Facility Usage Policy

The following are the guidelines and policies to which all users of our facilities must agree and adhere to. However, this list is by no means exhaustive. The general policy unto which all others may fall under is: “Leave the building as you found it, or better.”

PURPOSE STATEMENT:

We are grateful to God for the wonderful blessing of our facilities. We happily share it for the glory of God for worship and ministry and the building of his kingdom.

1. This facility was developed for the use of New Life Community COTN and the larger community of Show Low. Scheduled services and activities of New Life Community COTN shall have priority should a conflict arise in scheduling.
2. All activities held in the worship center and other related areas must be cleared with the church office and scheduled on the church calendar 2 weeks in advance. Reservations are subject to the approval of the administrator, and/or Church Board, or Senior Pastor. There will be no Saturday events without Board/ Pastoral approval. Approval is based on availability of the building, proposed usage, workers available for event cleanup/ reseting.
3. We suggest the Gym is to be used for:
	1. Church wide activities: i.e. Sunday evening fellowships, new member luncheons, open gym, etc.
	2. Church related activities by individuals or groups from within church: Sunday School Classes, All Ministries of the New Life Community Church of the Nazarene, etc.
	3. Groups associated with the Arizona District: Teen Quizzing, and Zone or District Function.
	4. Other approved evangelical organizations: i.e. other churches
	5. Church Members for family events: weddings, family reunions, birthday parties, etc.
4. Any Individual or group sponsoring an activity held in the Gym shall be responsible for maintaining the highest moral standards and Christian courtesies with zero tolerance towards the use of any tobacco product, alcohol, drugs, drug paraphernalia, or profanity.
5. Christian conduct is expected at all activities.
6. No access to audio-visual equipment without prior approval of Lead Pastor and authorized sound/ video personnel.
7. Only authorized participants shall be allowed to access to the Gym.
8. All groups who use the Gym shall assume the responsibility to leave all utilities, furnishings, floors in as good a condition as they were found. All supplies will be provided by person(s) renting the facility (ex. Paper goods, plastic ware, party supplies)
	1. Any breakage or malfunction of the equipment shall be reported immediately to the Lead Pastor.
	2. All left over food and all garbage and trash shall be properly disposed of using the outside commercial trash bin.
	3. Arrangements should be made through the church office if items in the kitchen such as plates, tablecloths, punch bowls, etc. are to be used.
	4. Only metal chairs are provided for use with rental. All tables are available for use.
9. For safety purposes, no one under the age of 12 shall be allowed in the kitchen without supervision.
10. For all church sanctioned children or teen activities, we require one (1) adult for each seven (8) participants.
11. No items such as bubbles, silly string, spray confetti, water guns or water balloons will be allowed in the Gym.
12. No dancing. Exceptions may be made during weddings as follows: Bride and Groom’s first dance, Father and Bride dance, and Mother and Groom dance. Music for these three songs must be pre-approved. No other dancing will be permitted.
13. No shoes except tennis shoes will be allowed on the gym floor during sports activities.
14. No skateboards, in-line skates, or roller blades are allowed on the Gym floor.
15. This facility shall not be used for parties that are sales oriented.
16. There will be no exceptions allowed to the above policy unless approved by Lead Pastor and/or Church Board.
17. Gym use for non-members will be $400 dollars. New Life Community Church of the Nazarene reserves the right to review this fee on a yearly basis.

18. A key deposit of $50 will be returned upon the return of key and building approval.

Facilities Usage Agreement

New Life Community COTN Building

Requested Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Person and/or Organization Requesting Use of Facility \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of Function\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setup/Teardown Times\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please check the following:

\_\_\_\_\_\_We have read the policy statement for the use of New Life Community COTN and agree to its provisions.

\_\_\_\_\_\_We will be responsible for cleaning up after the function.

\_\_\_\_\_\_We accept full responsibility for any damage to the facility or for any items that are broken or lost.

\_\_\_\_\_\_We agree to provide parking lot attendants for large functions. (Large function- an event with more than 50 in attendance)

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please let us know as soon as possible if we may assist you in any way in the use of our building. We are here to help you. Our office is open Monday through Thursday 9-3; the church telephone is 928-537-4091.

Please return this completed form to:

New Life Community COTN

601 S Clark Rd Show Low, AZ 85901

Or return by email to: newlifecommunityshowlow@gmail.com

so that your special activity is placed on the church calendar. The paperwork must be received before any building can be reserved.In case of emergency or problems, please contact Pastor Matt at 540-915-6087.

**CHECK LIST**

\_\_\_ Empty all trash cans in all rooms and restrooms used.

\_\_\_ Vacuum carpeted floors in all rooms used. (Upstairs only)

\_\_\_ Sweep and mop floors in all rooms and restrooms used.

\_\_\_ Ensure the kitchen has been cleaned properly.

(dishes used are washed and put back, ovens are clean, countertops have been wiped down, the floor has been cleaned, food that is not used is removed from the fridge/freezer)

\_\_\_ Put all chairs and tables away, and set all rooms used back as they were before

 being used.

\_\_\_ Meet with Lead Pastor to find out where cleaning supplies are located.

\_\_\_ Arrange a time to pick up a key from the Lead Pastor.

Please return this form with the key to the Lead Pastor. Facilities Usage Agreement