



PLEASANT
CITY
CHURCH

Policy Handbook

Effective Date: June 2021

To better serve our Church Family and to protect the property owned by the Church it is necessary to have certain policies in place. These policies insure that ministries' access to supplies, property, and buildings are available, clean and in working order when needed.

Due to increases in membership and facility use these policies have been created by the Deacon Ministry Team and Church Staff to better assist the needs of the individual ministries.

Fellowship Hall Use Policy

The Fellowship Center was constructed for the use of Pleasant City Church, it's organizations and members, in order that it's programs of evangelism, training, worship and mission may be strengthened through Christian recreation and fellowship.

This building has been dedicated to the spiritual and physical enhancement of each member of our church. Please respect this building by following these guidelines:

Membership

All members of Pleasant City Church and its sponsored program organizations are considered members of the church programs.

Insurance

Due to the prohibitive costs of accident insurance, the church assumes no liability for injuries received in any event taken place on the premises. Participation is at your own risk!

Guidelines

1. The Fellowship Hall may be secured upon reservation from the church office. Reservations should be promptly canceled if plans are changed.
2. The Fellowship Hall can accommodate up to 100 people (*see Worship Center for 100+*).
3. The Fellowship Hall may be used by members of the church for their family use – with member remaining present. Therefore, this person must be responsible for the enforcement of the guidelines pertaining to the building.
4. The Fellowship Hall may also be used by non-profit community social events with approval from church leadership.
5. The Fellowship Hall may not be used for fundraisers by any group or individual.
6. The Fellowship Hall may not be used by anyone to promote, enhance or train for organizations for profit, unless approved by staff.
7. The Fellowship Hall may not be used for ongoing use (weekly, monthly, bi-weekly) except for ministry related purposes unless approved by church leadership.
8. There will be a \$20.00 user fee charged to all persons for all non-ministry related functions. In using the Family Life Center, we ask that you use metal chairs where possible, however, we do agree that for more formal occasions, the cloth chairs can be used. This decision will be made on a case by case basis.
9. Any tables and chairs in the large closet by the Fellowship Hall may be used for all events held **inside** the facility.
10. The church does not supply decorations, paper products, plastic utensils, condiments, coffee, food items, etc., for non-ministry related functions. These items should not be used.
11. No Illegal Drugs, Tobacco Products, or Alcohol are allowed on the premises.
12. Use of kitchen needs to be preapproved.
13. For clean up, please use the check-off list.

Fellowship Hall Check-Off List

1. ____ Disinfect all chairs, tables and other items used.
2. ____ Store all chairs, tables and other items unless they were already out.
3. ____ Take all garbage liners to dumpster and replace them with clean ones found in the closet by the kitchen.
4. ____ Sweep and spot mop the floor (including the kitchen).
5. ____ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas.
6. ____ See that commodes are flushed and that the bathrooms are in the same condition they were in before the event.
7. ____ Make sure there is no water dripping from faucets and that commodes aren't running.
8. ____ The air and/or heat will be automatically adjusted. You will not need to try to turn it up, down, or off.
9. ____ Turn off all lights and lock all doors.
10. ____ Return the key to the office as soon as possible.
11. ____ Leave the facility exactly as you found it.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: _____

Worship Center Use Policy

The Worship Center was constructed for the use of Pleasant City Church, its organizations and members, in order that its programs of evangelism, training, worship and mission may be strengthened through Christian recreation and fellowship.

This building has been dedicated to the spiritual enhancement of each member of our church. Please respect this building by following these guidelines:

Membership

All members of Pleasant City Church and its sponsored program organizations are considered members of the church programs.

Insurance

Due to the prohibitive costs of accident insurance, the church assumes no liability for injuries received in any event taken place on the premises. Participation is at your own risk!

