



BUILDING USE GUIDELINES

The facilities of Othello Nazarene Church are available for use by individuals and organizations within the community. Availability is determined by the Church.

APPLICATION

- To arrange for use of the facilities, the user must contact the church office to check on availability.
- Submit an *Application for Use* form.
- Pay \$150 cash, refundable *damage and date-hold* deposit.
- On the Thursday prior to your event, pay the usage fee and pick up the key by noon.

EVENT TIMING

- Building use is for the day of the event only; there is no access on the day before your event.
- All church facilities must be vacated by 6:00 pm.

SUPPLIES AND EQUIPMENT

- Take note of the set up of the room, and return it to the same. tables with chairs each
- The tables and chairs can be stored and/or retrieved from the Community Room's closet.
- You furnish your own food items, paper products and tablecloths.
- We provide laundry container for our towels, dishcloths, etc. that you use.
- In the Sanctuary and Chapel, the sound booth will be operated by our Sound Techs only.
- In the Sanctuary and Chapel, any stage changes will be done by our Sound Techs only.

SOCIAL MEDIA

We would love it if you would hashtag us in your event posts on Facebook! #onaz

ACTIVITIES AND BEHAVIOR DURING EVENT

- This is a church and place of worship. These facilities will not be used for any services or activities contrary to our beliefs, which include smoking, gambling, use of alcohol, use of drugs, activity or entertainment that includes sensuality, pornography, or extreme violence.
- Nothing will be done in decorations that will deface or permanently damage the facility. No nails or tape on the walls.
- No candles, open flame or melted wax fragrance will be used in decorating.
- **No glitter** (including glitter on formal ware), rice or confetti is to be used inside or outside the building. No "bubbles" inside the building.
- To protect our non-profit status, using the building for business is prohibited.
- If you plan to use the kitchen to prepare food for an off-site event open to the public, you must obtain a temporary food permit from Adams County Health Department and give us a copy for our file.
- Food and drink are limited to the agreed-upon event area unless special arrangements have been made.

(OVER)

- Do not use red drink, frosting or sauce of any kind.
- All cooking will be limited to the kitchen only. This includes, but is not limited to, the use of hot plates, electric grills, electric skillets and anything similar.
- At all events, all minors will be supervised and limited to the area reserved for the event. The Nursery area is completely off limits.
- Bathrooms: Please place all toilet paper in the toilet and flush after use.

CLEAN UP

- Return the room to tables with chairs

Refer to the items on the checklist given to you when you paid your deposit.

- Use the Cleaning Station located by the refrigerator in the kitchen to clean the area.
- Perform each task and check it off when you complete it.
- Any personal items left and not retrieved within a month will be donated to a charity or thrown away.
- Turn in the completed checklist with the keys in the secure mailbox at the front of the building.

DEPOSIT REFUND

Your deposit will be refunded if the following conditions are met:

- All guidelines in this document were adhered to.
- Facilities have been left without damage.
- Furnishings have been put back where they were found.
- Key is returned within the next two business days following the event.
- The Othello Police Department was not called due to the security alarm going off.
- You vacated the building on time.
- You have picked up your deposit within 3 months.
- After 3 months, if nobody comes to retrieve the deposit eligible for refund, your check will be shredded, and cash deposits will be donated to the kitchen ministry fund. Your signature on the application is your agreement to this donation.

LIABILITY

The person signing for the facility is liable for any property damage or personal injury resulting from use.

DON'T LOSE SPOT OR YOUR DEPOSIT

- On the Thursday prior to your event, pay the usage fee and pick up your key by noon. We may not available after that, and you may have to cancel or reschedule.
- You are responsible for the actions and behavior of your guests.
 - Alert your party planners and guests to *not* bring glitter into the building.
 - During your event, keep an eye on the children you are bringing into the building.
 - All attendees must stay out of the areas in red on the map (attached).
- All coffee burners must be turned off.
- Return the room to the original table and chair configuration as when you arrived.
- All facilities must be vacated by 6:00pm to avoid excess cleaning fees and alarm fine reimbursement.
- Do a final walk around the building to make sure all outside doors are tightly shut.



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