage or broken items.
11. Turn off all lights in the building upon exit. The top buttons on all switches control on/off for the lights.
12. Close and lock all doors on the way out. Allen wrench keys are in stairwells and reception desk drawer.
13. Please make every effort to vacate the building no later than two hours after the published event end time. HVAC will be turned off at that time.
14. If you encounter any problems, call your Small Event Coordinator.

First Floor Map



Second Floor Map



First Floor Emergency Map



Second Floor Emergency Map

