

SAMPLE

POLICY FOR USE OF CHURCH FACILITIES

Disclaimer

Legal Information, Not Legal Advice

The following policy is provided as a sample. Please feel free to adapt this policy for the unique circumstances of your church, or to modify the language to put it in your own words. This sample policy is simply a template that your church can use to begin the process of adopting a facilities usage policy, or to use in amending its own policy to better protect itself from potential legal threats.

These guidelines and checklists provide information. The information contained in these guides and checklists is not legal advice. Legal information is different from legal advice. The information in these guides and checklists is not a substitute for, and does not replace the advice or representation of, a licensed attorney. We recommend that you consult with a licensed attorney if you want assurance that the information in these guides and checklists and your interpretation of it are appropriate for your particular situation. You should not and are not authorized to rely on these guides and checklists as a source of legal advice.

POLICY FOR USE OF CHURCH FACILITIES

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POLICY FOR USE OF CHURCH FACILITIES

1. STATEMENT OF PURPOSE:

This policy is established to communicate the ministry of [insert church name] (the “**Church**”) through the use of church facilities. The Church believes that its ministry to church members and to the community will be enhanced through the broad use of the church buildings and grounds. This document sets forth policies, procedures, responsibilities, guidelines, and terms and conditions deemed incorporated into any agreement relating to the use of the various facilities of the church.

We believe that our facilities are placed in our trust and are designed, built, and used for service and mission, and stand for the glory of God. The buildings and grounds are to provide a place for Christian worship, education, and fellowship for all believers. They also exist to help prepare people to be in ministry in the wider community and world. Whenever possible, the facilities will be available as a meeting place for members, and as appropriate, a meeting place for non-profit groups or organizations in the community.

The church’s facilities were provided through God’s benevolence and by the sacrificial generosity of church members and donors. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God’s glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may facilities be used for activities that contradict, or are deemed by the pastor or board as inconsistent with, or contrary to the church’s faith or moral teachings. The board of directors or trustees, or their official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church’s beliefs would be material cooperation with that activity, and would be a grave violation of the church’s faith and religious practice (2 Cor 6:14; 1 Thess 5:22).

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities. Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may facilities be used in any way that contradicts the church's faith.

Generally, those outside organizations or groups that may be granted permission to use church property will be religious or charitable organizations. Groups other than religious or charitable organizations may be granted permission if they are deemed to have a useful purpose to the Church, or its members, and to their Christian commitments. These outside groups or organizations are usually non-profit organizations. Permission will not be granted for any group or organization that jeopardizes the 501(c) (3) status of the church.

Permission to use the facilities of the church may be granted to for-profit organizations if it is in conjunction with a mission, ministry, or program of the church.

For the purposes of expression of our Biblical beliefs on matrimony, we maintain that God created the male and female sexes (Gen. 1–2) and that marriage is a sacred institution that only one man and one woman can enter into (Matt. 19:4-6). According to Genesis 2:23–24 and Matthew 19:4-6, marriage binds a man and a woman in a lifelong commitment to one another. Intimate companionship, procreation, and pure sexual expression are all provided by marriage (Genesis 2:25; Ephesians 5:31–33). It also mirrors the connection between Christ and the church (Genesis 1:28; Proverbs 5:15–19; 1 Corinthians 7:1–5).

For the purposes of expression of our Biblical beliefs on sexuality and the restrictions that God has established for its expression. The Holy Scriptures emphatically condemn all forms of fornication, including homosexual conduct, adultery, and bestiality, according to 1 Corinthians 6:18 and 1 Thes. Rom. 4:3. 1:26-27; Prov. Galatians 5:3–4, 8–13, 7:21–27. Exodus 20:14; Deut. 5:19. Matt. 5:18. Luke 18:20; 5:27; 19:18; Rom. Lev. 13:9; James 2:11. 20:10–21; 1 Corinthians. Jude 7; 6:18; and 10:8. In addition, the Church holds that God determines a person's sexual orientation at birth. We hold that any attempt to change one's gender through surgery or appearance is forbidden by God (Genesis 2:24; Genesis 19:5, 13; Genesis 26:8-9; Lev. 18:1-30; Romans 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Hebrews 13:4).

Based on the foregoing, Gender-specific restrooms may only be used in accordance with the gender assigned at birth, not gender identity or expression, in accordance with the Church's genuinely held theological views. It may also be possible to provide family bathrooms, which are not gender-specific.

This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Col 3:17).

2. GENERAL POLICY:

Our purpose is to establish church policy to be followed whenever a request is made for the use of Church building facilities.

Scope: These policies will apply to all persons, groups, and/or organizations requesting use of Church building and facilities.

Non-Church related activities may be allowed when the goals of users are compatible with the Church. No activity shall be conducted on Church property that is incompatible with the Christian faith and the policies, rules and doctrines of the Church.

As the spiritual authority of the Church, the Pastor and Board of Elders/Directors/Trustees shall have non-appealable authority over a decision relative to whether a use is consistent with Christian theology, doctrine, and witness. Further, if an activity negatively reflects on the Church's testimony to the community, then the Pastor and Board of Elders/Directors/Trustees, in their sole discretion, may direct the denial of an application or cancel a calendared activity.

The Church may deny an application or cancel a calendared activity if determined that there is an unreasonable level of risk of injury to persons or property. A representative of the Church, given supervisory authority over a use of the facilities for a given event, has the inherent authority to stop said event in progress if, in his or her opinion, such action is necessary in order to protect life, health, and property.

With these policies in mind, the Church welcomes the use of its facilities by approved members and non-church groups. Priority for use of space shall be on the following basis:

- (1) staff scheduled religious functions;
- (2) church functions;
- (3) functions of groups sponsored by the church;
- (4) Christian celebrations (e.g., weddings and baptisms) and funerals;
- (5) charitable and community service organizations;

- (6) member private functions; and
- (7) non-member private functions.

With the exception of staff offices, no group or individual shall have exclusive and indefinite use of any space or equipment owned by the church. A member of the Church is defined as a person who joined the congregation and has made a financial contribution during the last 12 months. A non-member is a person who does not meet the member criteria.

What the facilities can be used for:

- Religious services and meetings.
- Educational programs and seminars.
- Community events
- Weddings, receptions and funerals

3. EXPENSES AND FEE STRUCTURE:

A. Expenses

Any time church facilities are used, expenses to the church result. These include, but are not limited to, utilities, cleaning, wear and tear, and administration. The individuals or groups using church facilities are responsible for reimbursing the church for these expenses. The policies for use of buildings and facilities govern the usage costs and any exceptions as noted in the fee structure below. Fees are structured as the reimbursement of expenses incurred by the church in making the facilities available.

B. Fee Structure

The reimbursement schedule for Non-Members and Non-Church Events & functions are contained in **Appendix A**.

The reimbursement schedule below applies to Church members and church groups using the facilities for non-church-related activities; and government agencies/civic organizations using the facilities for any activities.

Fellowship Hall	\$ _____.00
Kitchen	\$ _____.00
Key Deposit ¹	\$ _____.00
Parlor ²	\$ _____.00
Sanctuary ³	<i>Weddings/Funerals³</i>
Classrooms ⁴	<i>Not Available</i>

Footnotes:

- (1) The church secretary will handle arrangements for securing a key to the building for scheduled events. A refundable key deposit is required; the deposit will be refunded when the key is returned. If the key is lost, the deposit will not be refunded, and the responsible person or group will be charged for the replacement of door locks.
 - (2) Parlor is not available for use by government agencies or civic organizations. (See **Appendix D: WEDDING POLICIES.**)
 - (3) Sanctuary is available for weddings and funerals only. (See **Appendix D: WEDDING POLICIES.**)
 - (4) Classrooms are not available for non-church-related activities unless otherwise agreed by Church.
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C. Other Terms and Conditions:

- (1) The Church buildings will be closed to all usage as indicated by Building Holiday Policy found in **Appendix H.**
- (2) **The use of the Church facility must conform to all applicable state and local statutes, ordinances, and regulations.**
- (3) The use of the Church facility is prohibited by political groups and/or for political purposes.
- (4) Monthly rates with annual agreements are available.
- (5) A 25% deposit is required within one week of church approval and signing of the Revocable Permit Agreement. The deposit is 25% of the combined facility usage, maintenance, custodial, damage deposit, and any other fees applicable to facility usage. The remainder of all fees are due no later than two weeks before the first day of the event.
- (6) Unless otherwise stated All fees are non-refundable.
- (7) Room usage fees include room set-up and custodial services within reasonable limits. Reasonable limits are dictated by Church staff.
- (8) Room usage fees do not include sound, lighting, graphics, musicians, security, or other personnel.

D. Payment Options:

- (1) Check – made payable to the Church with “*Memo: Revocable Permit Reimbursement Fees*”
- (2) Online.

E. Additional Event Fees:

Large Group Set ups:

- (1) Groups over 50 people may require an additional charge of \$150 for set up labor.
- (2) These fees are to be paid directly to the custodial team or Special event coordinator depending on the event.

Non-Church Groups Refundable damage deposit:

- (3) Check payable to Church.
- (4) Deposit will be returned after final inspection of used space(s).
- (5) Under 50 attendees the deposit is \$500.00.
- (6) Over 50 attendees the deposit is \$800.00.

F. Events Outside of Operating Hours:

- (1) The church's operating hours for events are Monday to Saturday, 9am to 9pm.
- (2) Events outside the church's event operating hours, will require a special events coordinator. The special events coordinator fees are \$25 per hour to be paid directly to the coordinator. The Special Events Coordinator will be assigned closer to the event date. We have a team that rotates.
- (3) Special Event Coordinator responsibilities would include but are not limited to:
 - (a) Being on site and available for the duration of your event, including set up on Saturday set up.
 - (b) Open and closing the building.
 - (c) Helping your group with any issues that may arise.
 - (d) ensuring your room(s) is clean and ready for janitorial services to come in i.e. decoration and trash removed. Your group will still be responsible for clean-up including trash removal. The Special Events Coordinator is just checking after them that it is complete.

G. Additional Custodial Fees. Events outside of normal operating hours may require additional custodial fees of \$150.00 per day per event to be paid directly to the custodial company.

H. Overnight Guests

- (1) Overnight guests are at the discretion of the Church.
- (2) Overnight guest events will require a room rental fee + a per person charge of \$10.
- (3) All overnight guests that include children, youth, and/or special needs children/ adults must follow at minimum the Church Safe sanctuary policies or their equivalent policies.
- (4) Please see previous stated policy regarding child safety in **Appendix F.**

I. Cancellation Policy For Revocable Permit

In the event that a scheduled facility use for the building needs to be

cancelled the following policy for refunding will apply:

- (1) If the event is cancelled more than thirty (30) days prior to the date it is scheduled, and the Church has not turned down any rentals for the same date the deposit will be returned less a fee of \$25.00 or 10% of the total rental agreement whichever is greater.
- (2) If the event is cancelled less than 30 days prior to the event none of the deposit will be returned.

Groups requesting use of the church facilities shall inform the Church Office of any change or cancellation of meetings with as much advance notice as is reasonably possible.

DISCUSSION NOTE: Whether a church charges a fee for facility use is up to its discretion. But not charging a fee or charging below-market rates helps churches avoid being considered a public accommodation under local or state law. Public accommodations are generally subject to a variety of laws, including laws regarding discrimination. Because there is more risk of being considered a public accommodation when a church charges market rates for facility use, good practice is either charging no fee (except for perhaps a cleaning or other incidental fee) or charging a below-market fee. In any event, the church may also wish to require a refundable security deposit to pay for any damages to the facilities.

4. FACILITIES AND EQUIPMENT AVAILABLE FOR USE:

Church facilities (buildings, classrooms, grounds, and equipment, including adjacent restrooms) are to be used for purposes consistent with the mission(s) of the Church with users being mindful that the property as a whole should be considered a place of worship and treated as such. Reservation Request forms are available on the Church Web site and from the Church Office. See **Appendix B** for Reservation Request form.

A. Music Equipment:

These instruments are to be used only by qualified musicians. Questions of qualification are to be resolved through evaluation of the individual and approval by the Church Office.

B. Sound & Media System:

Arrangement **MUST** be made in advance of the need for use of either the sound or media systems. All groups and individuals desiring to use the sound and media systems must use a qualified person from the Church to operate the sound systems (there is no guarantee that a qualified person will be available). There will be an hourly fee for the use of the sound system, with a minimum of 2 hours, by non-church groups and for private functions, payable to the sound technician.

The current FEE Schedule is found in **Appendix A** of this Policy Manual and Audio/Video Guidelines are located in **Appendix J**.

5. APPLICATION PROCEDURES:

A. Reservation Procedure:

The procedure for reserving the church buildings or facilities for events other than weddings is summarized below. Exceptions to any item listed below must be approved by the church staff or building and grounds/facilities committee. (See **Appendix D: Wedding Policies** for those specific guidelines.)

- (1) Request "**Reservation Request**" form. (See **Appendix B**)
- (2) Submit completed reservation form at least 30 days prior to desired date of event.
- (3) Read through ALL policies, guidelines and requirements.
- (4) Approval by building and grounds/facilities committee, usually within one week. The church reserves the right to refuse the use of its buildings and facilities to any person, group, or agency.
- (5) Sign Revocable Permit Agreement
- (6) Payment of expenses to financial or church secretary as outlined in Section 5. G. Fee Structure below.
- (7) After completion of the steps above, the event will be placed on the church calendar as outlined previously.

B. Applicant Responsibilities:

- (1) It shall be the responsibility of the requesting individual, group or organization to contact the church secretary, either in person or by letter, at least **one month prior** to the date when the church building will be required, setting forth the purpose for which the church building facilities will be used. Use of the kitchen and its equipment must be approved prior to any activity or event.
- (2) The requesting individual, group, or organization shall designate one person who will be responsible for the use and care of the church building facilities.
- (3) The requesting individual, group, or organization shall commit its willingness to abide by the provisions of this church policy. Failure to do so shall mean that the individual, group or organization may not use the facilities.
- (4) The requesting individual, group, or organization agrees to pay for any expenses incurred because of their use of the building facilities. This shall include, but not be limited to, any damage resulting from the use of the building facilities.

(5) Meetings, parties, and activities that result in private financial gain are not allowed, with the exception of fundraisers for the church's ministry activities. No political events or signs are allowed on church property.

