**New Hope Community Church**

**Church Use Policy**

**2016**

**Arrangements:**

1. Request approval for use, time, and date from building use contact person. (Wade Knoll, 231-861-9151)
2. Building use contact person will be responsible for placing date on the church calendar. Normal and special church functions take priority.
3. Make arrangements for church entry and lockup. Notify scheduled cleaning crew of church use schedule.

**The following rules shall be followed by anyone using the building:**

**General**:

1. No controlled substances, including alcohol, may be brought or used on the premises.
2. Tobacco use in designated areas only. Users are responsible for proper disposal of waste products.
3. Adult supervision must be present at all times.
4. No rice or confetti inside or outside of the building.
5. Approved use of one area of the building does not permit access to other areas of the building.
6. For Saturday events, building must be cleaned and properly arranged by 5 A.M Sunday morning. Cleanup for all other events must be completed immediately after event.
7. Please no tape on the paneling. Tacks are preferred.
8. Signs or decorations must be in good taste. Removal of them is the responsibility of the person who installed them.
9. Upon leaving the building, all lights must be turned off, rooms left in good order, and thermostat must be returned to original setting. Doors must be locked.
10. Church facilities are to be used for activities consistent with church beliefs. Questions relating to the above should be referred to Consistory.
11. Special approval for use of candles is required.
12. Operation of audio/visual, lighting, heating equipment is to be by authorized personnel.
13. Damage due to misuse of equipment shall be responsibility of the person requesting use of the area.
14. Cleanup is the responsibility of the person who requested use of the space.
15. Modest use of church’s paper products, coffee, and condiments is acceptable, but the church’s food goods are not to be used.
16. The following rooms are NOT for use by groups:
	1. Pastor’s Study
	2. Furnace Room
	3. Storage Areas
	4. Food Pantry
	5. Classroom
17. **Consistory will have the final say on all building and grounds decisions.**

Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Submit this form to the building use contact person. (Wade Knoll, 231-861-9151)

**BUILDING USE CLEANING**

*Please clean all areas used. Check off and sign when completed. Return church to original Sunday set up following attached floor plan.*

*Contact Facilities Team for location of cleaning supplies.*

**Kitchen and work area**

\_\_\_Wash dishes

\_\_\_Clean sinks

\_\_\_Clear and clean counters

\_\_\_Remove trash and replace liners

\_\_\_Clean oven and stove

\_\_\_Fill paper towel as needed

\_\_\_Sweep floor

**Bathroom**

\_\_\_Remove trash and replace liners

\_\_\_Fill paper towel and toilet paper as needed

\_\_\_Sweep floor

**Main room**

\_\_\_Clean tables

\_\_\_General straighten up, pick up odds and ends

\_\_\_Remove trash and replace liners

\_\_\_Vacuum carpet

\_\_\_Sweep flooring

**Nursery**

\_\_\_Pick up toys

\_\_\_Vacuum carpet

\_\_\_Remove trash and replace liner

**Entrance area**

\_\_\_General straighten up, pick up odds and ends

\_\_\_Vacuum carpet

\_\_\_Sweep floor

**Check and lock all doors/Turn off lights**

**Person responsible\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please sign and return this form to the building contact person. (**Wade Knoll, 231-861-9151**)**