

STANDARD FOR FACILITY USE

The use of all facilities or property of Fresh Start Community Church (FSCC) must be approved by one of the following: church secretary, office manager, or event coordinator.

Use of church facilities by staff and members for purposes of worship, ministry, fellowship and outreach shall only require verbal approval and subsequent scheduling to prevent conflicts. All use of facilities should be scheduled as much in advance as possible. The party authorizing such use is responsible to coordinate with other members of the staff as necessary, to refer to the current calendar of events and record such plans to prevent conflicts.

In the event of emergency due to natural forces, acts of God or public calamity, use of facilities may be redirected as deemed necessary by public authorities or at the direction of the Senior Pastor (in cooperation with the Leadership Council). Provision of temporary shelter, as a hospice for those in the community who may be afflicted by such circumstances may be expedient in following with the New Testament command to care for our neighbors.

It is purposely intended that the use of classrooms or other meeting areas for non-church related activities or outside organizations may be permitted as a means to promote outreach in the community. Payment for the use of facilities shall be required in accordance with the established fee schedule to offset our costs and liabilities. Anyone using the church buildings or church property are expected to comply with published guidelines set forth by the church to assure that neither conduct nor activities interfere with the mission of the church.

Where regular or recurring use is requested, a written agreement will be required. A deposit will be collected to ensure that the room will be left clean and with all fixtures and seating arranged as required for regular use. Opening and closing of the facility for most events will be provided by arrangement with those authorized to have a key.

Seating in the sanctuary is not to be rearranged without the express consent of the pastoral staff and should be generally avoided. For most meetings or events of an outside organization it should be practical to schedule the use of the Fireside Room, or a room in the Family Life Center. This should be considered prior to requesting use of one of sanctuaries except in the case where a large public gathering is expected. If any substantial décor, props, sets, or rearrangement is

desired, approval of the Event Coordinator is required. Appropriate fees will be billed at the discretion of the coordinator. Chairs, equipment, etc. must be returned to their original configuration or deposits will be forfeited.

Sound equipment and instruments shall not be removed or operated except by authorized church personnel with the approval of the worship pastor. This includes all equipment found throughout the church. Due to liability issues no exceptions will be given regardless of training or general qualifications.

All rental agreements contain a schedule of established fees. Additional fees may be imposed at the discretion of the pastoral staff or event coordinator to satisfy unusual requirements of a specific situation