Guidelines

1. The Worship Center may be secured upon reservation from the church office. Reservations should be promptly canceled if plans are changed.
2. The Worship Center can accommodate up to 500 people
3. The Worship Center may be used by members of the church for their family use – with member remaining present. Therefore, this person must be responsible for the enforcement of the guidelines pertaining to the building.
4. The Worship Center may also be used by non-profit community social events with approval from church leadership.
5. The Worship Center may not be used for fundraisers by any group or individual.
6. The Worship Center may not be used by anyone to promote, enhance or train for organizations for profit, unless approved by church leadership.
7. The Worship Center may not be used for ongoing use (weekly, monthly, bi-weekly) except for ministry related purposes
8. The stage and any items on the stage – musical equipment, plants, podium, etc. – may not be used. Please keep all children and adults off the stage unless you have prearranged to use a sound person to oversee the use of these items. There are additional fees for sound personnel (see Costs) and you should advise the Church office 2 weeks before the event if you require this service.
9. Any tables and chairs in the large closet by the Fellowship Hall may be used for all events held **inside** the facility.
10. The church does not supply decorations, paper products, plastic utensils, condiments, coffee, food items, etc., for non-ministry related functions. These items should not be used.
11. No Illegal Drugs, Tobacco Products, or Alcohol are allowed on the premises.
12. You are responsible for any damage to church property during your event and to inform the church of any damage that occurred during your event.
13. For clean up, please use the check-off list

Worship Center Check-Off List For Events of 100 or more

1. ____ Wipe off all chairs, tables and other items used.
2. ____ Fold up and store all chairs, tables and other items unless they were already out.
3. ____ Place all garbage in garbage cans. (Custodian will take to the dumpster)
4. ____ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas.
5. ____ See that commodes are flushed and that garbage in garbage cans. (Custodian will take to the dumpster)
6. ____ Make sure there is no water dripping from faucets and that commodes aren't running.
7. ____ Return the key to the office as soon as possible.
8. ____ Leave the facility exactly as you found it.

The Custodian will sweep and mop the facility. They will turn off lights and lock all doors. They will check the bathrooms for replacement needs of toilet paper, hand soap, and towels. They ensure that the facility is ready for any church activities.

Cost

Facility Rental	\$20 per day
Custodian	\$75 per event
Sound (if needed)	\$50 per day

Total Cost for 1 day is \$145

Total Cost for 2 days is \$ 215

A \$50 deposit is required to secure a reservation.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: _____

Worship Center Check-Off List For Events Under 100 people

1. ____ Disinfect all chairs, tables and other items used.
2. ____ Fold up and store all chairs, tables and other items unless they were already out.
3. ____ Take all garbage liners to dumpster and replace them with clean ones found in the closet
4. ____ by the kitchen.
4. ____ Sweep and spot mop the floor (including the kitchen).
5. ____ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas.
6. ____ See that commodes are flushed and that the bathrooms are in the same condition they were in before the event.
7. ____ Make sure there is no water dripping from faucets and that commodes aren't running.
8. ____ If you use any recreation equipment, return it to the closet in it's designated area.
9. ____ The air and/or heat will be automatically adjusted. You will not need to try to turn it up, down, or off.
10. ____ Turn off all lights and lock all doors.
11. ____ Return the key to the office as soon as possible.
12. ____ Leave the facility exactly as you found it.

Cost

Facility Rental \$20 per day
Sound (if needed) \$50 per day

Total Cost for 1 day is \$75 w/sound tech; \$20 w/o sound tech
Total Cost for 2 days is \$140 w/sound tech; \$40 w/o sound tech

A \$20 deposit is required to secure a reservation

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: _____

warehouse247 (Student Center) Use Policy

The entire warehouse can be used for functions that are preplanned and calendared if there is enough Student Ministry trained personnel at the function. The **stage area**, **worship area** (inside the petition), and **sound booth** are off limits unless prearranged usage is made with trained sound technicians controlling these areas (e.g. youth interns). *We ask that no furniture be moved in the warehouse with the exception of chairs. All tables, pool tables, ping-pong tables and any other form or furniture should remain in the same location as it is when you arrive. The popcorn machine, food or drinks will only be available for use if trained monitor is available.*

1. Secure the reservation through the Church Offices.
2. Reservations should be promptly cancelled if plans change.
3. The warehouse may be used for the students – 6th grade through college age - of the Student Ministry. Adult supervision is required. The person reserving the facility must be an adult and a member of Pleasant City Church or the parent/guardian of a warehouse attendee. It may also be used for other meetings and ministry related events at the discretion of pastoral or office staff and in conjunction with the church calendar (fees for meetings and ministry related events may be waived)
4. There is a \$20.00 user fee charged to all persons for non-ministry related functions for the facility and a \$30 monitor fee for monitoring the game area and \$30 for monitoring the café inventory. The \$60 will be paid to the 2 monitors through the church office. The event can last no more than 3 hours at which time the monitors will close all games. *The office will inform you of the Monitors assigned to your event.*

NOTE: In the 3 hours in which you rent the facilities you need to plan for set-up time, event time and clean-up time.