- C. **Church Groups** wishing to use space or facilities shall register regular meeting dates with the Church Office for entry on the church calendar and assignment of space. Space will be allocated on a first come first serve basis, based on priority. Requests of less than two weeks' notice may not be accommodated.
- D. **Non-Church Groups, Members, and Non-members** shall submit an application (obtained from the church office or website) (See Appendix B) for use of the facilities to the Church Office. Applicants are to be notified by email on the status of their request. Application should be made at least one month in advance of the requested meeting date. Space will be allocated on a first come first serve basis, based on priority. Requests of less than two weeks' notice may not be accommodated.
- E. **Wedding** application and reservation procedures and fees are addressed in the Wedding Policies document. See Appendix D or Contact the Church office for a copy.
- F. **Funeral** application and reservation procedures and fees are addressed in the Funeral Guidelines document. See Appendix E or Contact the Church office for a copy.
- G. **Deposits & Final Payments**
In order to ensure a reservation of the requested facility for the day(s) and time(s) of events, a **25% deposit** is required within **one week** of being notified of the church's approval of the date and usage of the requested facilities. The deposit is 25% of the combined facility usage, maintenance, custodial, and any other fees applicable to facility usage. The remainder of the fee is due **no later than two weeks** before the day of the event for which facility usage is requested. **All checks for required fees can be made payable to "[YOUR] Church"** and should include **"Reimbursement of Building Use Expenses" in the memo line**. Honorariums for services may be paid directly to the individuals, for whose services are provided, on the day of the event. If the kitchens are used, deposits may be partially refunded if expectations for kitchen clean-up are met. *Please refer to Appendix C - Kitchen Guidelines for more information.*
- H. **No Landlord Tenant Relationship**. Persons granted permission to utilize church facilities shall be a Permittee and specifically agrees that the revocable permit to use the facilities does not create the relationship of landlord and tenant between the Church and the Permittee regarding the

use of the Church controlled property to which the permit relates. The relationship of the Permittee to Church arising out of the Revocable Permit Agreement shall be that of an independent contractor. The Permittee specifically agrees that the permit shall be void and of no further force and effect upon any use of the Church controlled property to which the permit relates which is inconsistent with State Law or which in any way conflicts with the purposes or objectives of the Church or its policies, including specifically this *Policy For Use of Church Facilities*.

6. REQUIREMENTS, RESPONSIBILITIES AND RESTRICTIONS:

A. Designation of Person in Charge: Each organization or group will designate an adult member of at least 21 years of age as being in charge of its activities. That person must be registered with the church office by name, address, telephone number and email address.

The person in charge must be present at least thirty (30) minutes prior to the scheduled start of the meeting or event. It is the responsibility of the person in charge to see that all is in order before departing at the conclusion of the event. This shall include, but is not limited to, the following:

1. All equipment is returned to its proper place.
2. All trash is picked up and removed from the building. Trash should be placed in (not beside or on) dumpsters.
3. Equipment and property of groups using the building must be stored only in designated places. The church assumes no responsibility or liability for any articles left in the building by groups using the facilities.
4. Lights are to be turned off.
5. Windows and doors should be shut and locked.
6. Any malfunctioning equipment relating to the safety of users or the security of the premises must be reported immediately to the Church Office.
7. All injuries must be reported to the Church office within 24 hours of the occurrence.

B. Guidelines And Requirements For Use of Facilities:

1. All persons using our facilities are expected to be respectful of the Christian environment on our church campus.
2. Safe use of the facilities will be the responsibility of the users. The user assumes responsibility for injuries to persons attending the event. Only the areas reserved and approved may be used.
3. Groups, organizations, or individuals using the facilities are responsible for any and all damages to the church property resulting

from that use. Liability is both individual and collective. Groups will be held responsible for damage done to the building. All trash must be removed after use of the facilities, and the space left in the same condition as found. Use of food in a reserved area must be requested and approved in the facility use request.

4. NO use of tobacco products, alcoholic beverages, or illegal substances is permitted in the buildings or on the grounds of the church.
5. Organizations which have a member of this congregation active within the requesting organization can act as a sponsor and will be given preference in requests. The sponsor or individual requesting building use will be responsible for the communication between the church and the organization. The sponsor or individual requesting building use will be responsible for remaining on campus for all the requested events that are outside of church operating hours, or a special events coordinator will be required.
6. Reservations for space cannot be reserved more than six months in advance, unless reserving a recurring event for a full calendar year or annual renewal of recurring reservation.
7. Events that require an entry fee of the attendees will require prior approval of the Church.
8. Children must be supervised at all times. Toys, supplies, and classrooms are not available for use except as part of a Church-sponsored event or Facilities Use Agreement.
9. Open flame candles, with appropriate protection from dripping wax, may be used in conjunction with services in the sanctuary. In other spaces, candles may only be used in appropriate glass, metal, ceramic or other suitable non-burnable container designed for candles. Open flames are never to be left unattended in or around the Church buildings.
10. The use of celebratory rice, seeds, or confetti is not permitted on Church property.
11. Storage space is not available for non-church use.
12. Non-Church members may not use any office equipment, including the telephones, except in case of emergency.
13. Secular dancing is not allowed on the Church property.
14. Banners or signs may be posted on Church property as provided below. Banners and signs must be removed at the end of the Event. Temporary signs of an informational or directional nature may be erected on site in an approved location, during the day of the Event. No political campaign signs promoting candidates running for office are to be posted on Church property. No posters, banners or other material may be attached to trees, on grounds or to any portion of the Church Facility, inside or outside in a manner that would cause damage.
15. Parking must be in assigned paved parking spots only, and not in

grass or landscaped areas. Large Events may be required to utilize offsite parking. The User shall assume all costs and responsibility for transportation to the Facility.

16. If Security Personnel are required for your event, all credentials of security personnel you have hired must be provided 48 hours prior to the event. Depending on the activity type and time of use, the User may be responsible for hiring and paying for security services, emergency services personnel, or onsite personnel required as a condition of scheduling the Event.
17. Users are responsible for compliance with all ordinances and laws related to the proposed use of Church Facilities, and must obtain all necessary permits for the proposed Event. Users are required to provide copies of required permits prior to date of Event to the appropriate Church representative.
18. Parents or legal guardians must reserve the Church Facility for anyone under 18 years of age and must assure adequate adult supervision of youth groups using any Facility. This may require the user paying for security officers to monitor activities both in and outside of the Church facility being used.
19. The number of individuals attending functions on the Church property shall not exceed the limits established by the Fire Marshal.
20. Material guidelines – the Church reserves the right to request a copy of any materials used or handed out within Church Property including its parking lot. If there is a program, play, concert, etc., the contents of this event must be approved by designated church staff. This approval is required 2 weeks in advance of the event date.
21. Any and ALL accidents resulting in bodily injury or damage to property of the Church or others occurring on the Church property or in any way connected with the use of the Church premises within 24 hours of the accident must be communicated in writing. The notice must include details of the time, place and circumstances and the names and addresses of any person(s) witnessing the accident. When an accident occurs on Church property, or as the result of involvement in a Church sponsored or related activity, the matter must be reported immediately to a Church staff member and/or appropriate authorities (Fire, Police) by dialing 911, regardless of how insignificant the accident or injury may appear.
22. Any incident including fire, explosion, water damage, collapse or any similar event that results or could result in significant personal injury or damage to the buildings and equipment should be reported to a Church staff member and/or appropriate authorities (Fire, Police) by dialing 911.
23. Minors must be supervised at all times while on property. Safe Sanctuary Policy or the Equivalent must be followed at all times while on church property. **See Appendix F.**
24. Guest WIFI is available for all guests on site. All guest equipment to

- be connected to church equipment (computer, audio/visual, mechanical, electrical etc.) must be approved by the technical staff of the Church prior to its use in the Church facilities.
25. All equipment and/or furniture must remain in the room assigned unless prior approval by the Church.
 26. Caterers hired by the applicant to work during facility use are required to follow the provisions of these policies and the Facilities Use Agreement.
 27. All activities must comply with existing local noise ordinances.
 28. User is responsible for bringing their own supplies for their event/group, including food and/or beverages and paper plates/cups/plastic utensils/napkins and/or disposable dinnerware.
 29. No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics, or dangerous animals will be brought onto the premises or used in any way while occupying any portion of the Church property.
 30. No amusement rides or attractions, including but not limited to, trampolines, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of the Church property.
 31. Fees may be adjusted by the Church due to the complexity or timing of the event as needed.
 32. Permission to use the facilities of the church property may be granted to nonprofit and for-profit organizations if it is in conjunction with a mission, ministry, or program of the church. Permission will not be granted for any group or organization that jeopardizes the 501(c) (3) status of the church.
 33. The Church reserves the right to amend and update these policies at any time.
 34. The Church reserves the right to deny use of the building to any organization as seen fit.
 35. Once approved, the User will be provided a Facilities Use Agreement which must be fully executed prior to the Event.

The person in charge will be certain that a sufficient number of supervisory persons are available to maintain order and discipline. Children shall not enter the building until the designated person in charge or assigned supervisor is available. The person in charge of supervision shall not leave until everyone in their group is out of the building and has left the church grounds.

All groups with children under the age of 18, must be in compliance with the Church's Children Protection Guideline Policy, See Appendix F.

C. Saturday Scheduling: When use of the facilities is granted for Saturday, prior arrangements must be made with the Church Office regarding scheduling of cleaning and preparation of the facilities for use on Sunday morning. Church groups, weddings, receptions, or similar approved activities will have first priority.

D. Change of meeting dates and/or times: The church reserves the right to cancel or change meeting times by giving notice reasonably in advance of the scheduled meeting date. In emergencies, the church may cancel the use of the facility without prior notice, incurring no liability for the cancellation(s) nor responsibility for arrangement of a substitute meeting place. Any payment of fees will be refunded.

E. Violation of policy and rules: As set forth in this and subsequent documents concerning use of church facilities, a violation of policy and rules may be cause for revocation of approval for use of Church facilities.

The church assumes no liability for the safety or security of non-church property. In any situation where the need for insurance coverage may be in question, the insurance agency serving the church will make the determination.

F. Parking: All vehicles should park in the designated parking areas. Those designated as parking for handicapped are to be reserved for those vehicles bearing valid handicapped identification.

7. CARE OF CHURCH FACILITIES AND EQUIPMENT:

A. Hanging of pictures and decoration: Temporary decorations should be hung in such a manner as not to mar or damage walls or woodwork. Installation of or the hanging of anything of a permanent nature will be allowed only after written approval is received from the Church. All decorations shall be removed completely immediately following any activity unless otherwise agreed at the time of approval of the activity.

B. Damages: Users must report any damage done to the buildings, equipment or grounds. The report must be in writing and made to the Church Office within twenty-four (24) hours of the occurrence. Users must assume liability for damages to the church property, equipment, facilities and grounds.

C. Loan of Church Equipment:

Unless otherwise arranged with the Church, each User shall be responsible for providing any equipment necessary for the planned Event, including, but not limited to audio/visual and other technology. If Church equipment is available for use, qualified Church staff must be present to operate the equipment. There may be a fee for use of the equipment and staff to operate the equipment. See Appendix J.

- (1) Minor equipment belonging to the church may be loaned upon approval and at the discretion of the Church Office. Minor, for these purposes, is defined as items whose total retail replacement value does not exceed one thousand dollars (\$1,000). No electronic or sound equipment can be loaned out.
- (2) Major equipment is defined as items whose individual or collective worth exceeds one thousand dollars (\$1,000). No major or electronic equipment can be loaned without trustee approval. Equipment must be returned in good condition. Borrowers are responsible for replacement or repair of damaged items. Groups and or individuals borrowing major equipment will need to provide a Certificate of Insurance coverage for equipment in question to the Church Office.

D. Heating & Air:

Several rooms are equipped with thermostats for heating and cooling particular sections of the facilities. Room temperatures can be adjusted according to occupants needs. When a space is requested, users will receive instruction on how to properly use the thermostats prior to the date of usage. Room temperatures may be adjusted prior to an event if requested and during an event if so desired. **It is expected that users will return the thermostats to the original settings, or the settings requested by Church, at the conclusion of an event or activity.**

E. Fire Safety:

In Case of Fire

- (1) Evacuate all persons from the fire area toward the closest properly marked exits to a common area.
- (2) Activate system (for Worship Center Kitchen).
- (3) Call the fire department.
- (4) Persons trained in the proper operation of hand portable fire extinguishers may stand by if means of easy exits are available.
- (5) Perform a head count of the persons evacuated.

Kitchen Fire Suppression System

Fires can potentially start in a cooking appliance, the hood, or the duct. In order to prevent minimal damage and injury in such an event, the stove in the Worship Center is equipped with a Pyro-Chem® Kitchen Knight® II Fire Suppression System to control any such fires. When a fire occurs, the fire suppression system should activate automatically. In case of fire, after all persons are evacuated, if the fire control system has not already activated, you may activate it manually by pulling the handle on the manual pull station, or by twisting the handle in the direction of the arrow on the head assembly located at the top of the system storage tank.

After the fire department has been alerted of a fire and the fire has been extinguished, Pyro-Chem should and will be contacted to recharge the system at the expense of the user, after determining the cause of the fire. Under no circumstances should cooking operations be attempted before qualified personnel re-instate the integrity of the fire suppression system.

Fire Extinguishers

Fire extinguishers are located in both buildings, and are visible and clearly marked. Anyone using Fellowship facilities should make themselves aware of their location.

In the event of a discharge by the fire suppression system or any fire extinguishers, all costs associated with the clean-up are the responsibility of the user.

Emergency Exits

All exits are clearly marked. In the event of an emergency, it is recommended that all users seek the closest possible exit in an orderly manner. _____ () general entrances/exits are available in our facilities. _____ () emergency exits are available in our facilities. The emergency exits are also marked on the campus map.

8. PERSONAL CONDUCT:

The following shall apply to ALL groups and individuals using Church facilities:

- (a) All facilities associated with this policy are Tobacco Free. Tobacco use, including smoking, chewing or the use of e-cigarettes on Church property and associated parking areas is prohibited.
- (b) No alcoholic beverages of any kind are permitted in or on any church property.
- (c) All illegal drugs and any other illegal substances are prohibited.
- (d) Gambling is not allowed (including bingo and games of chance such as raffles). This prohibition against gambling shall extend to any activity in which a group or individual places money in jeopardy and risks alternately losing it or gaining something of value. The prohibition shall not extend to prizes given for games in which no money was risked.
- (e) The use of profanity, offensive language and profane gestures, fighting or other assaultive behavior is prohibited.
- (f) If the facility fire alarm causes the Fire Authority to be summoned and it is determined the applicant and/or his/her guests were the cause, the full cost associated with the Fire Authority's services will be deducted from the security deposit. If the cost exceeds the cost of the security deposit, the applicant will be billed for the remaining cost of these services.
- (g) No gum is allowed in the Church facilities. If gum is found an additional fee of \$25.00 will be assessed per occurrence.
- (h) No food or drink is allowed in the sanctuary, the sound/media rooms, or in the library.

