

# Lowell First Congregational United Church of Christ

## Facility Use Policy for Church Groups and Community Groups

First Congregational Church is most happy to have you and your group share God's House with us. So that all church members and outside groups can enjoy this facility, we all need to follow some basic rules:

### A. SCHEDULING

1. Meetings and activities should be scheduled at least two (2) weeks in advance and marked on the church calendar through the church office. Consideration will be given with less than two-week notice based on availability. Please call (616) 897-5906 for information regarding scheduling the event and submitting a "Facility Use Agreement". (Attachment 1)

### B. CHURCH PROPERTY

1. Church properties such as chairs, tables, etc. may be used under the policies herein. Requests to use such items during your event must be coordinated with the church office two (2) week prior to the meeting date, and documented on the "Facility Use Agreement".
2. Church property may not be removed from church building. This includes, but is not limited to, the items listed above.

### C. FACILITY USE

1. Your meeting or gathering must be confined to your scheduled room or rooms.
2. Church school classrooms may be used only if pre-approved.
3. The sound system may be used for the Fellowship Hall if pre-approved and coordinated with the Stewardship Ministry Team.
4. All activities must be appropriately supervised. Children must be supervised by adults at all times.
5. After the meeting or activity is completed all interior doors must be closed, all lights turned off, and all exterior doors must be locked if you are the last group in the building.
6. The church office will coordinate facility access.

### D. FACILITY CARE

1. The church area used by your group must be left clean and orderly with church furniture and property returned to its designated place.
2. There is no smoking in the church building. Smoking is allowed in the designated outside area.
3. The consumption of alcoholic beverages must be approved prior to each event, conditions apply.

<i>Please circle either YES or NO</i>		
<b>Are you requesting permission to consume alcohol during the use of our facility?</b>	<b>YES</b>	<b>NO</b>

### E. KITCHEN RULES

1. Use of the kitchen must be coordinated with the Stewardship Ministry Team or the Open Table Kitchen Manager.
2. The kitchen must be left clean and orderly after use.
3. Garbage and trash must be bagged and placed in the dumpster at the north end of the church. Trash cans must be securely closed.
4. Users are required to supply their own consumables such as: paper toweling, aluminum foil, condiments, coffee, and similar items.

**F. FACILITY FEES**

1. A fee established by the Stewardship Ministry Team must be paid in advance of your event, unless other arrangements are made. You will not be charged for reasonable setup and cleanup time.

	<b>Members</b>	<b>Non-members</b>
Cleaning Deposit (refundable after inspection & approval)	\$100	\$100
Facility Usage Fee (non-refundable)	\$0	\$50
<b>TOTAL DUE WITH AGREEMENT</b>	<b>\$100</b>	<b>\$150</b>

2. Please note that the person who signs the "Facility Use Agreement" is responsible for the cost to repair any damages that result from your meeting or event. In the event your group does not comply with the rules stated herein, your group may not be granted future use of the facility.

**G. SANCTUARY**

1. The following guidelines apply:
  - a. Food or beverages are not allowed in the Sanctuary.
  - b. The Sanctuary furnishings, including the piano and the organ may not be moved, covered or altered in any way from their intended purposes without permission from the Stewardship Ministry Team.
  - c. Use of all church musical instruments, sound board, large screen TV, projector and screen must be coordinated and approved by the Stewardship Ministry Team or its designee.
2. Events such as speakers, Christmas or Easter pageants, children's programs, dance performances, and music recitals are welcomed.

**H. FOR-PROFIT EVENTS**

1. Church facilities may be used by "For Profit" events or groups. Single events and/or reoccurring meetings, which result in the collection of fees or dues must be approved by the Stewardship Ministry Team and documented on the 'Facility Use Agreement" by the church office.

**I. PROCEDURES:**

1. Determine which of the available rooms and/or other facilities/services are required to support your event. Rooms available for use per this policy are: All classrooms, the Fellowship Hall, the kitchen, and the sanctuary.
2. Determine how many table, chairs, and etc. will be needed.
3. Determine the amount of time you will be using the facility. You will not be charged for reasonable setup or cleanup time.
4. Complete the "Facility Use Agreement", sign and return to the church office at least two (2) weeks prior to the event.
5. If approved, the group must pay all applicable fees at least one (1) week prior to the event. Otherwise, approval to use the facilities will be withdrawn. An alternate payment schedule can be approved by the Stewardship Ministry Team.

**J. ADDITIONAL INFORMATION:**

1. The completed and signed Facility Use Agreement form may be delivered to 865 Lincoln Lake Ave SE, Lowell, MI 49331, or mailed to : First Congregational Church of Lowell  
PO Box 234  
Lowell, Michigan 49331
2. A signed version of the agreement will need to be received at the church office no later than two (2) weeks prior to the event. All required fees must be received at the church office no later than one (1) week before the event unless an alternate payment plan has been approved by the Stewardship Ministry Team. A separate document covers weddings and is available from the church office.