The monitors should stay in the area they are assigned throughout the full extent of the function. They are responsible for checking the equipment for any damage and returning all equipment to the check out area. They are not responsible for any clean up, or replacing any furniture moved for the event.

5. Pay and pick up a policy & check list in the Church Administrative Offices during office hours (8:30 - 5 Mon – Thurs)
6. Paper product and supplies are not provided.
7. Use the check list to insure the building is in good order after use.
8. All clean up and any damage will be the responsibility of the person reserving the facility. The monitors will report damage to this person and the church office. The church office will help to determine cost of repairs or replacement of damaged items.
9. ***Please do not use decorations that may damage the facility - adhesives, staples, nails - etc. We feel the facility is very festive as is and does not require much to personalize an event. If you would like ideas please contact the church office.***
10. No Illegal Drugs, Tobacco Products, or Alcohol are allowed on the premises.

Warehouse 247 Check-Off List

1. ____ Disinfect all chairs, tables and other items used.
2. ____ Return **All Items** (including chairs, tables, etc) to their original location.
3. ____ Take all garbage liners to the trash cans outside the building and replace them with clean ones.
4. ____ Sweep the floors.
5. ____ Clean all utensils, kitchen equipment (wash, dry and put away) and work areas if needed.
6. ____ See that commodes are flushed and that the bathrooms are in the same condition they were in before the event.
7. ____ Make sure there is no water dripping from faucets and that commodes aren't running.
8. ____ Turn off all lights, lock all doors, and set the alarm for the building.
9. ____ Return the key to the office and report any damage or other concerns.
10. ____ Leave the facility exactly as you found it.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: _____

Clubhouse (Children's Center) Use Policy

Reservation Policy for Non-Ministry Related Functions: The Children's Center is comprised of the following areas: Club House Kids worship, Jr. Club House Kids worship, Pre-k classrooms, Elementary classrooms, and Nursery. The entire Children's Center can be used for non-ministry related functions provided arrangements have been made with trained personnel. However, it is suggested that use be restricted to a minimum number of areas due to safety, supervision of kids, and clean-up.

The following areas are off limits unless prearranged usage is made and trained technicians have been assigned for supervision: **Club House Kids worship Stage, tree house, and sound booth is prohibited.** Toys in storage are restricted to Pre-K age children. Slides must have parental approval /supervision. **Jr. Club House Kids worship Stage, storage rooms and sound booth is prohibited.**

Reservation Procedures

1. Secure the reservation through the Church Offices. Specific areas of use must be stated.
2. Reservations should be promptly cancelled if plans change.
3. The Children's Center may be used for Pre-K thru 5th grade children who are regular attendees of Children's Ministry activities. The person reserving the center must be a member of Pleasant City or the parent/guardian of a Children's Ministry attendee.
4. Adult supervision must be provided in each area where children are present.
5. Areas within the Children's Center that have not been reserved may be used by other ministry related events at the discretion of pastoral or office staff in conjunction with the church calendar.
6. There is a \$20 user fee charged to all persons for non-ministry related functions for the facility. If reserved, there is a \$30 monitor fee for the Club House Kids worship area. The event can last no more than 3 hours. The Church Office will inform the person making the reservation of the assigned monitors.
7. Rent the facility and pick up a policy/checklist at the Church Administrative Office during regular office hours (8:30 am - 5:00 pm ... Monday thru Thursday).
8. Paper products and supplies are not provided.
9. After function, use the check list to insure the building is in good order.
10. All clean up and damage will be the responsibility of the person reserving the facility. The monitors will report damage to this person and the Church Office. The Office will help to determine cost of repairs or replacement of damaged items.
11. No Illegal Drugs, Tobacco Products, or Alcohol are allowed on the premises.

