

## **ABUNDANT LIFE ASSEMBLY Facility Usage:**

These guidelines are a compilation of the policies and procedures approved by the Board of the Abundant Life Assembly of God Church, hereafter referred to as “the Church”. Use of the Church facilities is a ministry of the Church to the community, however, the priority of all facility use will be given to Church members and affiliates. It should be understood that any conflict in scheduling that involves a Church-sponsored event and a non-Church sponsored event needing to use Church facilities on the same date or time, shall result in the Church-sponsored event being given priority. Any questions about these policies should be directed to the Senior Pastor/ Church Facility Manager.

### A) Use of Sanctuary for Weddings, Funerals, and Events

Church members have first priority for use of the sanctuary for any functions, including weddings. It should be understood that the Church facilities are not to be considered buildings that are generally available for use by the community at large. The purpose of the facilities is for ministry. However, if the Church Board determines it is appropriate, the facilities, including the sanctuary, may be rented to non-members and non-affiliates for certain purposes, such as weddings.

### B) Schedule of Fees

Members: A maintenance fee of \$50 shall be required for the use of the sanctuary. A maintenance fee of \$50 shall be required for the use of the cafe and / or the Common Ground sanctuary. Usage of additional rooms can be discussed with the facilities director to see if they are available and if any fees apply. Members may request in writing to the official board for the fees to be waived if there is a financial hardship. Regular Attenders: A maintenance fee of \$75 shall be required for the use of the sanctuary. A maintenance fee of \$75 shall be required for the use of the cafe and / or the Common Ground sanctuary. Usage of additional rooms can be discussed with the facilities director to see if they are available and if any fees apply. Non Attenders: A maintenance fee of \$200 shall be required for the use of the sanctuary. A maintenance fee of \$200 shall be required for the use of the cafe and / or the Common Ground sanctuary. Usage of additional rooms can be discussed with the facilities director to see if they are available and if any fees apply. If any additional personal are requested for your event, it is expected that each one would receive an honorarium of \$25. This would apply to sound technician, camera operator, musicians, soloists, etc. . .

### C) Prohibition of Items

Rice shall not be used inside or outside of any facilities. Bird seed is acceptable for use outside the facilities, however, it should be swept off of parking and sidewalk areas after the wedding is completed. The only candles that are allowed for weddings shall be drip-less florist candles. All candelabra shall have protective material placed beneath them to prevent carpet damage. At no time shall any alcoholic beverage be allowed in the Church facilities.

### D) Moving of Platform items

Nothing on the platform shall be moved without the PRIOR permission of the Minister of Music. Certain items can receive costly damage if they are disconnected, moved, etc.

### E) Use of Instruments

Users of the sanctuary must obtain PRIOR permission of the Minister of Music to use Church-owned instruments for their function.

### F) Sound System operation during weddings, funerals, events

The use of the church sound system must be coordinated with the minister of music. The above listed fees will apply for necessary personnel. **NO UN-AUTHORIZED PERSONS ARE ALLOWED TO OPERATE ANY PART OF THE CHURCH SOUND, VIDEO, COMPUTER OR RECORDING SYSTEM.**

### G) Cleaning after Building Use:

The Maintenance fee covers the general cleaning of the building. Users of the building are expected to remove all personal property and to clear all areas of trash.

### H) Kitchen Primary Responsibility:

The kitchen area of the Café/Common Grounds area primarily falls under the jurisdiction of the Hospitality Group of the Church. This group shall be responsible for recommendations to the Church Board for purchasing supplies, equipment, and other items for use in the kitchen.

Locked cabinet identification and key location:

Certain cabinets in the kitchen area are kept locked and are not accessible to any unauthorized individuals or groups. Access to these cabinets is available only through the approval of the Senior Pastor/ Church Facility Manager.

Use of Kitchen Equipment and supplies:

Kitchen equipment is available for use by outside groups and individuals only with prior permission of the Senior Pastor/ Church Facility Manager, and after payment of a deposit (if required). The use of food products and other perishable supplies, as well as use of paper-goods is prohibited by any outside group unless previously arranged. Outside groups using the kitchen and/or the Café/Common Grounds area are expected to provide their own paper goods, utensils, napkins, etc. as well as all food products used during their event. Groups or departments of the Church may use the kitchen area, supplies, paper-goods and food products (other than those in locked cabinets) on an as-needed basis.

Cleaning After Special Events:

All groups using the kitchen are expected to leave the kitchen in a condition at least the same as they found it, and preferably in better condition than when the group first arrived.

Regular:

The kitchen shall be cleaned on a regular basis by the cleaning teams.

I) General Guidelines Tables & Chairs:

Tables and chairs are available for use by those using the Café/Common Grounds. Set up is the responsibility of the group or individual. Take down and return of the tables and chairs to the storage area, or set up back the way they were before the event is also the responsibility of those using the area.

#### Storage:

Tables and chairs shall be stored in the designated area in the Café/Common Grounds. Movement of these items is allowed, provided they are returned to the original storage area at the end of the event.

#### Storage Areas:

Storage areas in the building are for the use of groups and departments assigned to them. Any leftover items from events held in the building must be removed within 24-hours of the event, or they will be donated to a non-profit agency or discarded as deemed appropriate by the Senior Pastor/ Church Facility Manager.

#### Loaning to members:

Tables and chairs shall not be removed from the facility without permission of the Senior Pastor Church or Facility Manager. There may be certain tables/chairs that are designated as

“loaners”. These items should be used with permission only. At no time shall other tables/chairs be used

outside of the Church facilities.

#### Loaning to non-members or outside groups:

Tables and chairs shall not be loaned to non-members or groups not affiliated with the Church.

#### Supervision by adults:

Children under the age of sixteen shall be supervised at all times by an individual at least eighteen years of age, unless special arrangements are made with the Senior Pastor/ Church Facility Manager.

#### Scheduling Use:

Use of the Café/Common Grounds shall be scheduled through the Church Business Office by calling and scheduling with the Senior Pastor/ Church Facility Manager.

# Abundant Life Assembly of God

## REQUEST TO USE CHURCH FACILITIES

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Membership Status: (circle) member / attender / non-member

Purpose to which the facility will be used:

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Date(s) event will be held: \_\_\_\_\_

Number Attending: \_\_\_\_\_

Requested Beginning Time: \_\_\_\_\_

Approximate ending time: \_\_\_\_\_

Rooms Requested: (circle all that apply) Sanctuary, Cafe, Common Ground,

\_\_\_\_\_, \_\_\_\_\_

Additional Services Requested: (circle all that apply) Sound System, Video System,  
Stage area, Church provided musicians

Responsible party to ensure facilities are protected and secured if applicable:

Total Fees Paid: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Senior Pastor: \_\_\_\_\_ Date: \_\_\_\_\_