

FACILITIES AND EQUIPMENT USAGE POLICY

GENERAL STATEMENT ON FACILITY AND EQUIPMENT USAGE

- First Evangelical Free Church recognizes that its facilities and equipment exist as instruments to help us fulfill our vision of KNOWING GOD AND MAKING HIM KNOWN. Our building is God's house and is dedicated to worship, teaching the Word of God, evangelism, and related social and recreational activities. The following policies exist to aid in keeping a proper dignity and respect for our building and to provide guidelines for maximum stewardship, cooperation and maintenance of that which God has entrusted to us.
- Types of activities permitted in the facility include the following:
 - Worship services, banquets, programs, seminars, etc.
 - Dramas, concerts, and other musical events
 - Receptions for anniversaries, birthdays, weddings, etc.
 - Athletic activities such as basketball, volleyball, etc. Signed waivers should be obtained before participation in recreational activities.
- Any activity that is clearly unbiblical is not permitted
- Any unusual activities or exceptions to the above need the approval of the Board of Elders

I. POLICIES AND PROCEDURES

- A. Any consideration of special uses of the property of this church will be guided by the fact that it has been dedicated to worship, teaching the Word of God, evangelism, and related activities.
- B. Use of any part of the building or portion of the property shall conform to city fire and safety ordinances.
- C. No temporary structures shall be built anywhere on the premises, no attachments made to any walls, or modification made to any space without authorization of the Board of Elders, or its designee. This refers to platforms; devices that attach to floor, wall, ceiling; or those that could damage coverings.
- D. No materials, whether informative or decorative, should be affixed to walls, ceilings, doors or windows with tape, pins, or tacks without board approval. Refer to the bulletin board policy for further information. (See Letter I below.)
- E. Any painting, remodeling, or carpeting of any room or area should not be done without the authorization of the Board of Elders, or its designee.
- F. The following are prohibited anywhere on the premises (inside the building or on the grounds):
 - Use of tobacco
 - Use of alcoholic beverages
 - Use of drugs or any controlled or illegal substance
 - Social dancing
 - Use of red punch or red jello
- G. There should be no unsupervised children or youth in any part of the building.
- H. Commercial and fundraising activities:
 - 1. General. In an effort to protect its members and attendees from retail ventures and solicitations, FEFC discourages most commercialism within the church. In many cases, a venture may be very noble and well-intended, but it is not possible to monitor or approve all the business opportunities that are presented to the people of the church.
 - 2. Ministries. The ministries of FEFC may invite, as deemed necessary, certain organizations to supply materials, services, and products to support the church's respective ministry events. Any books, CDs, videotapes, literature, merchandise, or services offered for sale must meet an acceptable standard of Christian content and be approved by the Board of Elders or its designee. Other criteria for making products and services available are that the products and services must be beneficial for members and attendees, and consistent with the scope and purpose of the sponsoring ministry.

- a. The ministry sponsoring the activity is responsible for obtaining the materials, selling, and managing the funds and inventory. Funds collected will be given to the Financial Secretary as soon as possible after receipt.
 - b. The primary purpose of making materials available is to support the mission of the ministry. The materials, services, and products made available should be priced at cost (not-for-profit); however, sales activity should be self-supporting, with all expenses covered, such as postage, handling, loss of inventory, etc.
 3. Special events. In support of special programs, events, conferences, training seminars, and the like, individuals or organizations who have been invited by the church for the edification of the congregation may offer to the church member/attendee products that support their ministry presentation. These products must be directly related to that organization's ministry.
 4. Church-Sponsored activities. From time-to-time, activities will be offered the church member/attendee at a no-cost-to-the-church basis. Events such as camps, seminars, retreats, training programs, craft classes, recreation team sports, and the like, may be offered where a fee charged the participant will pay the prorated expenses of the activity. The collection and distribution will be administered through the sponsoring ministry budget unit which will bear the burden of any financial deficits.
 5. Fundraising. Fundraising by individuals, non-church sponsored organizations, or groups from the community is not allowed in the building or on the property of FEFC. Soliciting of any kind through the use of the church directory or any such list is considered inappropriate and strongly discouraged.
 - a. Money-making activities sponsored by ministry organizations of the church are also generally discouraged. However, such activities when recommended by a staff pastor and approved by the Board of Elders may be conducted under the following guidelines:
 - i. All goods and services offered for sale must be donated. The contributor may not receive any direct gain from the sale.
 - ii. Money collected will be deposited in the church general fund and designated to the support of the particular ministry objective.
 - iii. As representing Christ and FEFC, such activities will be conducted with propriety and good taste in behavior, dress, and attitude.
- I. Bulletin Boards and Posters. Bulletin boards are strategically placed throughout the facility to display information about respective ministry activities and Christian community events. In order to maintain a high standard and consistency of bulletin boards, ministries should consult with the Business Administrator, or his/her designee, before placing items on the boards.
1. Those who are in care of the bulletin boards for various ministries and individual Sunday School classrooms are responsible to ensure that the content is appropriate and the displays are informative, attractive, interesting, and current.
 2. All posters should be sponsored by an FEFC ministry and submitted for approval to the Business Administrator, or his/her designee.
 3. The ministry sponsoring the poster has the responsibility for placement and removal as soon as the event is over.
 4. Posters should not be displayed longer than one month.
 5. Posters must be tastefully done and state all information pertinent to the event.
 6. Posters may only be placed in areas designated for posters. No promotional posters will be placed on any door of the church, interior or exterior.

