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GUIDELINES FOR FACILITY USE

POLICY

Any use of the facility must reflect the image of this part of Christ's body in this community. Users must refrain from any behavior, language, or actions which are considered objectionable. The Facility Use Ministry reserves the right to refuse anyone use of the facility or disallow certain parts of a ceremony if they detract from a respectable image.

Contacting a member of the Facility Use Ministry Team* at least six (6) weeks in advance of the event may reserve facilities (subject to availability). Activities of the local body will have first priority in scheduling. A calendar will be maintained by the Facility Use Ministry for scheduling. An interview may be arranged by the Facility Use Ministry in order to assess the appropriateness of the intended use of the facility.

Members are invited to make use of the facility for weddings, funerals, or other approved activities. Facility use by non-members is encouraged, however there will be fees charged to non-members.

The Facility Use Ministry shall approve any intended use of the facilities.

A New Point Christian Church member will be present at all times.

* Facility Use Members Names and Phone Numbers listed on the last page of this documentation.

SANCTUARY USE/RENTAL

FEES

There shall be no cost for member's use of facilities. Non-members and any organization will pay a fee of \$150 for use of the sanctuary.

To rent the entire building, non-members will pay a fee of \$250.

Members and non-members will pay a fee of \$50 to compensate a media technician. Only a member of this congregation's Media Team will be allowed to operate the sanctuary sound / video equipment. Fee payable at time of service to media technician.

Any vocalist or pianist services provided by this congregation will be agreed by the parties.

Facility use fees will be paid prior to the scheduled event. Any exceptions to these stated fees shall be approved by the Elders.

RULES FOR USE OF SANCTUARY

1. Care for the facility and equipment as if God was lending it to you . . . It is His!!
2. Use only those areas necessary for your purpose.
3. Pre-arrange any moving of tables, chairs, or pulpit furniture. THE USER OF THE BUILDING IS RESPONSIBLE FOR THE MOVING OF ALL TABLES, CHAIRS, AND PULPIT FURNITURE FROM AND BACK TO THEIR ORIGINAL LOCATIONS.
4. If candles are used, they must be the dripleless type. We also require that a paper or plastic cover be placed under them to catch any dripping. Wax is impossible to remove from carpet or fabric,
5. No rice, bird seed or confetti is to be used.
6. Use of profanity, alcohol or tobacco, smoke or spit, is not allowed. Use of any will result in automatic suspension of use of the facility.

SANCTUARY CLEANING and CHECKLIST

CLEANING

Members and non-members alike will be responsible for cleaning and returning the facilities, including tables and chairs, to the same or better condition in which they had previously been. A \$50 fee for Custodial services will be charged for non-members. Members may clean according to the checklist below or pay a \$50 custodial fee for the cleaning to be done.

The Facility Use Ministry will also assess a monetary charge for any damages to the facilities. Facility is expected to be returned to equal to or better condition than was found.

CHECKLIST:

Cleaning materials and vacuum are located in the Utility Closet at the end of the center hallway.

- Podium must be put back into proper place – left side of the platform as you are looking out into the sanctuary
- Communion table to be set on the first step – center of aisle
- Communion table chairs (padded chairs without arm rests) to be positioned on each side of the communion table
- Padded chairs with arm rests to be placed to the left and right of the pulpit against the back wall
- White monitor to be set behind the communion table on the first step
- All microphones to be put on stands, and cords neatly wound by each stand
- Plant stands to be positioned on each side of the pulpit
- American Flag to the left side of the pulpit on the platform corner
- Christian Flag to the opposite platform corner of the American Flag
- Carpet should be vacuumed and pews checked for any paper materials or books out of place
- All decorations should be removed along with any tape or materials used to display
- All lights and fans should be turned off and sanctuary doors closed when leaving
- Any hallways and rooms used during use of the building should be checked and cleaned
- Foyer should be vacuumed where needed.
- Check all restrooms and nursery area for excess trash and clean as needed.
- Check complete facility for lights left on and be sure to lock and check all outside doors before leaving the facility

* Facility Use Members Names and Phone Numbers listed on the last page of this documentation.

FELLOWSHIP HALL USE/RENTAL

FEES

There shall be no fee for member's use of facilities.

Non-members and any organization will pay a fee of \$150.Fllowship Hall.