- (i) No weapons are allowed on Church property at any time including knives, dirk, dagger, slingshot, loaded cane, metallic knuckles, razor, shuriken, stun gun, pistol, revolver, rifle or shotgun, explosives, including assault weapons and firearms of any kind. Weapons in possession by civil and military law enforcement officers in the execution of their duties (including off duty officers as may be necessary to comply with this Policy) are permitted.
- (j) Animals of any kind except service animals or those associated with a Church sponsored program are prohibited on Church property.
- (k) All user supplied equipment (computer, audio/visual, mechanical, electrical etc.) must be approved by the Church prior to its use in the Church facilities.
- (l) No hazardous materials, including but not limited to, flammable materials or liquids, fireworks, pyrotechnic devices, explosives, poisonous materials or plants, strong acids or caustics will be brought onto the premises or used in any way while occupying any portion of the Church property.
- (m) No amusement rides or attractions, including but not limited to, trampolines of any type, enclosed or air supported structures of any type, climbing walls, climbing ropes, firearms or shooting activity, bow and arrow activity or equipment or devices related thereto will be brought onto the premises or used in any way while occupying any portion of the Church property.
- (n) Anchoring tents, canopies or other allowed structures must be accomplished with sandbags or in another noninvasive manner. This includes temporary structures that may be erected in parking lots as part of an approved Event. User must have Fire Marshal inspection for tents.

Any violations of the above rules may result in prohibition of future use by the group.

APPENDIX A:

FEE SCHEDULE – NON-MEMBERS NON – CHURCH EVENTS & FUNCTIONS

FACILITY	Non-Member & Private Groups	TOTAL
Community Life Center	\$___ min/Up to 4 hours (\$___ per add'l hr)	
Sanctuary	\$___	
Fellowship Hall, Dining Room, and Basement (1 hr to ½ day = 4 hours)	\$___	
Classrooms (1 hr to ½ day = 4 hours)	\$___	
Kitchen (1 hr to ½ day = 4 hours)	\$___	
Sound and /or Media Equipment Technician (payable to Church Sound Technician)	\$___ per Person Per Hour	
Revocable Permit Deposit - equal to the Fee Schedule is required. Deposit is refunded when key is returned with completed closeout checklist. ----- Key Deposit	Facility Specific ----- \$___	----- \$___

APPENDIX B:

RESERVATION REQUEST*

(*Wedding Reservation Request Form is in Appendix D - Wedding Policies)

(*Funeral Reservation Request Form is in Appendix E - Funeral Policies)

Requesting Organization/Group/Individual: _____

Name of Contact/Responsible Person: _____

Member?: Yes _____ No _____

Best Contact Phone: _____ Date(s) requested: _____

Description of Event: _____

Time setup begins: _____ Time event begins: _____ End time (including cleanup): _____

Room(s) requested: _____ Number people expected to attend? _____

Will you need access to the kitchen? _____ Will food and/or beverages be served? _____
*(*If requesting kitchen access, ask for and read the "Rules for use of Kitchen/Fellowship Hall" before signing reservation request. Note: food and beverages are allowed only in the kitchen and fellowship hall. Coffee brewers and supplies are not available for use.)*

Will you need: a speaker's podium? _____ the sound system? _____

How many microphones? _____

Do you plan to use visual media (video, graphics, pictures, audio)? _____

Note: Use of sound/video/lighting systems requires Church-trained technicians. It may be necessary to have more than one technician at your event.

Time sound technician needed? _____ Time video technician needed? _____

Which, if any, Church musical instruments will be used? _____

Church representative for this event (if applicable) is: _____

Other/special needs? _____

By my signature below, I acknowledge and agree to the following:

1. I have received and read Church's "*Policy For Use of Church Facilities*" and agree to abide by all the conditions therein as a condition to using the facilities.
2. I will be responsible for the conduct of those persons coming to, or participating in, the activity for which this reservation request is being made, and for any damage, beyond normal wear and tear, that may occur as a result of this activity.
3. I indemnify and hold harmless the Church and its administrators, officers, members, volunteers, or employees, from and against any damages, claim, or demand arising out of the use of the church's facilities and equipment by any person participating in, or present because of, the scheduled activity.
4. I will reimburse the Church for any expenses incurred defending such claim or demand.

Signed: _____

Printed Name: _____

Date: _____

To submit your request, return this completed form to the church office, along with all required deposit amounts, at least 30 days before date of event. (Cash or check payable to Church)

Date Church Staff Notified of Event: _____

Church Staff Member confirmed date is available: _____

_____ Signature & Title	_____ Date
----------------------------	---------------

Approved by Buildings and Grounds/Facilities Committee Chairman

_____ Signature	_____ Date
--------------------	---------------

Approved by Minister of Music (Required if sound/lighting/video/tech equipment or personnel requested)

_____ Signature	_____ Date
--------------------	---------------

Event coordinator (if applicable): _____

Usage Fee Total to be received: \$ _____

Amount of Security Deposit: \$ _____

Security Deposit received by: _____	_____ Signature & Title	_____ Date Received
-------------------------------------	----------------------------	------------------------

Usage Fee Received by: _____	_____ Signature & Title	_____ Date Received
------------------------------	----------------------------	------------------------

Security Deposit Refunded: \$ _____ Date: _____ By: _____ (Staff Member Initials)

Disapproval/Rejection conveyed to person/group making request:

_____ Signature & Title	_____ Date Contacted
----------------------------	-------------------------

Fees for Building Use

Fellowship Hall	\$ _____.00
Kitchen	\$ _____.00
Key Deposit ¹	\$ _____.00
Parlor ²	\$ _____.00
Sanctuary ³	<i>Weddings/Funerals³</i>
Classrooms ⁴	<i>Not Available</i>

Footnotes:

1. Arrangements for securing a key to the building for scheduled events will be handled by the church secretary. A refundable key deposit is required; deposit will be refunded when key is returned. If key is lost, the deposit will not be refunded, and the responsible person or group will be charged for the replacement of door locks.
2. Parlor is not available for government agency or civic organization use. (See **APPENDIX D: WEDDING POLICIES.**)
3. Sanctuary is available for weddings and funerals only, as noted in **SECTION D: WEDDING POLICIES;** and **SECTION E: FUNERAL POLICIES.**
4. Classrooms are not available for use for non-church-related activities.

CHURCH NAME AND LOGO

APPLICATION FOR OCCASIONAL USE OF CHURCH FACILITIES
BY NON-CHURCH ORGANIZATIONS
WHERE MINORS WILL BE PART OF A COVERED ACTIVITY

_____ Church

Email: _____
PH: _____ FX: _____

This application is intended for use by non-Church organizations requesting use of facilities at the Church. Complete and return this application to the Church Office. Approval of this application does not constitute a commitment for a specific space and services. The organization must subsequently make arrangements with the Church Facilities Manager.

Date(s) of Program _____ Expected Attendance _____

Time(s) of Program _____ Purpose of Event _____

Name of Organization _____

Exact Title of Event(s) – please be specific _____

Organization Type: ☐ For Profit ☐ Non-Profit ☐ State/Government

Person Responsible for Arrangements Name _____ Title _____
E-mail _____ Phone _____

Organization Address _____
Street _____
City _____
State _____ Zip Code _____

Step One: Please review our *Policy For Use of Church Facilities* at <https://> _____ or request a copy by email from the Church Office

Step Two: Fill out the Revocable Permit and (a) sign on page 7; and (b) sign on Exhibit C - Permittee Acknowledgement of Receipt of (1) Church Child Protection Policy and (2) Policy on Mandatory Reporting and Prevention of Child Sexual Abuse and have application notarized

Step Three: Submit \$25 application fee permit application – checks payable to Church

Updated 03/01/2025

DESIGNATED FACILITIES AND SERVICES

_____ Church

Name of Permittee

The following facilities and services at the Church are provided by the Church to the above-named Permittee in accordance with the terms and conditions of this Permit.

[Identify specific facilities to which Permittee is being given access, including ancillary supporting facilities such as specific parking lots, accessory structures, rest rooms, locker rooms, hallway access, cafeterias, etc.]

Facility	Date(s) of Use	Start/End Time

APPENDIX C:

RULES FOR USE OF KITCHEN/FELLOWSHIP HALL

1. Groups or individuals wishing to use the kitchen shall make requests by submitting a "Reservation Request" form (available in the office or through the church website). In order for the request to be approved, a person trained in use of the kitchen equipment must agree to be present at the time of use. Training will be offered at least twice a year (January & September). The Church Office will maintain a current list of trained individuals.
2. The kitchen doors will be locked when the room is not in use. The Church Office is responsible for issuing keys on a temporary or permanent basis and will maintain a current listing of those in possession of keys. The kitchen will be unlocked during normal Sunday morning worship hours to allow access for Sunday school and congregational fellowship needs. The individual responsible for locking exterior doors on Sundays will also assure that the kitchen doors are locked. Keys should normally be returned within 24 hours after the scheduled event.
3. To encourage responsible use of the kitchen, a deposit will be required from all non-church group meetings and events upon issuance of the key (refer to Fee Schedule). The Church Office and/or kitchen coordinator will inspect the kitchen after each scheduled event. If the room has been properly restored to order in accordance with the checklist posted in the kitchen, the full deposit will be refunded upon return of the key to the church. If deficiencies are found during the inspection, or if the key is not returned, the deposit may be retained by the church to cover the additional cleaning/maintenance effort. Keys should normally be returned within 24 hours after the scheduled event.
4. Groups may use any available equipment and utensils stored in the kitchen. Groups are expected to bring and use their own paper supplies and food and beverage. Wraps, spices, and cleaning supplies that are stored openly may be used in moderation. Groups are expected to supply and use their own major paper products and food.
5. The following information will be posted in the kitchen:
 - Phone contacts for questions and/or emergencies (property manager, kitchen coordinator and assistant kitchen coordinator)
 - Equipment use and cleaning instructions
 - Checklist for restoring room to proper order
6. Church groups may store food items (in properly sealed containers) in the refrigerators/freezers only if items are appropriately labeled with the group name

and original storage date. The kitchen coordinator or Church office may dispose of items if it is their opinion that the food is spoiling or has been abandoned.

7. If a group using other church facilities requires access to the kitchen for ice only, advance arrangements may be made with the Church Office to allow for this at no additional cost. For long-term events, some exceptions to the general guidelines may be necessary.
8. For the utilization of the church's kitchen, ***prior to your event***, a member of the hospitality committee must meet with responsible persons of your group to instruct you on use of kitchen equipment and facilities.
9. For the utilization of the fellowship hall, a member of the staff must meet with responsible persons of your group. An approved technician must be involved in the event for the use of any audio/visual equipment or musical instruments. Fees may apply.
10. No persons under the age of 18 years old should be exposed to or allowed to operate kitchen appliances. Persons under age 18 are allowed in the kitchen only with adult supervision.
11. Wash all the church's pots, pans, plates, and utensils after use and return to their proper places when finished with use of the kitchen.
12. Paper products, tea, and coffee are furnished for church group events only. (Church groups: on the sign-out sheet located in the pantry, list what you used, so it can be re-ordered.) All other group functions or events are required to furnish their own paper products and supplies.
13. If you use any kitchen towels, you are responsible for taking them home to wash, and returning them ASAP.
14. DO NOT leave any dirty dishes of any kind sitting anywhere in the kitchen or fellowship hall. If someone in your group leaves a dish, please wash it; and then either take it to your Sunday school room, or home with you, until you are able to return it to the owner. Do not assume someone else will do this.
15. DO NOT leave behind any leftover chips, crackers or opened soda cans or bottles from your event. Either take these food items home with you or discard. DO NOT put on the shelves in the pantry or in the refrigerator.
16. All surfaces must be wiped clean. This includes cleaning the dining tables as well as the serving tables. Highchairs should be cleaned if used.
17. Empty the water out of the serving bins (warming unit) to prevent mold from

developing.

18. Sweep and mop the kitchen after your event. If there is excessive food on the carpet area, please clean up first by picking up the food, and then vacuuming when practical. Vacuum cleaners are in the storage closet behind the sound booth.
19. All the trash cans must be **completely** empty and re-lined with clean trash bags before you leave. Return the trash cans to the kitchen area and replace liners. DO NOT leave even one item of food in the trash cans.
20. Please do not allow children or group participants to tamper with the sound/music equipment in the fellowship hall. Note: If yours is a non- church-related event and you have need of the audio system, a member of the church's technology committee must be contacted for the set-up.
21. Upon exiting the area; the kitchen entry doors and the pantry door must be locked. The lights must be turned off. For the gas range, be sure that all surface units and the oven are turned off. Make sure that all pilot lights are burning on the range. This is the correct condition for the gas range.
22. Restrooms on the kitchen/fellowship hall hallway should be checked to ensure faucets are turned off, no trash is on the floor, and the lights are turned off.
23. Turn in the completed checklist, signed, to church office when you return the key.

Checklist - After Kitchen Use

Please help the church's hospitality committee by making sure the following items are completed. It is our desire to make the use of the kitchen both convenient and safe for all. Turn in completed form to church office.

Ministry/Group using the kitchen: _____

Contact Person: _____

Phone: _____

Email address: _____

What equipment and supplies did you use? (Check all that apply)

Pantry ___ Freezer _____ Refrigerator _____ Range _____

Dishwasher _____ Convection Oven _____ Other Supplies: _____

___ Pots, pans, serving pieces, and all utensils have been cleaned and returned to their proper place.

___ Dish towels have been taken home to be washed and will be returned.

___ Leftover food/drinks have been thrown away or taken home. Do not leave in the pantry.

___ ALL PERSONAL DISHES HAVE BEEN WASHED & TAKEN HOME. NOTHING IS LEFT IN THE KITCHEN.

(Church Groups—List quantities used of paper goods: plates __, bowls ____, disposable utensils ____, napkins ____, coffee/drink cups _____.)

FELLOWSHIP HALL.

___ All surfaces have been wiped clean, including tables, chairs, and highchairs.

___ Serving bins have been emptied of the water inside.

___ Kitchen has been swept and mopped.

___ All trash has been taken out.

___ Range: surface units and oven are off.

___ Doors are locked, and lights are turned out.

___ Restrooms down the hall from kitchen have been checked to ensure faucets are off, no paper is on the floor, and lights are off.

___ Check List - After Kitchen Use form is completed and returned to the Church Office.

Signed by Group's Responsible Person: _____

Church Office Verification: _____

All areas/items used have been satisfactorily cleaned and returned in good condition.

Hospitality Committee/Church Office Staff

Date

APPENDIX D:

WEDDING POLICIES

INTRODUCTION

The wedding ceremony is sacred and of great spiritual significance. All the plans relating to the ceremony should be made bearing this fact in mind. With the exception of your relationship to Christ your Lord, your wedding is the beginning of the most lasting relationship you will ever have. For this reason, the wedding should be as free from confusion and misunderstanding as possible.

At our Church, we believe that marriage is a union between one man and one woman, following biblical principles (Gen. 2:19,24; Lev. 18:22; Matt 19:4-6; Rom. 1:18,27; Eph 5:22, 33; and Heb. 13:4).

We believe that God has established marriage as a lifelong, exclusive relationship between one man and one woman and that all intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual or otherwise, is immoral and therefore, sin.

We believe that God created the human race male and female and that all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin.

We believe that God sanctions only the union in marriage of a man to a woman. Therefore, this church sanctions only a ceremony compatible with those standards.