7. The Business Administrator has the final decision on any posters in question.
- J. Decorations. The sanctuary and adjoining spaces of FEFC should always be appropriately and tastefully decorated. The primary purpose of a worship atmosphere is to be respected.
1. A committee under the direction of the trustee/deacon will be responsible for any decorating in the sanctuary.
 2. No equipment, devices, or decorations should be used that will mar or damage the church property.
 3. Protective mats or coverings should be placed under all live plants and cut flowers. Notify a custodian immediately if water or other liquid is spilt.
 4. If candles are used, they should be placed in a metal or glass container with protective covering placed underneath. Otherwise, only dripleless candles in candelabras should be used with protective floor covering placed underneath. All precautions should be taken to keep candles away from combustible materials and out of traffic lanes. If there is a question on use, call Sioux Falls Fire and Rescue at 367-7174.
 5. Seasonal decorations should be removed immediately after the season has ended.
- K. Storage. Materials for specific purposes (office, Sunday school, Awana, etc.) should be stored in their designated areas. Any miscellaneous items not used on a regular basis should be noted on a Storage Register Form as to where they are stored.
- i. Vehicles or personal property of members or attendees may not be stored anywhere on the premises.
 - ii. Storage areas will be neatly organized and purged of unused items annually. An updated inventory will be filed with the Business Administrator.
- L. Regularly scheduled services and meetings have priority claim to space, facilities, and equipment ordinarily used in carrying out their respective functions.
- M. Facility and room usage. In order to avoid conflicts with other groups, ensure safety, and provide liability/responsibility, a FACILITY UTILIZATION REQUEST should be filled out.
- i. To make sure of room availability, a request form should be filled out as far in advance as is possible and practical. Approval for use shall be given in writing and recorded in the church office by/for the Business Administrator.
 - ii. Rooms may be used on a drop-in basis by signing a request form in the church office.
 - iii. The person signing the request form will be responsible to make sure that the decorum and activities conform to Christian standards, and is responsible for the physical condition of the area when done.
 - iv. There should be adequate supervision of children and youth at all times. Ages 1-12 should have one adult for every five children; ages 12-19, one adult for every ten.
 - v. If this policy is judged inadequate to cover a specific situation, the Business Administrator and/or the Board of Elders should be consulted for guidance.
- N. Kitchen. See separate policy for the use of the kitchen and its equipment and utensils.
- O. Weddings and receptions. See separate policy for using the church for weddings and/or receptions.
- P. Funerals. See separate policy for using the church for funerals and memorial services.
- Q. Lock-ins. See separate policy for using the church for lock-ins.
- R. There will be no events scheduled for late on Fridays or any Saturdays except by Elder Board or Business Administrator approval.
- S. All Saturday events must be done by 7:00 pm.

II. PRIORITIES FOR FACILITY USAGE AND RENTAL FEES

- A. The priority for facility and room usage is as follows:
1. For worship services and church programs.
 - Sunday morning worship services
 - Sunday school
 - Sunday night worship services
 - Wednesday night Bible study, Awana, Youth groups
 - Worship team rehearsals

- Elder, deacon committee meetings
 - Group Bible studies
 - Special worship services (Maundy Thursday, Christmas eve, etc.)
 - Church-wide functions
2. For church-sponsored ministries and events. Defined as events or occasions where the pastoral staff and/or participation in the event, where there is opportunity to share Christ with participants, that are consistent with the purposes of the church, and have been officially approved.
 - Vacation Bible School
 - Evangelism programs
 - Special speakers and events
 3. For groups headed by and comprised mainly of FEFC members and regular attendees for the purpose of club activities. Examples of such activities would be quilting, knitting, scrapbooking, Christian exercise or weight-loss programs, photography, financial planning seminars, etc. The group must obtain yearly the approval of the Board of Elders.

For the above categories, no fee will be charged for the facility, and it is assumed that proper care and respect for church property will be evident in their activities. Spaces should be returned to their normal configurations and any clean-up beyond normal custodial work shall be accomplished by the group.

