

First Evangelical Free Church Facilities Policy

1. Non-profit organizations and First Evangelical Free Church constituents may use the facilities of First Evangelical Free Church when approval is granted within the guidelines of this policy.
2. Approved and scheduled Church use of all facilities shall have absolute preemptive priority over other groups or organization. **The Church reserves the right to cancel, postpone, or alter arrangements for any event, if necessary.**
3. The use of the facility is for non-commercial purposes only and only for purposes which do not conflict with the mission and purpose of the First Evangelical Free Church and which do not violate local, state and federal laws. Any fund-raising activities must be specifically approved by the Trustee Board of the First Evangelical Free Church. No raffles, games of chance or any form of gambling will be approved or permitted. Approval to use facilities does not necessarily imply approval of the aims and purposes of the sponsoring organization or the event being planned.
4. Alcoholic beverages may not be served at any function and smoking is not permitted inside any Church facility including entry ways and vestibules.
5. No food or drinks may be brought into the facility without permission. No food or drinks are permitted in the main auditorium.
6. Fees may be charged to groups or First Evangelical Free Church constituents to recover expenses incurred by the Church in making the facilities available, including but not limited to the provision and operation of sound and data projection equipment. If custodial services are caused to be required before, during, or after the event, an appropriate custodian fee will be charged to the sponsoring organization or First Evangelical Free Church constituent, payable to First Evangelical Free Church.
7. The sponsoring group/constituent agrees to take precautions to assure the physical safety of participants and Church property and to release the Church from any liability responsibility in conjunction with the use of the facility. If determined to be applicable to the event, the sponsoring group will provide a certificate of coverage of liability, specifying First Evangelical Free Church as an additional insured on the liability insurance policy held by the sponsoring group. The sponsoring group/constituent agrees to reimburse the Church for any damages incurred by their use of the facilities. A damage deposit may also be required.
8. The sponsoring group/constituent agrees to exercise control over its activities and personnel and remain within the confines of the area designated for use. Sufficient adult supervision of children is expected. The activities of the sponsoring group/constituent must not interfere with normal day-to-day operations of the Church.
9. Special arrangement of furniture, equipment and musical instruments must be approved. It is the responsibility of the sponsoring group/constituent to provide manpower for arrangement and return to its previous set-up of any furniture and equipment. The pulpit may not be moved except by church personnel and by previous arrangement.
10. Submission of application for use of Church facilities by organizations should be submitted to the church office at least 30 days prior to the date of the anticipated event for subsequent approval. Approval for private parties, family affairs, etc., will only be granted for special occasions (i.e., 50th Wedding anniversaries, wedding receptions, etc.).
11. The approval process for this policy is under the direction of the Business Manager of First Evangelical Free Church as directed by the Board of Trustees of First Evangelical Free Church.