Due to our belief in the biblical teachings about marriage, same sex couples will not be married in any facilities or on any properties owned by the church.

Ministers of this church will not perform any same-sex marriages whether on or off church-owned properties. Doing so is grounds for immediate dismissal.

The contents of this policy are to remind you of some of the details that need your attention in order to minimize stress, so that your wedding can be a time of joy for the bride, groom, parents, wedding party, relatives, and the guests. All information in this booklet has been compiled and adopted by the Church in order to offer you the greatest assistance possible as you plan your wedding. Your careful consideration of each detail will ensure a smooth and beautiful ceremony of which you will always be proud.

If you have any questions regarding the contents of this policy or any other part of the planning of your wedding, please call our church secretary at _____.

WEDDING POLICIES

1. USE OF THE CHURCH BUILDING AND GENERAL INFORMATION:

A. Fee charges for the building use and personnel are listed on the Wedding Reservation Request form below.

B. Facilities available for your wedding ceremony are:

1. Sanctuary (seating approximately 250)
2. Fellowship Hall for your wedding reception

C. Dressing areas:

1. The parlor/bride's room, and the women's restroom beside the parlor, are available for the women to dress.
2. If the men require a dressing area, they will use the opposite end of the Educational Building.

D. Fee Structure is listed in **Appendix D** and on the *Wedding - Reservation Request For Revocable Permit* form.

E. All weddings conducted in the Church must be performed by one of the church's ministers, or by an ordained minister approved by the church's senior pastor.

F. If one of the Church's ministers is performing the wedding ceremony, a premarital conference with the bride, groom, and the minister is required. The date and time for this conference will be arranged through the church secretary.

G. In order to avoid confusion, all arrangements for weddings must be made with the church secretary (Ph: _____). Florists and decorators must work with the secretary to schedule the time they will set up and prepare for the wedding.

H. Selecting a wedding date:

1. Saturday weddings may not be scheduled to begin later than 5:00 p.m. due to the time required to prepare the building for Sunday services. If the reception is to be held at the church, the wedding can be scheduled no later than 4:00 p.m.
2. No Sunday weddings may be scheduled later than 3:00 p.m.

3. Weddings may not be scheduled on holidays.
- I. The individual or family reserving the church* is responsible for moving any “unwanted” furniture, keyboards, or drums from the sanctuary stage platform prior to the ceremony, as well as for returning those items to their proper place afterward. (*The bride, groom, or parents may choose to bring someone in to do this, but it remains the responsibility of whomever reserves the church for the wedding and such person(s) will be held liable for any damages to the carpet, furniture, or buildings.)
- J. **NO SMOKING** is allowed within the church building at the rehearsal, wedding, or reception.
- K. **NO ALCOHOLIC BEVERAGES** are allowed on the church property. No person under the influence of alcohol/drugs will be permitted to participate in the wedding.
- L. The throwing of anything, such as rice, confetti, flower petals, potpourri, birdseed, etc., after the wedding or reception, will not be allowed. This practice endangers the safety of those who are using the halls and sidewalks and adds to the work of the custodian.
- M. Should a funeral occur on the same day as a scheduled wedding, the wedding will take precedence.

2. **THE WEDDING RECEPTION**

- A. Reservations for the wedding reception should be made with the church secretary at the time the wedding arrangements are made.
- B. The following guidelines should be shared with the caterer. (A list of information for the bride to give the caterer has been included at the back of this booklet.):
 1. The caterer will provide his/her own equipment with the exception of the banquet tables, which the church will provide.
 2. If it is necessary for food to be cooked in the church kitchen, you must notify the church of that need at least seven (7) days before the wedding. (This is for your safety, since our stoves and ovens are considerably larger and more complex than most household kitchen equipment.)
 3. The church has the following items available: (1) glass punch bowl, cups, several dozen glass dessert plates. Please contact the church at least a week before the wedding if you need these.

4. It is the responsibility of the caterer to leave the kitchen area clean and straight—with all used dishes having been washed and returned to the church kitchen clean and in order. (Note: detergent and dishcloths are not provided by the church.)

3. **FLORIST/DECORATOR INFORMATION:**

Elaborate decorations are not necessary either in the sanctuary or fellowship hall; however, the amount of decorations used will be decided by the bride within the framework of the policies of the church. (A list of needed information for the bride to give to the florist or decorator has been included at the back of this booklet.)

- A. A definite time for decorating must be arranged with the church secretary.
- B. The florist must decorate the church within the allotted time scheduled. If it is determined more time is needed, there will be an additional charge.
- C. The florist or decorator must remove the decorations immediately following the ceremony. It is the responsibility of the florist or to bring a staff large enough to do this.
- D. Protective coverings must be on plants and flowers used outside the choir rail to keep from damaging the carpet.
- E. Only spring-loaded or paradise candles may be used. Brass candle snuffers should be used in lighting and extinguishing the candles.
- F. NO tacks, tape, nails, pins, or wires may be attached to any wall, furniture, or woodwork in the sanctuary or fellowship hall.
- G. NO candles, plants, or decoration may be placed on any of the church's musical instruments.
- H. After the sanctuary has been decorated for Christmas, the decorations MUST NOT be altered. Any decorations you plan must include those already in the sanctuary.
- I. The individual or family scheduling the wedding will be held liable for any damages to the carpet, furniture, or buildings. The church reserves the right to restrict the privileges of any florist to decorate who violates these regulations.

4. WEDDING MUSIC:

- A. If the couple desires help with selecting wedding music, they may consult with the church's music minister.
- B. We recommend that you use the church organist or pianist, or a CD/tape. If an outside organist is used, he/she should be familiar with the church's organ.
- C. The organist or pianist will select the music to be played before the ceremony, unless the couple has other appropriate selections they desire.
- D. A consultation with the church organist or pianist should take place at least thirty (30) days before the ceremony. At that time, the music for the processional and recessional will be discussed. Vocal music literature can also be discussed at this time.
- E. Music on CD or tape will be allowed for the ceremony; however, one of the church's sound technicians will have to be used.

5. THE WEDDING COORDINATOR:

All weddings held at our Church require the services of a wedding coordinator. The church's coordinator will direct the wedding, unless another director is desired. This is to assure that everything is in order, and that all needs of both the wedding party and the church are met.

The wedding coordinator will attend both the rehearsal and the wedding. The bride and the wedding coordinator will schedule meeting times that are mutually convenient.

6. SOUND SYSTEM:

If you wish to use the church's sound system, it will be necessary to secure the services of our sound technician. His/her services will be employed for the rehearsal, and one hour before the wedding through the ceremony itself. The one hour before the wedding will be devoted to light adjustments and to volume control of the soloist, minister, etc.

7. FEES FOR MEMBER USE OF CHURCH FOR WEDDINGS

Only members of the Church may reserve the church for weddings. A fee of \$175.00 is charged for the custodian to clean the church after the wedding. The fee of \$175.00 is payable to the church custodian and is due three (3) days prior to the wedding. The use of the church's custodian is mandatory.

WEDDING – RESERVATION REQUEST FOR FACILITY USE

Name of Person Making Request: _____

Bride: _____ Member? Y/N _____

Groom: _____ Member? Y/N _____

Contact Person's Phone: _____ Contact Email: _____

Wedding Date Requested: _____ Wedding Start Time: _____ AM _____ PM _____

(Rehearsal is usually scheduled for the evening prior to the wedding; special requests may be considered.)

Day & Time setup begins: _____ Wedding End Time (including cleanup): _____

Which room(s) are you requesting: _____ If requesting the sanctuary,

what do you plan to do on the stage? _____

Which Church musical instruments will be used? _____

Will you need a speaker's podium? _____ the sound system? _____ Number microphones? _____

Do you plan to use visual media (video, graphics, pictures, audio)? _____

Note: Use of sound/video/lighting systems in the sanctuary and/or fellowship hall requires Church-trained technicians. It may be necessary to have more than one technician at your event.

Time sound technician needed? _____ Time video technician needed? _____

Will the reception be in the church fellowship hall? _____

**If requesting fellowship hall and kitchen access, be sure to ask for and read the "Rules for Use of Kitchen & Fellowship Hall" before signing this reservation request. Note: food and beverages are allowed only in the kitchen and fellowship hall.*

Wedding Coordinator: _____

Other considerations? _____

By my signature below, I acknowledge and agree to the following:

1. I have received and read Church's Wedding Policy and agree to abide by all the conditions therein.
2. I will be responsible for the conduct of those persons coming to, or participating in, the activity for which this reservation request is being made, and for any damage, beyond normal wear and tear, that may occur as a result of this activity.
3. I indemnify and hold harmless the Church and its administrators, officers, members, volunteers, or employees, from and against any damages, claim, or demand arising out of the use of the church's facilities and equipment by any person participating in, or present because of, the scheduled activity.
4. I will reimburse Church for any expenses incurred defending such claim or demand.

Signed: _____

Printed Name: _____

Date: _____

Return completed Wedding Reservation Request form to the church office as soon as possible.

Date Completed Request Form Received_____ & Church Staff Member confirmed date is available:

Signature & Title Date

Approved by Facilities Manager (Buildings and Grounds/Facilities Committee Chairman)

Signature Date

Approved by Minister of Music (Required if sound/lighting/video/tech equipment & personnel requested)

Signature Date

\$175.00 Custodial Fee to be paid no later than three (3) days prior to the wedding; check payable to the church’s custodian.)

Custodial Fee Received by: _____
Signature & Title Date Received

*This fee is for custodial services only; it does not include honoraria payments for the pastor, organist, pianist, sound tech, or wedding coordinator. We leave the honorarium amounts you pay to your discretion. Please keep in mind that the pastor and other staff members do not receive payment from the church to officiate/serve at weddings.

CEREMONY INFORMATION

(Submit this form to Church at least 30 days prior to the wedding.)

Bride's Name (as used in wedding): _____

Groom's Name (as used in wedding): _____

Number in Wedding Party: _____

Maid or Matron of Honor? _____ Name: _____

Best Man's Name: _____

Flower Girl? _____ Name: _____

Ring Bearer? _____ Name: _____

Solos: How many? _____ Where in service? _____

Lord's Prayer as a song? _____ Kneel? ____

Giving Bride away? _____

Giving and Receiving Rings? _____

Traditional Vows or your own? _____

Wedding Coordinator: _____

Notes:

TO BE GIVEN TO YOUR CATERER

1. The caterer will provide his/her own equipment except for the banquet tables, which the church will provide.
2. If it is necessary for food to be cooked in the church kitchen, you must notify the church of that need at least seven (7) days before the wedding. (This is for your safety, since our stoves and ovens are considerably larger and more complex than most kitchen equipment.)
3. The church has the following items available for use at receptions: (1) glass punch bowl with several dozen cups, and several dozen glass dessert plates. You will need to contact the church at least (7) days before the wedding if these supplies are needed.
4. It is the responsibility of the caterer to leave the kitchen area clean and straight—with all used dishes having been washed and returned to the church kitchen clean and in order. (Note: detergent and dishcloths are not provided by the church.)

TO BE GIVEN TO YOUR FLORIST AND/OR DECORATOR

Elaborate decorations are not necessary either in the sanctuary or fellowship hall; however, the amount and type of decorations used will be decided by the bride within the framework of the policies of the church.

1. A definite time for decorating must be arranged with the church secretary (Ph. _____).
2. The florist/decorator must decorate the church within the allotted time scheduled. If it is determined more time is needed, there will be an additional charge.
3. The florist/decorator must remove the decorations immediately following the ceremony. It is the responsibility of the florist/decorator to bring a staff large enough to do this.
4. Protective coverings must be on plants and flowers used outside the choir rail to keep from damaging the carpet.
5. Only spring-loaded or paradise candles may be used. Brass candle snuffers should be used in lighting and extinguishing the candles.
6. NO tacks, tape, nails, pins, or wires may be attached to any wall, furniture, or woodwork in the sanctuary or fellowship hall.
7. NO candles, plants, or decoration may be placed on any of the church's musical instruments.
8. After the sanctuary has been decorated for Christmas, the decorations MUST NOT be altered. Any decorations you plan must include those already in the sanctuary.
9. The individual or family reserving the church for the wedding is responsible for moving the platform furniture, before and after the ceremony; and will be held liable for any damages to the carpet, furniture, or buildings.

The church reserves the right to restrict the privileges of any florist to decorate who violates these regulations.

APPENDIX E:

FUNERAL POLICIES

This policy presents the Funeral Policies for the Church and provides practical guidance in the funeral planning process.

WHEN YOU HAVE LOST A LOVED ONE...

Our thoughts and prayers go out to you in this time of loss and grief. Your church wants to be there for you to minister to your needs and bring comfort to your heart. The Church is available to provide guidance, counsel and minister to you and your loved ones during this time of loss and bereavement. Please contact the pastoral staff in an effort to properly notify the church. You may contact him by the following ways:

1. Phone at _____
2. Email at _____

In reporting Loss of Loved One, please provide the following information:

- ❖ Deceased Person's Name
- ❖ Name of Funeral Home servicing the family
- ❖ If Available, Date of the Home Going Service
- ❖ Contact Person's Name and Phone Number
- ❖ Contact Person's Relationship to the Deceased
- ❖ Is the Deceased a Member of the Church, Yes or No

FUNERAL POLICIES

The Senior Pastor, leaders and members of the Church are sympathetic and sensitive to the needs of families in bereavement. The church will assist families in preparing for the funeral services held at the Church.

Condolences shall be extended to each family with our sincerest regard. We will provide Home Going services in a manner that will console the family, celebrate the life and preserve the dignity of loved ones.

MEMBER FUNERAL SERVICES

1. Funeral Services will be provided for a church member, at no cost to the family, in accordance with the guidelines stated in items 4 and 5 below.
2. The Executive Pastor should be contacted to schedule the funeral service for the loved one. The church will make a sincere effort to accommodate the desires of the family as the church schedule allows.
3. The church will provide the facility and prepare a meal for the immediate family, out of town guests, and close friends following the funeral service at no cost to the family for **100 people**. Any number of people in excess of 100 will be assessed \$5.00 per person fee.
4. The Senior Pastor or his designee will be responsible for officiating the funeral and presenting the eulogy.
5. Video Presentations must be submitted to the Media Ministry **48 hours** prior to the funeral service for review. All presentations should be in PowerPoint Viewer or Media format and should not exceed five (5) minutes in length.

NON-MEMBER FUNERAL SERVICES

1. Funeral Services for non-members must be approved at the availability and discretion of Church.
2. The Senior Pastor or his designee will be responsible for officiating the funeral and presenting the eulogy.
3. The Church does charge a fee for funeral services for nonmembers. The church will provide the following services to the family in conjunction with facility use:

SERVICES:	FEES
Facility Usage (Sanctuary)	\$200
Facilities Management (set-up/clean-up)	\$ 75
Musician	\$ 75
Sound/Media	\$ 75
Ushers/Greeters	TBD

- ❖ Video Presentations must be submitted to the Sound/Media Ministry **48 hours** prior to the funeral service for review. All presentations should be in PowerPoint Viewer or Media format and should not exceed five (5) minutes in length.