Clubhouse (Children's Center) Check-Off List

1. _____ Disinfect all tables, counter tops and other items used.
2. _____ Return all items (chairs, tables, etc.) to their original location.
3. _____ Take all garbage bags out of cans to the dumpster. Replace liners.
4. _____ Sweep, vacuum and mop as needed.
5. _____ Clean all utensils, kitchen equipment and work areas if needed.
6. _____ See that commodes are flushed and bathrooms are as you found them.
7. _____ Check faucets and commodes for drips or water running.
8. _____ Turn off lights, re-set thermostats, set alarm and lock doors.
9. _____ Leave facility exactly or better than you found it.
10. _____ Return key to office and report any damages or other concerns.

Using the Security System for facility use: **Your assigned alarm code is:** _____

To turn off alarm...add "1" to the code above.

To set the alarm when you leave...add "2" to the code above.

Assigned keys: _____

WEDDING POLICY

This wedding policy is for the use of the members of Pleasant City Church. In order to schedule a wedding to be held on the Pleasant City Campus the bride and/or the groom must be a member of Pleasant City Church.

SETTING THE TIME OF YOUR WEDDING

It is extremely important that the exact time indicated for the rehearsals and wedding be observed, and care should be taken to have all members of the wedding party in their place at the time indicated.

FLOWERS AND DECORATIONS

It is the responsibility of the bride and/or groom to arrange with a florist for decorations.

Whenever candles are used, they must be of the **dripless** variety and must be in candelabras which will catch and contain all drippings. Please explain to your florist that they will be held directly responsible for the cleaning of wax from all floor coverings and furniture in every case.

SPECIAL NOTE:

Under no conditions shall decorations be attached to furniture or walls by pinning, gluing or nailing.

All vendors should remove all of their property within **4 hours** from the start of the wedding.

Use of this building must be pre-arranged through the Church Office and cleared on the Church calendar.

Request for the removal of furniture must be cleared through the Church Office. Furthermore, the bride and groom must make prior arrangements with members of the wedding party to place all the furniture back. This should be done after the wedding festivities **but within 4 hours** from the start of the wedding.

Do not use rice, birdseed or confetti on the property-inside or outside.

The Bride and/or Groom are expected to make arrangements for general clean up of the area, putting all tables and other furniture back up, leaving it like it was when they arrived and to make financial arrangements through the Church office to have the Church custodians complete the cleaning (see fees).

The stage items and sound equipment is to be used only by authorized Pleasant City Church personnel. You must request a media tech at the time of your consult and one will be assigned by the church office.

No Illegal Drugs, Tobacco Products, or Alcohol are allowed on the premises.

The Bride and/or Groom will assume responsibility for any damages made.

We will only allow weddings that adhere to our church's biblical view of marriage, which can be found on our website.

DEPOSITS & FEES

To secure the date for the wedding, rehearsal and/or reception, a \$100.00 deposit is required on the initial consultation with the church secretary. The remainder of your fees is due 30 days prior to your wedding date. Musicians or other persons hired by the wedding party shall be paid directly by the bride. It is then understood that the church is in no way responsible for any legal obligations that may arise from hiring of such persons.

MEMBERS: (Bride or Groom must be members of Pleasant City Church)

Use Worship Center, Custodians, Sound Personnel \$250

Please note: The Worship Center and Fellowship Hall are the only facilities that can be used during your wedding, rehearsal, or during the preparation for your wedding.

Using the Security System for facility access:

To turn off alarm add "1" to the code below. To reset the alarm use the code and add "2".

Keys Given: _____

Pleasant City Church Wedding Application

Date of Application _____ Deposit: _____ Balance Due: _____

Bride: _____

Present Address: _____ Phone _____

Groom: _____

Present Address _____ Phone _____

Couple's New Address: _____ Phone _____

Which is member of Pleasant City Church? _____

Please reserve the Worship Center:

Day, Date, Time _____

Specific Wedding Information:

Time of Rehearsal - Date _____ Time _____

Time of Wedding - Date _____ Time _____

Minister _____

Director _____

Name & number of Family Member/Friend in case of questions while you are on your honeymoon

We agree to comply with this policy of Pleasant City Church, regarding church weddings and understand that we are completely responsible for the condition of the facilities as a result of our wedding.

