



# Facility Use Guidelines

Revision Date: 11/08/2021

## Eligibility

Regularly scheduled church meetings and activities of Shawnee Church of the Nazarene have priority in the use of its facilities.

Facilities are not available to outside groups for profit-making activities or to organizations engaged in partisan political activities or to groups which advance any doctrine which goes against the manual of the Church of the Nazarene.

A Certificate of Insurance or signed Liability Waiver is required by all outside groups for the purpose of covering liability and property damage or accidents that might occur on church property.

The church is not obligated to offer a use agreement regardless of the availability of the facility. No continuing use will be approved for a period more than the church's current fiscal year.

A review committee consisting of the Pastor, the Board of Trustees and other appropriate program staff persons will determine the eligibility of any outside organization to use the facilities.

## Reservations

A completed Facilities Use Request Form is required by all organizations requesting use of the facility. Events for outside organizations will be entered into the church calendar after approval by the review committee.

## General Guidelines for Use of Facilities

- The responsible individual should submit a Facilities Use Request Form in a timely manner to the Church Office Manager.
- Children must be supervised by responsible adults. Children must not roam outside of the designated area.
- No use of tobacco, alcoholic beverages or illegal substances is permitted in the buildings or on the grounds of the church.
- Activities and programs are limited to the space that is assigned.
- The user must leave the building clean and remove all items associated with their program immediately following the event.
- The user is responsible for any damage done to church property associated with the scheduled event.

- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- In periods of inclement weather, when church activities are cancelled, facility use by outside groups or organizations will also be cancelled.
- Parking lot snow removal is completed by the church only when it is to prepare for church use.

### **Building Use Procedures**

The responsible individual is accountable for the following during or after the event:

- Reporting to the church staff any accident or injury.
- Reporting to the staff office any damage or maintenance problems
- Leaving the facility clean and removing all items associated with the event

### **Kitchen Use Procedures**

The responsible individual is responsible for

- Understanding the use of kitchen equipment
- Cleaning, drying, and storing all dishes and utensils
- Washing all counter tops and work areas with cleaner
- Using only items purchased specifically for the groups' use
- Cleaning spills
- Sweeping floors
- Checking that appliances are off



## Facility Use Request Form

Group or Organization			
Responsible Individual			
Phone			
E-mail Address			
Address			
Activity/Purpose			
Estimated Attendance			
Room(s) Requested			
Date(s)			
Begin Time		End Time	

I have read and agreed to the Property Use Guidelines of the Shawnee Church of the Nazarene. Proper supervision shall be provided by the responsible persons in charge. Any damages to the property beyond ordinary wear and tear will be paid for by the organization using the facilities. If an unforeseen emergency or conflict would arise, all Shawnee Church of the Nazarene activities would take precedence and this agreement would be void.

Responsible Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Pastoral/Office Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Trustee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Placed on Calendar by \_\_\_\_\_ Date: \_\_\_\_\_