- ❖ **All costs must be paid prior to service.**

4. The family will be responsible for securing choir and/or soloist for the funeral service, if any of these services are desired.
5. If a non-member family is approved to have a service at the church, the family may also utilize the fellowship hall for a meal for the immediate family, out of town guests, and close friends following the funeral service. If the family desires to have a meal, at the church, the following cost will apply:

SERVICES	FEES
Fellowship Hall A w/ Kitchen	\$150.00
Fellowship Hall B	\$100.00
Fellowship Hall C	\$100.00
Food Service Staff (2)	\$150.00
Actual Cost of Food	TBD

- ❖ The menu for a fellowship meal will consist of a meat, two vegetables, bread, drink, and dessert.
- ❖ **All costs must be paid prior to service.**

WHAT TO DO WHEN YOUR LOVED ONE DIES

- Contact Other Family Members and Close Friends
- Contact Your Church
- Choose a Funeral Home

Before going to the Funeral Home...

It will save you considerable time and phone calls if you have the following information available.

1. Full name of deceased (include nickname or other names person may have used). _____
2. Date of Birth _____
3. Place of Birth _____
4. Father's Name _____
5. Mother's Name (Maiden) _____
6. List of relatives and relationship to the deceased _____

7. List of church, professional organizations, clubs and other organizations in which membership was held ____

8. If you wish, indicate memorial to be designated in obituary in memory of the deceased ,

9. Compile a list of individuals who might be available to serve as pallbearers

**The following information will be needed for the
Funeral Home and for the planning of the service.**

Name of Deceased _____

Family Contact _____ Relationship _____

Family Address _____

Family Phone _____ Other Contact Phone _____

Name of Funeral Home _____

Address _____ Phone _____

Email: _____ Fax _____

Funeral Director (Point of Contact) _____

Number of Family Members _____

Meet & Greet or Wake Scheduled? ☐ Yes ☐ No

Location _____

Floral Requests _____

Funeral Service Instructions

Service Location: _____

Date & Time of Service _____

Minister (Eulogy) _____

Scripture _____ Prayer _____

Resolutions/Acknowledgments _____

Tributes _____
If possible, have the persons doing Tributes named. Because of time, open tributes are discouraged.

Video Presentation DVD/Movie Format _____

Viewing (Beginning of the Service or After the Service) _____

Location of Interment _____

Pallbearers

Honorary Pallbearers

Music Provided by _____

Ushers Notified by _____

Family Meal Location _____

SAMPLE ORDER OF SERVICE

- ❖ Processional of Ministers and the Family
- ❖ Selection
- ❖ Reading of Scriptures (Old & New Testament)
- ❖ Prayer
- ❖ Music/Solo
- ❖ Reading of Obituary
- ❖ Tribute or Expressions (Named Individuals) (2 minutes per person)
- ❖ Music/Solo
- ❖ Eulogy
- ❖ Recessional

BIBLE SCRIPTURES

Comfort

Isaiah 66:13 *As one whom his mother comforts, so I will comfort you; you shall be comforted in Jerusalem.*

Matthew 5:4 *"Blessed are those who mourn, for they shall be comforted.*

Psalms 55:22 *Cast your burden on the LORD, and he will sustain you; he will never permit the righteous to be moved.*

Psalms 23

The LORD is my shepherd; I shall not want. He makes me lie down in green pastures. He leads me beside still waters. He restores my soul. He leads me in paths of righteousness for his name's sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; your rod and your staff, they comfort me. You prepare a table before me in the presence of my enemies; you anoint my head with oil; my cup overflows. Surely goodness and mercy shall follow me all the days of my life, and I shall dwell in the house of the LORD forever.

Hope In Eternal Life

John 11:25-26 *Jesus said to her, "I am the resurrection and the life. Whoever believes in me, though he die, yet shall he live, and everyone who lives and believes in me shall never die. Do you believe this?"*

John 14:1-3 *"Let not your hearts be troubled. Believe in God; believe also in me. In my Father's house are many rooms. If it were not so, would I have told you that I go to prepare a place for you? And if I go and prepare a place for you, I will come again and will take you to myself, that where I am you may be also.*

John 6:35-40 *Jesus said to them, "I am the bread of life;*

whoever comes to me shall not hunger, and whoever believes in me shall never thirst. But I said to you that you have seen me and yet do not believe. All that the Father gives me will come to me, and whoever comes to me I will never cast out. For I have come down from heaven, not to do my own will but the will of him who sent me. And this is the will of him who sent me, that I should lose nothing of all that he has given me, but raise it up on the last day. For this is the will of my Father, that everyone who looks on the Son and believes in him should have eternal life, and I will raise him up on the last day."

Peace

John 14:27 *Peace I leave with you; my peace I give to you. Not as the world gives do I give to you. Let not your hearts be troubled, neither let them be afraid.*

Matthew 11:28-30 *Come to me, all who labor and are heavy laden, and I will give you rest. Take my yoke upon you, and learn from me, for I am gentle and lowly in heart, and you will find rest for your souls. For my yoke is easy, and my burden is light."*

Philippians 4:6-7 *do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.*

APPENDIX F:

SAFE SANCTUARY – CHILD PROTECTION GUIDELINES

CHURCH CHILD PROTECTION POLICY

CHURCH POLICY ON MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE

Dear Volunteers, Guests, Staff, and Members,

At our Church, we take our responsibility to care for young people very seriously. These guidelines are intended to facilitate a safe and nurturing environment in which children and youth can grow in relationship with Jesus Christ.

The pages of this handbook provide a general overview of procedures and guidelines for volunteers, guests, staff, and members. Our policies are intended to create a safe environment for children, protecting children, you, and the mission of the Church. The following procedures have been adopted and will be diligently enforced.

After you have carefully read this policy manual, please sign and return the agreement form located on the last page.

Sincerely,

Church Leadership

CHURCH
CHILD PROTECTION POLICY

POLICY

A. SUMMARY

Individuals must conduct themselves appropriately with children who participate in Church-related programs and report instances or suspicion of physical or sexual abuse of children.

B. POLICY

The Church is committed to protecting the safety and well-being of children who participate in Church-related programs and activities, whether on or off Church property, or utilize Church facilities for activities including, but not limited to, classrooms, church services, meals, sports, recreational activities, camps, counseling, academic and personal enrichment programs.

C. DEFINITIONS

Covered Activity: A program or activity sponsored or approved by the Church or a Church-affiliated organization, or an activity conducted by a vendor, licensee or permittee for which a license or permit for use of Church facilities has been approved, occurring on or off Church property, for the duration of which the responsibility for custody, control and supervision of children is vested in the Church, Church-affiliated organization or the vendor, licensee or permittee so approved. This policy is not applicable to Church on-campus child-care centers.

Covered Person: A person who is responsible for the custody, control or supervision of children participating in the Covered Activity and who is:

- i. an employee of the Church or Church-affiliated organization;
- ii. a Church member;
- iii. a volunteer of the Church or Church-affiliated organization; or
- iv. a vendor, licensee, permittee or other person, who is given permission to come onto Church property or to use Church facilities for Covered Activities; or
- iv. an employee, agent or volunteer of (iv) above.

Child: An individual under the age of seventeen years, who is participating in a Covered Activity.

Children's Camp: A camp defined under the law of the State of _____.

Physical Abuse: Physical contact with a child by a covered person which is intended to

cause, or causes, pain or physical injury, including punching, beating, shaking, throwing, kicking, biting and burning, or directing a child, outside the norm of the supervised activity, to perform physical activity which is intended to cause physical injury.

Sexual Abuse: Engaging in a sexual offense with a child and/or encouraging or promoting sexual performance by a child. Pursuant to the _____ [applicable state] Penal Law Articles _____, and/or Sections _____, sexual offenses include: sexual misconduct, rape, criminal sex acts, forcible touching, persistent sexual abuse, sexual abuse, aggravated sexual abuse, course of sexual conduct against a child, facilitating a sex offense with a controlled substance, sexually motivated felony, predatory sexual assault against a child, and sexual performance by a child. This also includes Penal Law offenses relating to children including endangering the welfare of a child and unlawfully dealing with a child in the first degree. Sexual performance by a child, as defined by the [applicable state] Penal Law, is any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing, and all acts as defined by _____ [applicable state] Penal Law.

Responsible Church Official: The employee of the Church or Church-affiliated organization, who has been designated by the Church under Section G, Church Responsibilities.

Church-affiliated organization: Any entity owned or controlled by the Church, or under contract or relationship to the Church to provide services, or so designated by Church board or Pastor.

D. PROHIBITED CONDUCT

A Covered Person shall not:

1. Be alone with a child, unless the Covered Person is a relative or guardian of the child, unless one-on-one contact is approved in accordance with a determination pursuant to Section G.2 of this policy. In no event shall a Covered Person, who is not a relative or guardian of a child, be alone with the child in a rest room, locker room, shower, sleeping area or vehicle.
2. Engage in physical abuse or sexual abuse of a child.
3. Engage in the use of alcohol or illegal drugs, or be under the influence of alcohol or illegal drugs during Covered Activities.
4. Enable, facilitate or fail to address a child's use of alcohol or illegal/non-prescribed drugs.
5. Contact a child through electronic media, including social media, for the purpose of engaging in any prohibited conduct, including sexual conduct.
6. Offer or make a gift to a child for the purpose of engaging in any prohibited conduct, including sexual conduct.
7. Release a child from a Covered Activity without a written authorization from the child's parent or guardian.

E. REQUIRED CONDUCT

A Covered Person shall:

1. Take all reasonable measures to prevent physical and sexual abuse of a child, including immediately removing a child from potential physical abuse, sexual abuse or prohibited conduct as defined herein.
2. Report immediately any suspected physical abuse or sexual abuse of a child to the Church staff, and provide to the Church staff a written report of suspected physical or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under applicable law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.
3. Comply with the Church's Policy On Mandatory Reporting and Prevention of Child Sexual Abuse.
4. Complete all required training required for Covered Persons (i) – (iii) developed pursuant to this Policy.
5. Wear and display prominently at all times during the Covered Activity a lanyard or other form of identification that identifies the individual as having the responsibilities of a Covered Person.

F. RESPONSIBLE CHURCH OFFICIAL

A Responsible Church Official shall:

1. Confirm that the requirements of this Policy have been communicated to Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.
2. Confirm that applicable state Sex Offender Registry and National Sex Offender Public Registry searches (as described in Church Responsibilities, below) have been obtained and reviewed for Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.
3. Confirm that the completed Acknowledgement of the Church's Child Protection Policy and the Church's Policy On Mandatory Reporting and Prevention of Child Sexual Abuse has been obtained from Covered Persons (iv) – (v) prior to the commencement of a Covered Activity.
4. Immediately report allegations of physical abuse or sexual abuse of a child to the applicable Police Department or law enforcement, and complete and provide to the applicable Police Department or law enforcement a written report for each allegation of physical abuse or sexual abuse of a child. Other reporting requirements not addressed in this Policy may apply, such as the obligations of mandated reporters under applicable law, who are required to report suspected child abuse or maltreatment when they are presented with a reasonable cause to suspect such abuse or maltreatment has occurred.

5. Notify and coordinate with appropriate Church personnel to ensure that allegations of suspected physical abuse or sexual abuse are investigated and addressed appropriately.
6. Confirm that required training on this Policy has occurred prior to the commencement of a Covered Activity for all Covered Persons who are employees, volunteers, students or agents of the Church or a Church-affiliated organization.
7. Confirm that the Church has provided Covered Persons (i) – (iii) with identification that identifies the individual as having the responsibilities of a Covered Person.

G. CHURCH RESPONSIBILITIES

The Church, Church Administration, and Church-affiliated organizations shall develop procedures to:

1. Designate a Responsible Church Official for each Covered Activity.
2. Determine on a limited basis that the first sentence of section D.1. of this Policy, which prohibits a Covered Person from being alone with a child, shall not apply to certain Covered Activities when the pedagogical or health-related nature of the Covered Activity requires such one-on-one contact with a child. Examples may include tutoring, music lessons, speech therapy, and medical, dental or optical services.
3. Communicate the requirements of this Policy to Covered Persons (i) – (v).
4. By June 30, 2025 and biennially thereafter, provide for and require training on this Policy for all Covered Persons (i) – (iii) prior to the commencement of a Covered Activity.
5. Obtain applicable state Sex Offender Registry and National Sex Offender Public Registry searches for Covered Persons (i) – (iii) and complete a review of such searches not more than ninety (90) days prior to the commencement of a Covered Activity.
 - a. A search of the applicable state Sex Offender Registry means:
 1. a search of the file of persons required to register pursuant to applicable state law for every level of sex offender, which requires an email, CD or hard copy submission of names and identifiers to a department of criminal justice; and
 2. retention of the records of the results of such search. Note that an internet search alone will not meet the requirements of this Policy.
 - b. A search of the National Sex Offender Public Registry means:
 1. a search by first and last name of the National Sex Offender Public Website maintained by the United States Department of

Justice at this link: <http://www.nsopw.gov/>; and

2. retention of the records of the results of such search.
6. Provide for the prompt investigation and preparation of written findings by the Church administration of reports of suspected physical abuse or sexual abuse, and if there is reasonable cause to believe a crime has been committed, coordination by the Church with law enforcement officials.
7. Provide a mechanism to report and respond to allegations of retaliation (as described below).
8. Retain documentation of the search results from the applicable state and National Sex Offender registries for Covered Persons who are employees, volunteers, students or agents of the Church or a Church-affiliated organization for six (6) years after the covered person has separated from the Church.
9. Provide identification for Covered Persons (i) – (iii) that identifies the individual as having the responsibilities of a Covered Person.

H. RETALIATION

Retaliatory action against anyone acting in good faith, who has reported alleged physical abuse or sexual abuse in accordance with this Policy, or who has been involved in investigating or responding to allegations of physical or sexual abuse, or who has reported a failure to comply with this Policy, is a violation of this Policy. Retaliatory acts may include, but are not limited to:

- employment actions affecting salary, promotion, job duties, work schedules and/or work locations;
- actions negatively impacting a student's academic record or progress; and
- any action affecting the Church environment, including harassment and intimidation.