Bride _____ Date _____

Groom _____ Date _____

Needs:

____ Bridal Dressing Area

____ Groom Dressing Area

____ Reception Area

____ Kitchen

Flower Delivery Policy

Due to the size of our membership, we are only able to send flowers in the case of the death of the following:

- 1) member
- 2) spouse, child, mother or father of a member
- 3) a person living in the home of a member

Benevolence Policy

The benevolence ministry team consists of a group of people dedicated to the families of those who are deceased within our church body. There are 2 teams who provide food on a rotation basis after the Church Office determines the need in each of the following cases:

- 1) If the deceased is a member of Pleasant City Church
- 2) If the deceased is the Mother or Father of one of our members and lives in the Shelby area
- 3) If the family of the deceased is at the home of one of our members
- 4) If there is a need in a family where death has occurred

Church Property Use Policy

Due to the number of members here at Pleasant City, we have found it impossible to accommodate everyone in the use of church property. We can not loan out coolers, tables, chairs, projectors, sound or media equipment, kitchen utensils, kitchen equipment, sports equipment, office supplies, or any other item belonging to Pleasant City Church to individuals for personal use.

Fundraising Policy

At Pleasant City we emphasize worshipping God through our giving tithes and offerings. We believe God has supplied His servants with all the resources necessary to accomplish His work. If there is ever a shortage of resources to accomplish a task, then we are either being disobedient to God in bringing the resources God has provided; it isn't the right task, or it isn't the right time for that task.

Because of this belief, we have chosen not to have "fundraising" activities in or associated with our church. Examples of the types of activities we want to avoid include, but are not limited to, car washes, yard sales, bake sales, spaghetti suppers, etc. We do, however, want to inform people of Pleasant City about ministry needs and encourage them to give as God leads them.

Invited guest/ministries are permitted to sell ministry products during the duration of partnered event/gathering.

Media Publicity Policy

Media images and recordings help tell the story of Pleasant City Church's vibrant faith community, enhance the quality of the information we provide to our members, and give visitors an idea of what to expect when they attend our church. On occasion, PCC takes photographs or makes recordings of participants involved in church activities. In addition, local news organizations may hear of our activities or events, and our church may invite or allow them to photograph or record our events for news reporting on special interest features. Accordingly, participation in church activities implies permission for publication of any media recorded to be used, distributed, or displayed as the leadership of the church sees fit. This consent includes but is not limited to: photographs, videotape, and audio recordings.

Guidelines for Charitable Contributions

The following ruling from the IRS has prompted our church to evaluate our current system of distributing contributions for individuals through our church:

The following IRS language is cited:

If contributions to the fund are earmarked by the donor for a particular individual, they are treated, in effect, as being gifts to the designated individual and are not deductible. However, a deduction will be allowable where it is established that a gift is intended by a donor for the use of the organization and not as a gift to an individual. The test in each case is whether the organization has full control of the donated funds, and discretion as to their use, so as to insure that they will be used to carry out its functions and purposes. *Revenue Ruling 62-113*

Concerning Contributions to Missions:

If a donor contributes funds for a Mission Trip sponsored by Pleasant City Church, they can identify their suggestion for whom the contribution is to be used on their check or any other written form. These funds are fully controlled by the church at its discretion and can be tax deductible.

If a donor contributes funds for a member of the church who is participating in a Mission Trip that is not sponsored by Pleasant City Church, they can identify their suggestion for whom the contribution is to be used and also the Mission Trip in which they will participate on their check or any other written form. These funds will be distributed by Pleasant City directly to the organization sponsoring the trip or, with receipts from the trip, to the participant. This will enable the church full control of the funds.

Concerning Contributions to Individuals in Crisis or Hardship:

If a donor contributes funds for an individual in crisis or hardship, they can identify their suggestion for whom the contribution is to be used on an envelope, card or other paper, but not on a check. The money will be held in a fund and distributed by 1) paying a bill or need directly to an approved business or 2) reimbursing the person in need upon receiving receipts of payments for approved necessities. The approved businesses and necessities will be decided by the church office on a case by case basis. This is solely to protect the integrity of the church, our church personnel and the donor.