3. For the personal use of members and regular attendees. To assure availability, members and regular attendees desiring to use facilities should submit a formal request for approval. Use may include, but not be limited to, baby and wedding showers, special anniversary and birthday celebrations, training seminars, and music recitals. See Policies and Procedures.
4. For Christian ministries and para-church organizations outside FEFC. Christian groups which request use of the facilities for specific Christian-oriented activities which reflect the biblical doctrines, purposes, and objectives of FEFC will be considered. However, unless sponsored by one of FEFC's ministries, such requests are usually limited to portions of the facility not requiring FEFC personnel (such as musicians, sound, lighting technicians, etc.) Exceptions can be made by the Business Administrator or the Board of Elders.
5. For members' and attenders' non-church sponsored recreational use (such as spontaneous basketball, volleyball, dodgeball, movies, pool, ping pong, foosball, air hockey, game nights, etc.)
 - a. Sanctuary (when used as a recreation area) and Fellowship Hall
 - i. Check office calendar for availability
 - ii. Only tennis shoes, stocking feet, bare feet, or non-marking soles are allowed when sanctuary is used for play.
 - iii. No roller skates, roller blades, bicycles, skateboards, etc., will be allowed.
 - iv. No food or drink except water.
 - v. Always drop the protective curtains (and lift when finished).
 - vi. Reserve through the church office. A non-refundable fee is due upon reservation at the discretion of the Business Administrator. The sponsor of the event making the reservation is responsible for supervision of the event.
 - vii. Signed waivers from everyone participating should be filed in the office before the event.
 - viii. No hanging on the basketball rims.
 - ix. If you use something, please put it away when you're finished.

- x. Please see Policies and Procedures for what is expected generally during building use.
 - xi. The sponsor/supervisor of the activity is responsible to return the facility to its original condition – put away equipment, turn off lights, secure and lock the facility,
 - xii. Last one leaving the building, please make sure all doors are closed and locked.
- b. Youth rooms and other areas
- i. Check office calendar for availability
 - ii. Reserve through the church office. The person making reservation shall be the sponsor/supervisor of the activity and will be responsible for supervision.
 - iii. No sitting on round café or game tables.
 - iv. No abuse of game equipment (slapping ping pong paddles on tables, jousting with cue sticks, throwing pool balls, batting ping pong balls, etc.)
 - v. The sponsor/supervisor of the activity is responsible to return the facility to its original condition – put away equipment, turn off lights, secure and lock the facility,
 - vi. Please see Policies and Procedures for what is expected generally during building use.
 - vii. Last one leaving room, please turn off the lights.
 - viii. Last one leaving the building, please make sure all doors are closed and locked.

To cover custodial, utility, and security costs a fee will be charged for personal or non-FEFC group use. The schedule of fees per day is:

- Main Sanctuary.....\$100
- Fellowship Room\$75
- Foyer Areas.....\$75
- Kitchen.....\$25
- Nursery.....\$25
- Classrooms.....\$15
- Sound Person.....\$50
- Video Person.....\$25

EQUIPMENT USAGE POLICIES

- B. General materials, supplies, furniture, and equipment purchased with general or directed funds of the church are to be used in support of the ministries and programs of the church.
1. The use of materials such as Sunday school and Bible study curriculum, AWANA supplies, etc., for personal needs will generally not be authorized.
 2. Furniture and equipment will not be used off the premises without written permission of the Business Administrator.
 3. Groups or individuals desiring to use furniture or equipment away from the church for any reason must complete a FURNITURE AND EQUIPMENT REMOVAL form.
 4. A designated individual must assume responsibility for the security, return, and costs for damage or replacement of borrowed equipment.
- C. Office equipment and supplies. The use of church office equipment (like copiers, computers, etc.) and supplies (like paper, labels, etc.) by persons other than office employees or authorized volunteer workers is not permitted.
1. The Business Administrator or Office Manager may allow members or regular attendees of the church to use equipment or supplies only when the use supports a ministry or program of the church and the individual has demonstrated a capability of properly operating the equipment.

2. When supplies are used for personal needs, permission from the Business Administrator or Office Manager will be obtained, and the items will be paid for by the individual.
- D. Musical instruments. Only those authorized by a pastor or the Business Administrator will be allowed to play the organ or piano.
1. The instruments will not be moved without permission from a pastor or the Business Administrator.
 2. Musicians who are preparing to play in the church for some occasion will be granted a reasonable amount of practice time.
- E. Sound and visual aid equipment. FEFC authorized personnel must operate all sound and visual aid equipment.
1. If sound or visual aid equipment is required for occasions other than worship services, reservations must be made through the church office.
 2. Any equipment such as microphones, amplifiers, etc., may not be removed from the building.
- F. Decorations. Any decorations, including artificial greenery and floral arrangements, center pieces, table cloths, and Christmas trees and ornaments, will not be used off the premises.
- G. Costumes. Any costumes or parts of costumes will not be used off the premises.

III. SAFETY, SECURITY AND SUMMARY

- A. Requests for keys may be made through the Business Administrator if the need for access is during non-business hours.
- B. Keys must not be duplicated or shared with anyone.
- C. Anyone entering the building during office hours must sign in/out at the reception desk in the office area.
- D. It is the responsibility of the Business Administrator to insure that the Policies and Procedures as outlined herein are properly adhered to. The Elders recognize that this Policy cannot possibly anticipate every usage request or outline procedures associated with every facility or equipment usage need. Accordingly, the Business Administrator may use his discretion in making exceptions or variances to the Policy or Procedures.

Updated on 3/2014.