I. THIRD PARTY USE OF CHURCH FACILITIES

The use of Church facilities by vendors, licensees or permittees for commercial and non-commercial Covered Activities shall be accomplished pursuant to a revocable permit. The following minimum terms shall be included in all such revocable permits:

1. A specific definition of the areas accessible to the Covered Activity. For example, revocable permits for sporting events held on athletic fields should include the athletic field, as well as any ancillary areas or structures where minors will be permitted, such as adjacent grounds, parking lots, rest rooms, locker rooms, accessory structures, etc.
2. A provision requiring insurance coverage in the types and amounts listed below, naming the Church as an additional insured, and requiring that

evidence of such insurance be provided to the Church within five (5) business days of execution of the revocable permit or at minimum two weeks (14 days) prior to the scheduled use of Church facilities:

- a. General Liability insurance two million dollars (\$2,000,000) each claim and two million dollars (\$2,000,000) in the aggregate;
 - b. State Workers' Compensation insurance and if applicable State Disability Benefits insurance during the term of the revocable permit for the benefit of permittee's employees required to be covered under applicable state law.
 - c. For those instances in which a Church believes that the activity is so long or substantial and that the obtaining of such insurance will not unduly preclude beneficial use of the Church's facilities, the Church should require additional insurance in the form of: Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of Church facilities.
3. If the Covered Activity is a Children's Camp as defined in Section C of this policy, a provision requiring permittee to provide the Church with a copy of its camp operator permit issued by the applicable state agency, either upon execution of the permit or not later than two weeks (14 days) before the scheduled use of Church facilities.
 4. A representation and warranty from permittee that for all of its employees and volunteers, and employees and volunteers of its sub-permittees, who shall enter upon Church facilities for purposes related to Covered Activity, permittee has conducted within the ninety (90) day period preceding the use of Church facilities (i) a search of the applicable state Sex Offender Registry; and (ii) a search of the National Sex Offender Public website.
 5. A provision requiring written acknowledgement from permittee that it has received a copy of the Church's Child Protection Policy and the Church's Policy On Mandatory Reporting and Prevention of Child Sexual Abuse and agrees to abide by all of its terms, including its requirement that any suspected physical or sexual abuse be immediately reported to the Police or applicable law enforcement.

J. CHURCH POLICIES AND PROCEDURES

The Church may promulgate policies and procedures that supplement, and are no less stringent than, the policies and procedures set forth herein.

CHURCH POLICY ON MANDATORY REPORTING AND PREVENTION OF CHILD SEXUAL ABUSE

Summary

This Policy places an affirmative obligation upon all Church employees, members, and volunteers to report child sexual abuse that occurs on Church property or off Church property at Church-sponsored events to the appropriate authority or authorities.

This policy also requires that relevant employees, members, and volunteers be trained on recognizing child sexual abuse crimes and that there is an obligation to report such abuse if it is witnessed.

Policy on Mandatory Reporting and Prevention of Child Sexual Abuse

Any employee or member of or volunteer for the Church who witnesses or has reasonable cause to suspect any sexual abuse of a child occurring on Church property or while off Church property during official Church business or Church-sponsored events shall have an affirmative obligation to report such conduct to the relevant Police Department or law enforcement immediately. Such a report should include the names of the victim and assailant (if known), other identifying information about the victim and assailant, the location of the activity, and the nature of the activity.

In addition, to aid in the prevention of crimes against children on property of the Church and/or during official Church business at events sponsored by the Church, relevant employees should be trained on the identification of such crimes and proper notification requirements. Vendors, licensees, or others who are given permission to come onto Church property or to use Church facilities for events or activities that will include participation of children shall ensure that they have in place procedures for training, implementation of applicable pre-employment screening requirements and reporting of child sexual abuse.

For purposes of this policy, the applicable definitions of child sexual abuse are those used in the Penal Laws of the state in which the Church is located, and “child” is defined as an individual under the age of 17.

PERMITTEE ACKNOWLEDGEMENT OF RECEIPT OF:

- (1) Policy For Use of Church Facilities;
(2) Church Child Protection Policy; and
(3) Church Policy on Mandatory Reporting
and Prevention of Child Sexual Abuse**

_____ Church

Revocable Permit Issued to _____

Acknowledges that on _____ it has received copies of the Church policies entitled: (1) *Policy For Use of Church Facilities*; and (2) *Church Child Protection Policy*; and (3) *Church Policy on Mandatory Reporting and Prevention of Child Sexual Abuse*. Permittee represents that it has reviewed said policies and agrees to abide by their terms, including provisions requiring that actual and suspected physical abuse and sexual abuse of a child be reported immediately to the Police Department at _____; (____) ____-____.

Permittee acknowledges that for all of its employees and volunteers, and employees and volunteers of its sub-Permittees who shall enter upon Church facilities for purposes related to Covered Activity, Permittee has conducted (i) a search of the [applicable state] Sex Offender Registry; and (ii) a search of the National Sex Offender Public website within the ninety (90) day period preceding its use of Church facilities and has retained the records of such search.

Permittee acknowledges that any of its employees and volunteers, and employees and volunteers of its sub- Permittees whose names appear on the [applicable state] Sex Offender Registry and/or the National Sex Offender Public Registry shall not participate in the Covered Activity in any way.

PERMITTEE NAME



By: _____

Print Name: _____

Title: _____

Address: _____

Date Signed: _____

Overview of Our Church Safe Sanctuary Child Protection System

Because we desire to protect children and youth involved in our ministry, the Church requires all staff members, volunteers and guests using our facilities and working with children or youth (and other vulnerable populations) to complete **FOUR SAFETY STEPS** before ministry work or volunteer placements begin.

STEP ONE: Sexual Abuse Awareness Training

Church policies and procedures require that staff members and volunteers and guests using our facilities avoid abusive behavior of any kind. Staff members and volunteers and guests using our facilities are required to report any policy violations to a supervisor or a member of the Church Staff. Staff members and volunteers and guests using our facilities should have a basic understanding of the characteristics of sexual abusers and their behaviors in 'grooming' a child for sexual abuse. Grooming is the process used by an abuser to select a child, win the child's trust (and the trust of the child's parent or 'gatekeeper'), manipulate the child into sexual activity and keep the child from disclosing the abuse.

To equip staff members and volunteers with information necessary to recognize abuser characteristics and grooming behavior, the Church requires all staff members and volunteers and guests using our facilities working with children to complete sexual abuse awareness training. This training will be renewed every two years.

STEP TWO: Screening Process

Staff members and volunteers and guests working or serving with children or youth are required to complete the Church's Screening Process, which includes:

- an application (employees and volunteers)
- an interview (employees and volunteers); and
- references may be checked (employees and volunteers).

*A volunteer must attend the Church for six months before being eligible to serve in positions providing ministry services to children or youth

STEP THREE: Policies & Procedures

Staff members and volunteers and guests using our facilities working or serving with children or youth are required to review the policies contained in this manual and sign the last page indicating that he or she has read and understood the material and agrees to comply with policy requirements.

STEP FOUR: Criminal Background Check

The Church requires that all staff members and volunteers and guests using our facilities working or volunteering in children's or youth activities undergo a criminal background

check. Depending upon the ministry position, differing levels or intensity of criminal background check may be required. Background checks will be updated every three years.

Child and Youth Safety Policy

ABUSE TOLERANCE

The Church has a **zero tolerance for abuse** in ministry programs and ministry activities. It is the responsibility of every staff member and volunteer and guests using our facilities working with children or youth at the Church to act in the best interest of all children and youth in every program.

In the event a staff member or volunteer observes any inappropriate behaviors (i.e. policy violations, neglectful supervision, poor role-modeling, etc.) or suspected abuse or neglect (physical, emotional, or sexual) it is that individual's responsibility to immediately report their observations to an immediate supervisor, The supervising minister or the Senior Pastor.

REPORTING SUSPICIOUS OR INAPPROPRIATE BEHAVIORS

The Church is committed to providing a safe, secure environment for children, youth, and their families. To this end, any report of inappropriate behaviors or suspicions of abuse or neglect will be taken seriously and will be immediately reported, in accordance with this policy and state law, to law enforcement and all appropriate governmental agencies.

Because sexual abusers "groom" children for abuse, it is possible a staff member or volunteer may witness behavior intended to "groom" a child for sexual abuse. Staff members and volunteers are asked to report "grooming" behavior, policy violations, or any suspicious behaviors to an immediate supervisor, the supervising minister or the Senior Pastor.

ENFORCEMENT OF POLICIES

The Church staff members and volunteers who supervise other staff members or volunteers are charged with the diligent enforcement of all Church policies. Violations of these policies are grounds for immediate dismissal, disciplinary action, or reassignment from ministry positions for both volunteers and staff members. Final decisions related to policy violations will be the responsibility of the Senior Pastor and the Personnel Committee.

PRIVILEGE TO SERVE

The Church reserves the right to revoke any volunteer's or guests' ability to serve in the children's ministry or work with children with or without notice at any time.

VIDEO MONITORING

Church facilities including children's and youth spaces are equipped with video recording capability and this video can be monitored and recorded at all times.

Reporting Abuse or Suspicions of Abuse

REPORTING VIOLATION OF POLICY

All questions or concerns related to inappropriate, suspicious, or suspected grooming behavior should be directed to an immediate supervisor in the ministry area, the supervising minister, or the Senior Pastor.

CONSEQUENCES OF VIOLATION

Any person accused of committing a prohibited act or any act considered by the church to be harmful to a child will be immediately suspended from participation in ministry. This suspension will continue during any investigation by law enforcement or child-protective agencies.

Any person found to have violated this policy may be prohibited from future participation as a staff member or volunteer or guest in all activities and programming involving children or youth at the Church. If the person is an employee, such conduct may also result in termination of employment from the Church.

Failure to report a policy violation is grounds for termination of an employee. Volunteers or guests who fail to report a policy violation may be restricted from participation in any future activities involving children or youth at the Church.

REPORTING SUSPICIONS OF ABUSE TO LAW ENFORCEMENT AGENCIES **Mandatory Reporting Laws (State by State)**

By way of example, the Alabama statutes provide in Section 26-14-3 (Ala. Code 1975), in pertinent part:

(a) All hospitals, clinics, sanitariums, doctors, physicians, surgeons, medical examiners, coroners, dentists, osteopaths, optometrists, chiropractors, podiatrists, physical therapists, nurses, public and private K-12 employees, school teachers and officials, peace officers, law enforcement officials, pharmacists, social workers, day care workers or employees, mental health professionals, employees of public and private institutions of postsecondary and higher education, members of the clergy as defined in Rule 505 of the Alabama Rules of Evidence, or any other person called upon to render aid or medical assistance to any child, when the child is known or suspected to be a victim of child abuse or neglect, shall be required to report orally, either by telephone or direct communication immediately, and shall be followed by a written report, to a duly constituted authority.

(b)(1) When an initial report is made to a law enforcement official, the official subsequently shall inform the Department of Human Resources of the report so that the department can carry out its responsibility to provide protective services when deemed appropriate to the respective child or children.

It is the policy of the Church that:

Church employees and volunteers and guests using our facilities and working with children should never disregard a child or youth's complaint of alleged physical or sexual abuse. Questioning a child for precise details of alleged abuse is not appropriate behavior for staff or volunteers and might jeopardize any chance of prosecution in a future criminal case. Alleged abuse should be reported to a member of the ministerial staff and the Senior Pastor should be notified. The employee or volunteer will make a report to the Department of Human Resources or the appropriate Law Enforcement Agency.

Reports will be documented in writing including the date and time the report was made to authorities and telephone number or contact information to whom the report was made. The report of the incident should be documented on an Injury/Incident Form.

Injury/Incident reporting

In the case of an injury to a child or youth, or an incident that is unusual or serious in nature, it is the duty of all volunteers to complete an injury/incident report. The report will be turned over to the supervising minister or the staff member present at the time of the incident. Completed reports will be kept on file in the church office for a period of 5 years.

RESPONSE TO REPORT OF ABUSE

Church leadership will take appropriate action on behalf of the church when a report of abuse occurs.

INTOXICANTS

Staff members and volunteers and guests using our facilities are prohibited from the use, possession, or being under the influence of alcohol or any illegal drug while in any church facility, while traveling with children or youth, or while working with or supervising children or youth during any Church program or activity.

TOBACCO USE

The Church requires staff members and volunteers and guests using our facilities to abstain from the use or possession of tobacco or vaping products in church facilities, while in the presence of children and youth or their parents, or during Church activities or programs. The Church is a tobacco-free facility.

NUDITY

Staff members and volunteers and guests serving in Children's and Youth Ministries should never be nude in the presence of children or youth in their care. In the event there is a situation that may call for or contemplate the possibility of nudity (i.e. changing clothes during a pool party, weekend or overnight retreat, etc.), the staff member or volunteer or guest leading the event will submit a plan to the supervising minister concerning arrangements for showering or changing clothes at least 14 days in advance of the event. The supervising minister will review the plan and may approve or deny the plan at his discretion. If an approved plan is not in place prior to the event, the event will be canceled.

TRANSPORTATION

Staff members and volunteers and guests using our facilities may from time to time be in a position to provide transportation for children and youth. The following guidelines should be strictly observed when workers are involved in the transportation of youth:

1. Children and youth should be transported directly to their destination. Unauthorized stops to a non-public place should be avoided. Staff members and volunteers should avoid transportation circumstances that leave only one child or youth in transport and should never transport a single child or youth of the opposite sex.
2. Staff members and volunteers and guests should avoid physical contact with children or youth while in vehicles.
3. No cell phones may be utilized by the driver while driving Church vans, or vehicles owned or rented by the Church, unless in an emergency.
4. Only drivers who are listed on the church's insurance will be permitted to drive church-owned or rented vehicles.

BUILDING SAFETY

The Children's Minister will be responsible for ensuring that the children's areas are monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and children in children's classrooms.

No child will ever be left unattended in the church building or on the children's playground during Children's Ministry programming or classes. Children's Ministry staff members or volunteers are prohibited from being alone with an individual child in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single child, that staff member or volunteer will take the child to a room or building occupied by others, or to a location easily observed by others. (Example: if a child is the last in a class to be picked up by a parent, move to an adjoining room where other staff members or volunteers are present.)

On the children's playground, staff members and volunteers are to circulate, watching children during play periods, giving particular attention to the areas not easily seen from all viewpoints. (Example: under slides, in corners, behind structures).

Any two children together in an unseen or less easily viewed area should be redirected to another (more open) area of the building or playground.

WORKER TO CHILD RATIOS

The Church is committed to providing adequate supervision in all ministry programs.

Accordingly, the following worker to child **minimum ratios** will be observed:

Program	Workers	Children
Nursery	2	8
Preschool, 2 and 3 years old	2	12
Preschool, 4 and 5 years old	2	18
Elementary	2	20

If a worker is “out of ratio” it is his or her responsibility to immediately notify the program supervisor or the Children’s Minister. Supervisors will make diligent efforts to find substitute workers to immediately bring worker to children ratios into compliance with church policy.

DISCIPLINE

It is our policy that staff members and volunteers are prohibited from using physical discipline in any manner for behavioral management of children. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, biting or any other physical force as retaliation or correction for inappropriate behaviors by children. Children are to be disciplined using time-outs and other non-physical methods of behavior management. In employing this procedure, staff members and volunteers should observe the following guidelines:

Verbally redirect the child before physically intervening. With younger children some physical redirection may be necessary (for example, removing a toy from the hands of a child that is hitting another).