Music and microphone system can be utilized in the Fellowship Hall. Members and non-members will pay a fee of \$50 to compensate a media technician if music/microphones are desired for the Fellowship Hall function. Only a member of this congregation's Media Team will be allowed to operate the sanctuary sound / video equipment. . Fee payable at time of service to media technician.

Facility use fees will be paid prior to the scheduled event. Any exceptions to these stated fees shall be approved by the Elders.

RULES FOR USE OF FELLOWSHIP HALL

1. All activities must be supervised by an adult.
2. Use of profanity, alcohol or tobacco, smoke or spit, is not allowed. Use of any will result in automatic suspension of use of the facility. Music and dance must be appropriate for the facility.
3. Shirts must be worn at all times.
4. No turf shoes allowed.
5. No kick ball allowed.
6. When used alone, the North doors will be used to exit and enter. All other doors will remain locked.
6. All lights are to be turned off, doors locked, and trash bagged and put in the outside dumpster when the activity is over.
7. Use of kitchen utensils or dinnerware is allowed if previously arranged.
8. Cleanup and replacement are the responsibility of the user. Any broken furniture or equipment will be fixed or replaced at the "users" additional expense.

* Facility Use Members Names and Phone Numbers listed on the last page of this documentation.

FELLOWSHIP HALL CLEANING CHECKLIST

CLEANING

Members and non-members alike will be responsible for cleaning and returning the facilities, including tables and chairs, to the same or better condition in which they had previously been. A \$50 fee for Custodial services will be charged for non-members. Members may clean according to the checklist below or pay a \$50 custodial fee for the cleaning the Fellowship Hall.

The Facility Use Ministry will also assess a monetary charge for any damages to the facilities.

Facility is expected to be returned to equal to or better condition than was found.

CHECKLIST:

Cleaning materials and vacuum are located in the Utility Closet at the end of the center hallway, as well as, a Utility Closet located on the west wall of the Fellowship Hall.

- See Fellowship Hall layout – posted on the wall by the kitchen – for appropriate layout when cleaning the Fellowship Hall.
- Return all tables and chairs not needed to the storage closet located on the west wall.
- Fellowship Hall floor must be swept – appropriate materials can be found in the custodial closet along the west wall.
- Kitchen – if used – must be returned to previous condition. All materials used need to be washed and put away – toweling can be left to dry on the sink.
- All trash in the Fellowship Hall and Kitchen should be removed to the dumpster outside and clean trash bags put in place – can be found in the tall cabinet to the right of the sink.
- All decorations should be removed along with any tape or materials used to display
- Check restrooms for necessary cleanup and turn off lights.
- Be sure to remove any items that may have been placed in the refrigerator(s).
- Check all restrooms and nursery area for excess trash and clean as needed.
- All lights on both levels must be turned out and the fans, if used, turned off before leaving.
- Secure all doors that have been used.

NEW POINT CHRISTIAN CHURCH
FACILITY USE RESERVATION FORM AND CONTRACT

*****SANCTUARY*****

DATE OF FUNCTION: _____

PURPOSE OF FUNCTION: _____

TIME OF FUNCTION: _____ AM / PM UNTIL _____ AM / PM

Function must end no later than 11:00 PM Monday - Friday and 10:00 PM Saturday

NUMBER OF PARTICIPANTS: _____

SPECIAL EQUIPMENT NEEDED: _____

RESPONSIBLE PARTY: _____ MEMBER _____
NON-MEMBER _____

TELEPHONE NUMBER: _____

*****FELLOWSHIP HALL*****

DATE OF FUNCTION: _____

PURPOSE OF FUNCTION: _____

TIME OF FUNCTION: _____ AM / PM UNTIL _____ AM / PM

Function must end no later than 11:00 PM Monday - Friday and 10:00 PM Saturday

NUMBER OF PARTICIPANTS: _____

SPECIAL EQUIPMENT NEEDED: _____

RESPONSIBLE PARTY: _____ MEMBER _____
NON-MEMBER _____

TELEPHONE NUMBER: _____

I have reviewed the New Point Christian Church policy regarding Facility use. I take full responsibility for the behavior and actions of this group function.

Signature: _____ Date: _____
(Responsible Party)

Authorized by: _____ Date: _____
(Facility Use Ministry Member)

* Facility Use Members Names and Phone Numbers listed on the last page of this documentation.

FACILITY USE MINISTRY TEAM MEMBERS

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