

Providence Church

Facilities Use Policy

Mission

At Providence Church we are committed to the use of our facility as an integral part of our mission to "Bring Jesus to People". Our facility will be used to the fullest extent possible by providing opportunities for worship, fellowship, education, discipleship, service and outreach. We will work diligently to utilize our space in such a way as to encourage maximum flexibility and optimal usage.

Scheduling

The Facilities Manager will maintain a church calendar and will be responsible for assigning space. A reservation form (appendix A) will be used to secure the use of space for an event, and to allow groups to request equipment for their meeting. This form is available from the Facilities Manager or in the Church office.

Reservation forms should be submitted to the Facilities Manager at least 2 weeks prior to the event date. The Facilities Manager will notify the event contact person regarding space availability and room assignments.

Every effort will be made to accommodate all requests. Space will be assigned on a first come-first served basis. The Facilities Manager may, with the advice of the staff, schedule multiple events during the same time period.

In the event there are multiple space requests and potential conflicts, space will be assigned based on the following ministry priority list:

- 1) Scheduled worship services and rehearsals (including g@p)
- 2) Funerals
- 3) Providence Church ministries (those ministries directly overseen by Providence's leadership)
- 4) Partnership Ministries (i.e. Lakeshore Little People's Place, Deacon's Conference, School Chapels etc)
Note: LLPP will always have priority in their assigned spaces during their normal hours of operation.
- 5) Weddings
- 6) Family and Community events (piano recitals, family reunions, blood drives)
Note: Reservations for the Family Life Center (gym), for Holiday family reunions will not be taken more than 4 months in advance.

The Facilities Manager will consult with the Church staff as necessary when assigning space for various ministries and events. The Board of Elders will be the final authority in situations where the staff is unable to reach a consensus.

Providence Church reserves the right to adjust space assignments as ministry needs fluctuate.

Policies

It should be clearly understood that all individuals and groups are expected to demonstrate respect and care for Church facilities and equipment. The following policies serve as general guidelines for all groups using the facilities. The Facilities Manager, in cooperation with the affected staff, will adapt and interpret them as necessary to balance the needs of our various ministries.

- 1) Smoking, alcoholic beverages, firearms and illegal activities are prohibited.
- 2) Decorations must not scratch or otherwise damage any surface.
- 3) Candles are not permitted except for worship services and weddings. Only drip-less candles may be used.

- 4) Tables and chairs may be borrowed, if available, however they must not be removed from the building without the permission of the Facilities Manager.
- 5) Maintenance equipment (vacuums, lawn equipment, and carpet extractor) is not available for use.
- 6) At least 1 person familiar with the operation of the kitchen must be present when the kitchen is being used, unless prior arrangements are made with the Food Service Coordinator.
- 7) Food is allowed only in the Activity Center, Lobby and Loft.
- 8) Audio visual and lighting equipment may only be used for Church sponsored activities and is not available for use or rent off-site.
- 9) All AV and lighting equipment must be accessed and operated by trained Providence Technical Team members. All AV and lighting equipment including microphones, music stands, amplifiers and instruments may be moved only by Technical Team members.
- 10) Access Cards will be issued to staff and to volunteers as necessary. Any lost or stolen card must be reported to the facilities manager as soon as possible.
- 11) All groups must limit their use to the area to which they have been assigned.
- 12) Children must never be left unattended or allowed to roam throughout the building.
- 13) All events (particularly those in the gym and the youth loft) must be held with adult supervision.
- 14) No events shall be scheduled after 4:00PM on Saturday unless the organizer agrees to do all set up, tear down and custodial work.
- 15) The facility may not be used for commercial or profit making ventures without the approval of the Board of Elders.

Fees/Services **Rental**

There will be no rental fees for the use of Providence's facility by church members. Persons who are not Providence Church members using the facility for non-ministry events will be charge \$50/hour, in addition to expenses, as listed below:

Expenses

Reasonable set up, custodial, and audio visual services for be provided without cost for the ministries listed in categories 1-4 above.

Both members and non members will be charged for expenses for category 5 and 6 events. (Non-ministry)

Category 5 and 6 events may choose to be entirely responsible for all room set up and tear down, or these services are available at \$25/hour. Custodial services must be provided by Providence for \$25/hour with a 2 hour minimum charge. Providence Church reserves the right to require an on site Event Coordinator for large events at a cost of \$25/hour.

If audio-visual services are required for category 5 and 6 events, they will be provided by a Providence Technical Team member at a cost of \$30/hour.

Please see the Weddings and Special Event Supplement to the Providence Facilities Policy for guidelines and fees specifically related to weddings.