- (1) If the behavior does not cease, remove or direct the child away from the group to a corner of the room where the group is meeting (avoid being alone with the child).
- (2) Provide the child with a simple, understandable reason for the time-out, and provide the child with clear explanation of your expectations. (“Jamie, you didn’t stop hitting Chris when I asked you to, so you need to sit quietly in the blue chair for three minutes.”) In addition, be verbally reassuring, as being removed from the group will likely upset the child. Do not physically hold a child in time-out.
- (3) Provide the child with a chair to sit in or a “spot” to sit on (carpet square etc.) until their time-out is complete.
- (4) Follow the rule of thumb that a time-out is ineffective if it lasts longer than one minute for every year of the child’s life (3 years old, 3 minutes).
- (5) Monitor the child through the entire time-out without giving your undivided attention. For longer time-outs give intermittent praise to

reassure the child and keep them on task. (“Jamie, you’re doing a great job of sitting quietly – just 2 more minutes.”)

- (6) Praise the child once he or she has completed the time-out and tell them that their reward is being able to rejoin the group. Remind them that repeating their initial behavior will result in further time-out. Follow this with praise.

Uncontrollable or unusual behavior should be reported immediately to parents/guardians and the Children’s Minister.

BATHROOM SUPERVISION AND ASSISTANCE GUIDELINE

Nursery children

Because nursery children may require complete assistance with their bathroom activities, all staff members and volunteers will observe the following policies:

Diapering

- (1) Only female nursery workers or the child’s parent or legal guardian will undertake the diapering of children of either sex.
- (2) Changing of diapers should be done in plain sight of other nursery workers.
- (3) Children will never be left unattended on changing tables.
- (4) Any special instructions given by parents leaving children in nursery will be recorded on the information cards (“Seth Adams has a medicine in the bag for rash.”)
- (5) Children should be re-diapered and re-clothed immediately upon the completion of changing their soiled diaper.
- (6) Children should be changed on changing stations only.

Toilet training

- (1) No child will be forced to toilet train.
- (2) Only female nursery workers or the child’s parent or legal guardian will participate in toilet training efforts with children of either sex.
- (3) When children are taken into bathrooms the door will be left partially open.
- (4) Young children will never be left unattended in bathrooms.
- (5) Parents should be consulted on each child’s progress in the toilet training process before leaving the child with volunteers or staff members. Any special instructions given by parents leaving children in the nursery will be recorded on the information card (“Georgia can use the toilet, but she needs to be reminded – ask her if she needs to go.”).
- (6) Children should be verbally assisted where possible. If physical assistance is necessary, another staff member or volunteer should be present, when possible.
- (7) “Accidents” should be handled by reassuring the child and completing the

changing of diapers or underwear and clothing. Extra clothing and diapers are available in the children's area, if the parent has not furnished a clothing change.

School age children

School age children may be accompanied to the restroom for supervision and assistance when needed. Children should receive the minimum amount of assistance needed based upon their individual capabilities. Staff members and volunteers should never take a lone child to the restroom.

If a staff member or volunteer must go into the restroom to check on an individual child, he or she should seek out another worker to accompany him/her. If another worker is not available to accompany, he/she should go to the exterior bathroom door, knock, and ask if the child needs assistance. If the child requires assistance, the worker should leave the exterior bathroom door open when entering the bathroom area and try to verbally assist the child in completing their activities, while the child remains behind the door of the bathroom stall. Any assistance with the straightening or fastening of garments should be done in the presence of another staff member or volunteer.

Special needs

Parents will offer instruction to staff members or volunteers to change the diapers of special needs individuals. After the age of 4, parents/legal guardians or adults designated in writing by the parents will change all special needs individuals.

MEDICATION

A staff member or volunteer may not administer medication to any child while serving in Children's Ministry, with the exception of diaper cream provided by parents.

ONE-TO-ONE INTERACTIONS WITH CHILDREN

Staff members and volunteers should never conduct one-to-one, unobserved meetings or interaction with children while participating in Children's Ministry activities or programs. Another trained, screened adult should always be present.

PARENTAL CONTACT

Parents who leave a child in the care of the Church staff members and volunteers during church services or activities will be contacted if a child becomes ill, injured, or has a severe disciplinary problem while participating in Children's Ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their child is involved. However, parents who desire to participate in or have continuous, ongoing contact with their child's program will be required to complete the church's volunteer application and screening process.

PHYSICAL CONTACT

The Church is committed to protecting children in its care. To this end, the Church has implemented a “physical contact policy” that promotes a positive, nurturing environment while protecting children. The following guidelines are to be carefully followed by those working in Children’s Ministry programs:

- (1) Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and children are important for children’s development, and are generally suitable in the church setting.
- (2) Inappropriate touching and inappropriate displays of affection are forbidden. Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Children’s Minister or the Senior Pastor.
- (3) Physical contact should be for the benefit of the child, and never be based upon the emotional needs of a staff member or volunteer.
- (4) Physical contact and affection should be given only in observable places or when in the presence of other children or Children’s Ministry staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted when physical contact is open to observation.
- (5) Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff members or volunteers in Children’s Ministry must foster trust at all times. Personal conduct must be above reproach.
- (6) Do not force physical contact, touch, or affection on a reluctant child. A child’s preference not to be touched must be respected.
- (7) Staff members and volunteers are responsible for protecting children under their supervision from inappropriate or unwanted touch by others.
- (8) Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Children’s Minister or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with children and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any child in the program.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to a child)

any sexually oriented materials (magazines, cards, images, videos, films, messages, etc.) on church property or in the presence of children in their care.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and children should be positive and uplifting. Staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of children.

To this end, staff members and volunteers should not talk to children in a way that is or could be construed by a reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff members and volunteers are expected to refrain from using profanity in the presence of children.

RELEASE OF CHILDREN

At any time that a child has been entrusted to Children's Ministry staff members or volunteers, the Church incurs responsibility for the safety and welfare of the child. Staff members and volunteers must act to ensure the appropriate supervision and safety of children in their charge.

Children's Ministry staff members or volunteers are responsible for releasing children in their care only to parents, legal guardians, or other persons designated by parents or legal guardians at the close of services or activities.

It is presumed a person who drops off a child has authority to pick up that child. If the parent is not personally known by the volunteer or staff member, the person picking up the child will be required to provide the parent sticker created at the time the child was dropped off.

In the event that staff members or volunteers are uncertain of the propriety of releasing a child, they should immediately locate or contact their immediate supervisor or the Children's Minister before releasing the child.

It is the parent's responsibility to notify the church in writing of any special custody issues that might affect the pick-up procedures for their child.

SUPERVISION

Staff members and volunteers in Children's Ministry are expected to provide adequate supervision for children in their care while working in church programs.

YOUTH VOLUNTEER POLICY

Youth Volunteers

Youth will be allowed to volunteer in the Children's Ministry alongside adult leaders. There must be an adult worker serving with youth workers at all times.

Requirements

In order to serve as a volunteer, youth must:

- Be at least 12 years old and no less than 2 years older than the children they are leading.
- Faithfully attend worship services on a regular basis.
- Complete a volunteer application signed by a parent.
- Complete an interview with Children's Minister or a Ministry Supervisor.
- Complete Child Safety training.

VOLUNTEER EXPECTATIONS

Arrival

Volunteers should arrive fifteen minutes prior to the event at which they are serving.

Departure

Volunteers must remain in the classroom until the last child has been picked up.

Absence

If it is necessary for a volunteer to be absent at their time of service, it is the volunteer's responsibility to try and find an approved replacement. Volunteers should notify Children's Minister or supervisor as early as possible of the absence and the arrangements made.

CLASSROOM PROCEDURES

Children will be placed in age-graded classrooms. In the event a child has special needs or developmental differences, the parent and Children's Minister will work together with volunteers to ensure the child is placed in the environment that is best for all children involved.

All classrooms will have emergency procedures posted.

Classrooms may have specific guidelines posted for volunteers to follow when serving in those areas. (i.e., disinfecting instructions for baby nursery).

Volunteers should ensure the classroom is put back into order prior to leaving.

FOOD

In order to provide a safe environment for all children and volunteers no peanuts will be allowed in the children's areas. Only church provided snacks will be eaten in the children's areas unless previous permission has been obtained from Children's Minister or supervisor.

WELLNESS POLICY

Children and volunteers cannot attend Children's Ministry activities if they have had any

of the following symptoms within the last 24 hours:

- Vomiting or Diarrhea
- Rash (except diaper rash)
- Sore Throat
- Croup
- Severe cough and/or runny nose
- Skin infection (ringworm, boils, or open sores)
- Lice- including eggs or nits
- Fever (over 100 degrees)
- Eye Infections
- Contagious Disease

Children or volunteers must be fever free for 24 hours without the use of fever reducing medicine.

If a child or volunteer is on antibiotics, they must take the medicine for at least 24 hours before returning to church.

If there is any question, please ask the parent to check with the Children's Minister BEFORE dropping off the child.

Youth Ministry Policies & Procedures

Youth Ministry Committee

MISSION STATEMENT

The purpose of the Youth Ministry Committee is to enable the Church Youth Ministry to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse.

RESPONSIBILITIES

The Committee will be charged with the following duties with regard to safety:

- (1) Applying existing Church policies and procedures related to youth safety and risk management issues.
- (2) Monitoring all Youth Ministry programs for ongoing compliance with safety policies.
- (3) Making recommendations to the church body regarding safety issues.

Youth Ministry Staff Monitoring Plan

Monitoring of staff and volunteers will include regular (announced and unannounced) visits in each program to provide supervisors the opportunity to observe staff member and volunteer interactions with youth.

- (1) **Each supervisor** reserves the right to conduct unscheduled observations at least once each week for programs that occur weekly at their own discretion.
- (2) **Youth Minister** conducts written performance evaluations every six months for individuals in paid staff positions.
- (3) **Youth Minister** conducts periodic verbal performance evaluations that include items that address participation in risk management training and adherence to risk management procedures.
- (4) **Senior Pastor** reserves the right to conduct unscheduled observations of any Youth Ministry program as he sees fit.
- (5) **Senior Pastor** meets with Youth Minister at least once monthly to discuss Youth Ministry, including safety training and procedures.
- (6) **The Youth Minister** reserves the right to conduct an unscheduled observation at least once each month for programs that occur weekly,

where appropriate. At times when said observation may be deemed inappropriate (i.e. during a girls' class where information may be sensitive), a female member of the Youth Ministry Committee will be asked to conduct the observation.

BUILDING SAFETY

The Youth Minister will be responsible for ensuring that the Youth Ministry area is monitored during Sunday classes or programming. This will include unobserved monitoring of staff members, volunteers and youth in youth classrooms or meetings.

No youth will ever be left unattended or unsupervised during Youth Ministry programs or meetings. Youth Ministry staff members or volunteers are prohibited from being alone with an individual youth in any room or building. In the event a staff member or volunteer finds himself/herself alone with a single youth, that staff member or volunteer will take the youth to a room or building occupied by others, or to a location easily observed by others. (Example: If a youth desires additional conversation or counsel with a staff member or volunteer after regular programming has concluded, move to an adjoining room where other staff members or volunteers are present, or into a public space.)

Any two youth together in an unseen or less easily viewed area should be redirected to another (more open) area.

STAFF TO YOUTH RATIO

The Church is committed to providing adequate supervision in all Youth Ministry activities and programs. Accordingly, the following ratios will be observed for Youth Ministry activities and programs:

For groups up to and including 10 youth, there will be at least 1 staff member or volunteer supervising. For groups ranging from 11 to 29 youth, there will be at least 2 staff members or volunteers supervising. For groups larger than 30 youth, there will be at least 3 staff members or volunteers supervising.

If a worker is out of ratio it is his or her responsibility to immediately notify supervisory staff responsible for the program or event. The responsible supervisory staff member will make diligent effort to immediately bring staff member/volunteer to youth ratios into compliance with this policy.

DISCIPLINE

It is the policy of the Church that staff members and volunteers are prohibited from using physical discipline in any way for behavior management of children or youth. **No form of physical discipline is acceptable.** This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction or inappropriate behaviors by youth. If a youth is unruly or fails to comply with verbal warnings or instructions from staff/volunteers, that youth will be asked to leave (if not endangered by doing so) or the youth's parent will be contacted to pick up the youth. In the event of a fight or physical altercation, staff members will verbally redirect youth involved and will try

to avoid physical intervention. Uncontrollable or unusual behavior should be reported immediately to parents and the Youth Minister.

MEDICATION

A staff member or volunteer may not administer medication to any youth while serving in the Youth Ministry, without written consent from parent/guardian.

ONE-TO-ONE INTERACTIONS WITH YOUTH

The Church recognizes that meeting the emotional needs of youth may occasionally require staff member and volunteers to minister to them on an individual basis. Staff Members and volunteers should observe the following guidelines when interacting with youth.

Individual Meetings

Staff members and volunteers should conduct one-to-one meetings with an individual youth at a time when others are present and where interactions can be easily observed, unless prior approval is obtained from the Youth Minister.

If a closed-door meeting must occur, the youth staff member must inform another staff member BEFORE the meeting occurs, and the door remains unlocked. Should a closed-door meeting be needed, they must take place with a leader of the same gender. Male leaders should never have closed- door meetings with female youth, and vice versa.

PARENTAL CONTACT

Parents whose youth is participating in the Church's Youth Ministry activities and programs will be contacted if their child becomes severely ill, injured, or has a severe disciplinary problem while participating in Youth Ministry programs.

PARENTAL INVOLVEMENT

Parents have an open invitation to observe all programs and activities in which their youth is involved. However, parents who desire to participate in or have continuous, ongoing contact with Youth Ministry programs will be required to complete the Church's volunteer application and screening process.

PHYSICAL CONTACT

The Church is committed to protecting youth in its care. To this end, the Church has implemented a 'physical contact policy' that promotes a positive, nurturing environment for our Youth Ministry programs. The following guidelines are to be carefully followed by anyone working in Youth Ministry programs:

- a. Hugging, pats on the back and other forms of appropriate physical affection between staff members or volunteers and youth are important for youth's development and are generally suitable in the church setting.
- b. Inappropriate touching and inappropriate displays of affection are forbidden.

Any inappropriate physical contact, touching or displays of affection should be immediately reported to an immediate supervisor, the Youth Minister or the Senior Pastor.

- c. Physical contact should be for the benefit of the youth, and never be based upon the emotional needs of a staff member or volunteer.
- d. Physical contact and affection should be given only in observable places or when in the presence of other youth or youth staff members and volunteers. It is much less likely that touch will be inappropriate or misinterpreted as such when physical contact is open to observation.
- e. Physical contact in any form should not give even the appearance of wrongdoing. The personal behavior of staff or volunteers in the Youth Ministry must foster trust at all times. Personal conduct must be above reproach.
- f. Do not force any physical contact, touch or affection upon a reluctant youth. A youth's preference not to be touched must be respected.
- g. Youth staff and volunteers are responsible for protecting youth under their supervision from inappropriate or unwanted touch by others.
- h. Any inappropriate behavior or suspected abuse must be reported immediately to an immediate supervisor, the Youth Minister or the Senior Pastor.

