

Calvary Community Fellowship Church of the Nazarene
Subject: Facility Scheduling and Usage of “The Connection Center”
Date adopted: December 2013

At Calvary Community Fellowship Church of the Nazarene, our Mission is to **“Reach, Teach and Love others for Christ.”** As a church family, we want to extend the use of our fellowship facilities: The Connection Center, for church ministries and public/community use. We believe The Connection Center, is a *tool* to **“Connect people to Christ and to one another”** In order to accommodate the needs of the various individuals and groups, it is necessary to develop rules and guidelines concerning the use of our facility.

Policy Statements:

1. Without exception, ALL activities (be they a church ministry event or personal use) which are to occur in The Connection Center **MUST** be scheduled on the church facility calendar maintained by the church schedule coordinator.
2. The attached form must be used for requesting a reservation for use of The Connection Center or Church. You may request this form from the church schedule coordinator or go to our church website calvarycolumbusnazarene.com and print off the form under Facilities Tab.
3. If there is a conflict in scheduling, or an attempt is made to use the facility at the same time as another scheduled activity, the reservation made first on the calendar will take precedence over the non scheduled activity. Parties will be encouraged to schedule your event at another time.
Note: More than one activity is allowable at the church if there is no overlapping of the areas used. Example: An anniversary celebration in The Connection Center and a wedding rehearsal in the Church sanctuary.
4. For purposes of scheduling, the kitchen area is considered part of the Connection Center. If The Connection Center is reserved, the kitchen is also reserved and no other activities may occur within it during the reserved time.
5. When multiple activities are scheduled at the Church, common courtesy is expected from those involved. Noise levels must be kept to a point where they are not disruptive to other events occurring at the church or community.
6. The church does not charge for the use of The Connection Center; however, the church will accept donations to help offset expenses incurred (utility & janitorial).
7. **Clean-up after the use of the building is the responsibility of the person/party that makes the reservation.** Our expectation is that the areas used, including the restrooms, will be left in the condition found. Any damages may be charged to the reserving party for repairs.
8. The last individual/party to leave the church building is responsible to ensure ALL exterior doors are checked and locked and the lights turned off.
9. The schedule coordinator will make arrangements for access to the building requested. A key can be temporarily secured using our “key policy”.
10. If disagreements should occur on scheduling or the use of the facility, the schedule coordinator should be contacted immediately to resolve the situation. If it is found that activities are taking place without being on the calendar, the schedule coordinator will discuss the situation with the party as needed.

11. Wedding policies include additional topics on this subject and all interested parties are required to see the pastor.

12. Any questions concerning this policy should be addressed to the schedule coordinator.

Realizing that the facilities of the church belong to the Lord and the membership of the local church are stewards of His church; it is everyone's responsibility to treat these facilities with respect and in harmony with the standard of Christian properties.

Facility Guidelines:

1. **All trash must be placed in the provided trash containers.** Please make sure the container has a trash bag liner before using. After your event, take the trash to the dumpster located to the left of the facility. Replace the liner in the container. (Extra liners are kept in the janitorial closet adjacent to the kitchen).
2. **If you rearrange or use additional tables and chairs, please return them to the previous place.**
3. Food should not be left in the refrigerator unless arrangements have been made with the schedule coordinator.
4. All decorations must be removed immediately after your event.
5. Dirty dishes should be washed and returned to the proper storage cabinet. Please do not leave dishes in the sink. Any dishtowels used should be put in the hamper in the janitors closet for washing at a later time.
6. All counters and stovetop should be cleaned and free from clutter and food particles.
7. Any broken equipment should be reported to the schedule coordinator immediately.
8. Kitchen supplies guidelines which include paper products, coffee, etc...
 - i. Church related event may use them as needed.
 - ii. Community event – please provide your own supplies.
9. Floors must be swept in your reserved area. Supplies are stored in the janitor's closet.
10. There will be no smoking anywhere on the church premises.
11. No alcoholic beverage will be permitted on the premises.
12. No profanity or word of action is permitted.
13. Music will be allowed only when it is religious or morally sound in nature and must be approved by the schedule coordinator and kept at an acceptable volume level.
14. Christian decency and modesty in matters of clothing shall be our guide at all times-e.g. boys will wear a shirt at all times even if involved in sporting event. Shorts if worn need to be at least mid-length to knee length for both girls and boys.
15. "Personal" Bridal Showers or Bachelor Parties will not be permitted.
16. Any youth or children's activities are to be properly chaperoned at all times.
17. When inclement weather happens and the church activities are canceled for that day, all activities for the Connection Center are canceled as well.

Please retain page one and two as guidelines for your event and return page three to the schedule coordinator. Thank you.

To Be Completed and Given to the Scheduler Coordinator

Facility Scheduling Form

Requestor's Name _____

Requester's Phone Number _____

Today's Date _____

Request use: The Connection Center _____ Sanctuary _____ Other (please indicate area)

Date(s) of use: _____ to _____

Time of use _____

Purpose of use _____

Approximate number of attendees: _____

Approved and scheduled by: _____

* A copy of the key policy with instructions will be provided once the facility is scheduled.

*Note: **Our expectation is that the facility will be left in the condition found.** If additional clean-up or repair is required by the church custodian, the costs will be billed to the party.

*A copy of this form is to be provided to the scheduling party.

The Schedule Coordinator at this time is Mrs. Lisa Rocker

812-379-2817 or 812-375-0792

I have read and agree to the Calvary Community Fellowship Church of the Nazarene Facility Use

Policy and Guidelines:

Party Responsible:

Signature: _____ **Date:** _____