



1. General Guidelines

- a. New Covenant Fellowship (NCF) allows its privately-owned building to be used by its members or approved persons and non-profit organizations.
- b. Regularly scheduled Church meetings and activities of NCF will receive priority in determining building usage.
- c. Approval will not be granted until the [Building Request Form](#) or the [Event Planning and Communication Form](#) is submitted for approval by NCF leadership.
- d. Building and property should not be used for political causes, canvassing, campaigns, fundraising or for-profit making activities on the premises, with exception of use as a community polling location.
- e. NCF reserves the right to terminate use of the Building by any person or non-profit organization at any time.

2. Approved Users and Uses The following persons and organizations may be approved to use the Building for activities that are consistent with and do not violate the published PCA Church Constitution and in compliance with other pertinent NCF policies.

- a. Pastors, elders, deacons and deaconesses, staff, ministries, committees and supported missional ministries of NCF.
- b. Church members for private use (examples of uses that may be approved are weddings and receptions, funerals and funeral meals, and family gatherings for celebrations).
- c. Christian organizations who submit an organizational statement of faith that aligns with NCF's theological vision, mission, and statement of beliefs.

3. Building and Property Spaces The following spaces within the Building may be reserved for use.

a. Sanctuary - limited availability based on leadership approval.

b. Fellowship Hall - may be used for meals, social events, meetings, and seminars.

c. Basecamp/NCF Kids/Youth Rooms - may be used only for teaching, meetings, seminars, or children's programs and activities.

d. Nursery - may be used for the care of children under 4.

e. Kitchen - available as needed, but please indicate need on Building Request Form. NCF will provide a cleaning check list to use after the event has ended.

f. Outdoor grounds - may be used for picnics, sport activities, and games.

4. Building Reservation and Use Anyone desiring to use the Facilities must submit a completed [Building Request Form](#).

5. Building Use Policy Rules and Regulations

a. Time Limits - The Building and rooms requested may only be used during the reserved time. Facilities are available between the hours of 8 a.m. and 9 p.m. If you believe a set up and tear down time is necessary outside of the hours requested (i.e. on a different day), that must be indicated on the form and approved by the leadership.

b. Alcohol - Possession, serving, or consumption of alcohol is strictly prohibited inside the Building, unless authorized by leadership (i.e. wedding receptions)

c. Limit on Use Areas - Users must stay within the reserved space and not interfere with any other activities occurring elsewhere in the Building at the same time.

d. Equipment - If furniture or equipment is to be moved, it must be done with care to prevent injury to persons and damage to the building, church furniture and equipment. Do not drag furniture or equipment on carpet or hardwood floors.

e. Decorating - Only painter's tape may be used to hang temporary displays of any kind in the building or user will be subject to any repair costs incurred while fixing damage or removal of other hanging devices.

f. Food - Meals may be served in the fellowship hall and outdoors. Snacks and drinks may be served in the café and youth/children's rooms. No food or beverages are permitted in the Sanctuary.

g. Kitchen Use - The kitchen may only be used for limited food preparation. All items placed in the refrigerator must be removed at the end of the event. Paper supplies in the kitchen have been purchased for church-sponsored events only and are not available for use.

h. Video and Sound Equipment - Use of the NCF Video and Sound Equipment in the Sanctuary or Youth Room requires an NCF trained technician. Technicians not involved in the event but present to operate equipment must be scheduled for a fee.

i. Lights, heat, and air conditioning - For comfort and safety, users may turn on lights and reasonably adjust the heat and air conditioning in the spaces used. Upon departure, all lights must be turned off and heat/air conditioning returned to the original settings. Heating/cooling can be pre-set, if requested.

j. Sports activities - All sports activities are restricted to outside. Throwing or kicking balls in the building is prohibited.

k. Cleanup- Persons using the building are responsible for cleaning the areas used at the conclusion of the event, including:

- Vacuuming, sweeping, and wiping up spills and visible dirt on floors and carpets. (Do not use vacuum to sweep up large pieces of trash. It will clog our vacuum's hose and result in charges for repairs.)
- Returning tables and chairs to their original location.
- Cleaning restrooms, ensuring toilets are flushed, and refilling low or empty restroom paper supplies.
- Emptying trash receptacles used and placing bagged trash in the dumpster at the end of the parking lot. Combination will be provided before time of event.

Cleanup is particularly important if facilities are used on Friday or Saturday so that the facilities are ready for Sunday services.

l. Security - Exterior doors are ALWAYS to be locked. If you are still waiting for someone to arrive, assign someone to open the door. All doors and windows must be closed and secured upon departure. Please double check all doors. NCF is not responsible for lost or stolen personal property of users.

m. Damage of Building - Users shall not damage, mar, or deface the facilities. No nails, hooks, tacks, or screws shall be driven into or stuck to any walls or woodwork. Only painter's tape may be placed on any painted surfaces. No alterations of any kind may be made without the prior written permission of the Board of Deacons. Damage to the facilities should be immediately reported via email to newcov@newcovfel.org. User shall pay New Covenant Fellowship upon demand, such sum as shall be necessary to restore the facilities to their original condition.

6. Advertising New Covenant Fellowship's name, logo, and identity shall not be used to suggest co-sponsorship or endorsement of any activity conducted in the facilities without prior written approval by the Leadership. No sign, poster, banner, or other display material will be attached to the doors, walls, windows, or other interior or exterior surface of the church building without prior approval.

7. Children and Youth Abuse Prevention All outside groups requesting use of Church facilities must also read and adhere to New Covenant Fellowship's [Child Care policy](#) regarding minors (this includes having at least two adults with current, required clearances present for each group of children). Signing the request form also acknowledges agreement to be bound to follow the policy and understand the consequences in the event this is not fulfilled. NCF, its members, staff, or volunteers, shall be held harmless from any and all claim(s) resulting from any investigation as set forth in the policy.

8. Insurance and Indemnification All organizations must provide a copy of their proof of insurance and sign NCF's [Accident Waiver and Release of Liability Form](#).