SEXUALLY ORIENTED CONVERSATIONS

Staff members and volunteers are prohibited from engaging in any sexually oriented conversations with youth and are not permitted to discuss any inappropriate or explicit information about their own personal relationships, dating or sexual activities with any youth in the program. However, it is expected that from time to time Youth Ministry discussions and lessons may address issues related to purity, dating, sex and human sexuality. These lessons will occur in group settings and will convey the church's views on these topics.

SEXUALLY ORIENTED MATERIALS

Staff members and volunteers are prohibited from possessing (or transmitting to any youth) any sexually oriented materials (magazines, cards, images, videos, pictures, films, etc.) on church property or in the presence of youth, including those in electronic form.

AGE SENSITIVE MEDIA

Staff members and volunteers are prohibited from exposing (or transmitting to any youth) any materials that would be deemed "too mature" for the youth. Leaders should check with parents and use good judgment regarding PG or PG-13 movies. In the event that a staff member or volunteer wish to show the youth a movie involving themes that are

of a mature matter (i.e. drugs, alcohol, sex, language, violence, etc.), parents will be notified ahead of time, and will be given appropriate resources in order to make a decision on whether or not they want their youth to participate in the showing of said film.

SLEEPING ARRANGEMENTS

It is anticipated that certain Youth Ministry activities may occasionally require that overnight sleeping arrangements be made for youth and staff members and volunteers (i.e. lock-ins, mission trips, ski trips, etc.). In the event an activity requires sleeping arrangements, staff members and volunteers will strictly observe the following rules:

- (1) The 2-adult rule must be followed; a single youth should not be alone with a staff member or volunteer.
- (2) All adult leaders must have previously completed the Church's screening and training process.
- (3) Overnight sleeping arrangements must be submitted in writing to and approved by the Youth Minister prior to the activity.
- (4) As long as any youth are awake, one trip leader must be awake and monitoring youth to ensure safe behavior.
- (5) Appropriately modest sleeping attire must be worn.
- (6) In the event of a sleepover on campus that involves both boys and girls, boys and girls must sleep in separate rooms, properly supervised by youth leaders of the same gender.
- (7) Whenever possible, at least one staff member or volunteer will sleep in the same room (but not same bed) as youth, or in an adjoining room with the door between the rooms kept open.

VERBAL INTERACTIONS

Verbal interactions between staff members or volunteers and youth should be positive and uplifting. Church staff members and volunteers should strive to keep verbal interactions encouraging, constructive, and mindful of their mission of aiding parents in the spiritual growth and development of youth.

To this end, staff members and volunteers should not talk to youth in a way that is or could be construed by any reasonable observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating. In addition, staff and volunteers are expected to refrain from using profanity in the presence of youth.

Cell Phones

Church staff members and volunteers should be very careful when handling phone contact with youth. At no time should anything be sent that could be misconstrued as

inappropriate, and should anything explicit be sent, either by youth or leader, it should immediately be brought to the attention of the Youth Ministry Committee, the Youth Minister, or the Senior Pastor.

Social Media

The Church discourages staff members and volunteers from sending any private correspondents to youth. While we understand that in today's society this can be a very beneficial way of communicating with youth, doing so can also very easily become inappropriate. Should this ever happen, they should not in any way be "private" or "secret," and they should not be deleted. In the event that an accusation is made, deleting the conversation could be viewed as a sign of guilt, while maintaining a record of any such correspondent could serve to protect a leader from a false accusation or a misunderstanding.

Incident/Injury Report

Report made by:_____ Position:_____

Date of Incident:_____ Time of Incident:_____

Individuals involved:_____

Witnesses:_____

Describe Incident or Accident:_____

Action Taken/Persons Notified:_____

Follow-up action required:

Signature:_____ Date:_____

Reported to:_____

Staff Signature:_____ Date:_____

Policies and Procedures
Statement of Acknowledgment and Agreement

I have received and read a copy of the Church's Children's and Youth Ministry Policies and Procedures Manual and understand the importance of the matters set forth within the manual. I agree to follow and abide by these guidelines during my service at the Church.

Further, I understand that the manual may be modified at any time, and that any guidelines may be amended, revised, or eliminated at any time by the Church.

I also acknowledge that I have reviewed and agree to fulfill the duties listed in the Manual. While, ideally, I will serve in this ministry for the agreed term, I understand that I may choose to end this relationship at any time. If possible, I will provide two weeks' notice to my supervisor.

I further acknowledge and understand that the materials and guidelines contained in this manual in no way express or imply a contractual employment relationship between the Church and me. If I am applying as a volunteer, I acknowledge and agree that I will receive no compensation for hours worked.

Finally, I understand that it is my responsibility to review new guidelines that are created and distributed, as well as manual guidelines that are changed or deleted.

I hereby acknowledge receipt of the Church policies and procedures manual.

Staff Member or Volunteer's name (please print)

Staff Member or Volunteer's signature

Date: _____

APPENDIX G :

HOLD HARMLESS & RELEASE AGREEMENT

The undersigned hereby covenants and agrees to indemnify and save harmless the Church, its officers and its directors from and against any and all claims, demands, cause of action, suits or judgments, including attorney's fees, cost and expenses incurred in connection with such matters, or death or injury to persons or loss of or damage to property arising out of or in connection with the use of or occupancy of the Church and its facilities by the undersigned, its agents, employees, invitees, customers, contractors or subcontractors. The undersigned, in addition, hereby waives all claims of injury or damages sustained by the undersigned, its agents, employees, invitees, customers, contractors or subcontractors resulting from occupancy or use of the Church and its facilities by the undersigned and any action or injury of the undersigned resulting directly or indirectly from any act or negligence by the undersigned.

If the damage to the Church or its facilities results from the acts of the undersigned, its agents, employees, invitees, customers, contractors or subcontractor, the undersigned will notify the Church's Property Manager and/or trustees within a twenty-four (24) hour period. If the undersigned fails or refuses to make repairs, the Church may, at its option, repair the damage, and the undersigned will pay the Church the total cost of such repair.

The undersigned also agrees to leave the facilities clean, tables, chairs and equipment returned to their proper place, trash taken out to the dumpster, room lights off and to leave the facility in such condition at the agreed time.

(Please Print)

Name of Group: _____

Group Representative: _____

Phone: _____

(Signature): _____

Date: _____

APPENDIX H :

BUILDING HOLIDAY SCHEDULE

September:	Saturday, Sunday and Monday of Labor day
October:	No Holidays
November:	Noon on Wednesday before Thanksgiving through Sunday following Thanksgiving
December:	Sanctuary and Gym available for Church Christmas programs only beginning the Thursday prior to the second Saturday in December through December 31. Entire Building December 23-December 31.
January:	New Years Day
February:	No holidays
March:	Good Friday, the Saturday before Easter and Easter Sunday. Except for Worship Services, Sunday School
April:	Good Friday, the Saturday before Easter and Easter Sunday except For Worship Services, Sunday School
May:	Memorial Day and the Saturday and Sunday preceding Memorial Day
June:	No holidays
July:	Independence Day. If Independence day Falls on Friday the building will be closed on Saturday and Sunday following Independence Day and if it falls on Monday then the building will be closed on Saturday and Sunday preceding Independence Day
August:	No Holidays

THE BUILDING WILL BE OPEN SUNDAYS FOR WORSHIP AND SUNDAY SCHOOL ON ALL HOLIDAYS AND HOLIDAY WEEKENDS

APPENDIX I :

GYM POLICY (IF APPLICABLE)

All rules and regulations included in the Church Revocable Permit Guidelines are to be followed in addition to the following:

1. Children under the age of 12 shall not be permitted on the stage unless supervised by a parent or other responsible adult.
2. No basketball, volleyball or other activity that requires running or a ball may occur when the stage is set up.
3. Basketballs, volleyballs, etc. are to be used within the confines of the basketball court only and shall not be thrown, dribbled, kicked or rolled against the walls or used in other parts of the gym.
4. Athletic shoes must be worn for all athletic events held in the gym.
5. The railing on the second floor is not to be used as a seat. Any individual found sitting on the railing will be asked to leave the building and their group will be subject to dismissal from the building.
6. The following activities are not to be allowed in the gym: hanging from the rims or nets of the basketball goals, batting balls, football, soccer, handball, skating, skateboarding and bicycling. **Throwing or dropping any object from the second floor to the first floor or throwing any object from the first to the second floor is strictly forbidden.**
7. When folding, unfolding raising or lowering the basketball goals the roll up window should be open and the operation of the goal should be observed to make sure everything operates correctly. (keys to the goals are available at the church office)
8. Church Staff reserves the authority to grant, refuse, or stop use of the field.
9. Church activities receive priority.
10. Reservations for the gym should be made not more than 4 weeks and not less than 2 week prior to the event.
11. Users of the gym will be expected to stay in the immediate area of the gym.
12. Children must have adult supervision at ALL times. Each group is responsible for the actions of its own members. Safe Sanctuary Policy or the Equivalent must be followed at all times while on church property. See Appendix F
13. Restrooms are to be left in the condition found; litter in cans, lights off, doors closed.
14. All organizations should provide their own liability insurance for their participants and provide the church with a certificate of insurance. The

- church will be named on the insurance policy as an “additional insured”.
15. No paint, glue, glitter, or tape on the floor.
 16. No dragging chairs, tables, stages, speakers, etc.
 17. Make sure ALL tables and chairs have protective feet.
 18. No heavy furniture, refrigerators, sofas, bed, dressers and pianos.
 19. No cleats or bare feet on the floors.
 20. All candles must have drip pans. Battery Operated Candles are preferred.
 21. Group will be responsible for all damages. The Church is not to be held responsible for any injuries
 22. If the gym is used for recreation, the following apply:
 - Only the supervisor is allowed to pump air into the balls (please moisten the needle)
 - Do not allow kicking of the basketballs
 - Count the number of balls before and after play
 - Record any lost or broken equipment and report it to the Church representative

APPENDIX J :

AUDIO VIDEO GUIDELINES

These guidelines are in addition to the general guidelines for use of Church Facilities. Audio Video requests must be approved by the Technical Director for each event. A/V requests will be classified in two ways:

- ❑ Basic A/V Setup – projector, screen, and basic PA system – both fixed and portable. This setup does not require an A/V technician to be present during the event. There is no additional cost assessed for this type of support. Examples: Normal Sunday School, small group, and bible study setup.
- ❑ Advanced A/V Setup – installed video, projection, audio, and stage lighting systems. This setup requires at least one approved A/V technician to be present during the event with the possibility of additional approved A/V technicians depending on the scope of the request. There is an additional cost assessed for setup and managing these systems for Church affiliated and non-affiliated groups. Church program ministries such as Youth, Children, Music, Worship, etc, will not be charged a fee for regular activities or events. Church affiliated groups such as Sunday school classes, small groups, boy scouts, will be assessed \$25/hour, including setup and take down, per approved A/V technician for this type of support. All non-affiliated groups will be assessed \$75/hour per approved A/V technician. Payments for A/V support will be paid directly to the A/V Technician(s) in advance. Names will be provided in advance for those wishing to pay by check.

GENERAL RULES

1. Technical Director must approve any A/V Technician wishing to operate any equipment listed under Advanced A/V Setup. Additional training may be required and does not constitute a guarantee of approval.
2. Approved A/V Technicians may donate their time at their own discretion.
3. Groups are permitted to provide their own A/V equipment but do so at their own risk.
4. Groups may not hook into any church owned audio or video systems with the exception of TV's or projectors in ministry center rooms.
5. There shall be no sporting activities during an event with any type of A/V Setup.

APPENDIX K:

INSURANCE REQUIREMENTS

Non-church organizations requesting Church facilities must comply with the following insurance requirements.

Non-Church Facilities User shall maintain throughout the term of use the following insurance policies:

- (1) commercial general liability insurance in amounts of One Million and No/100 Dollars (\$1,000,000.00) per occurrence and Two Million and No/100 Dollars (\$2,000,000.00) in the aggregate or such other amount as Church may from time to time reasonably require, insuring Non-Church User, Church and Church's officers, directors, employees, agents and Affiliates against all liability for injury to or death of a person or persons or damage to property arising from the use and occupancy of the facilities.
- (2) Sexual Abuse and Molestation insurance, either under the above-described general liability policy or in a separate policy, with coverage not less than one million dollars (\$1,000,000). Any insurance coverage for sexual abuse and molestation insurance written on a claims made basis shall remain in effect for a minimum of six (6) months following the use of Church facilities.
- (2) insurance covering the full value of User's property and improvements, and other property (including property of others) located in the Facilities during use.
- (3) contractual liability insurance sufficient to cover User's indemnity obligations hereunder (but only if such contractual liability insurance is not already included in User's commercial general liability insurance policy),
- (4) worker's compensation insurance, containing a waiver of subrogation endorsement acceptable to Church, and
- (5) business interruption insurance.

User shall furnish to Church certificates of such insurance and such other evidence satisfactory to Church of the maintenance of all insurance coverages required hereunder, and User shall obtain a written obligation on the part of each insurance company to notify Church at least 30 days before cancellation or a material change of any such insurance policies. All such insurance policies shall be in form, and issued by companies, reasonably satisfactory to Church and Church's insurance advisors.

APPENDIX L:

RULES FOR RECREATION FIELD USE (IF APPLICABLE)

All rules and regulations included in the Church Facility Guidelines are to be followed in addition to the following:

1. Church Staff reserves the authority to grant, refuse, or stop use of the field.
2. Church activities receive priority.
3. All requests are approved seasonally and **MUST** be renewed each season
4. All vehicles must remain on the PAVED parking area. **NO** Parking on Grass.
5. Each organization is responsible for picking up trash after each use of the field and placing it in receptacle.
6. **NO GLASS CONTAINERS** on the fields or parking lot
7. **NO Vehicles** of any kind on the fields
8. **NO Tie Dye** on the sidewalks or parking lot
9. Only the designated field may be used unless other areas have been requested and approved.
10. The church will allow access to facilities for water and restrooms during normal operating hours.
11. Restrooms are to be left in the condition found including litter in cans, lights off, and doors closed.
12. All non-Church affiliated organizations should provide their own liability insurance for their participants and provide the church with a certificate of insurance. The church will be named on the insurance policy as an "additional insured".
13. The church is not liable for any accident that may occur during use of the fields or on church property.
14. Children must have adult supervision at **ALL** times. Each group is responsible for the actions of its own members. Safe Sanctuary Policy or the Equivalent must be followed at all times while on church property. See **Appendix F.**

PLEASE REMEMBER THIS IS CHURCH PROPERTY, CONDUCT YOURSELVES APPROPRIATELY.

APPENDIX M:

FORM OF REVOCABLE PERMIT AGREEMENT WITH NON-MEMBERS