

# MONROVIA CHURCH OF CHRIST

## Facilities Use Policy

This policy supersedes previous policies and was approved by the Elders on December 5, 2007.

The Facility Use Policy states the general policies and requirements regarding the use of the church building and outdoor recreational area owned by the Monrovia Church of Christ.

1. Church activities include the worship assembly, Bible classes, youth activities, ladies Bible class, and devotionals sponsored by the Elders and/or Ministerial Staff. These take precedence over other uses of the facilities.
2. Non-church activities include weddings, funerals, banquets, family events, and recreational activities. All non-church activities shall be scheduled by the Church Secretary to prevent conflicts and are scheduled on a first come basis. Only a Monrovia church member may reserve the building for these activities. The person reserving the building or a portion of the building shall pay the appropriate fee at the time the reservation is made and scheduled. The fee shall be paid in full to the Church Secretary who shall verify that the building is free for use on the date and at the time requested. The person making the reservation shall make arrangements with the Facilities Ministry Deacon well in advance to have the building at the desired temperature during the activity. Only the Facilities Ministry Deacon or his assistants may change the thermostat settings. The person making the reservation is responsible for:
  - a. oversight of those attending the activity while building is in use,
  - b. cleaning of all areas of the facilities used during the activity,
  - c. replacing all chairs, tables or other furniture to their prior location and arrangement,
  - d. turning off lights and other appliances used during the event, and
  - e. locking all exterior doors after all attendees have departed.
3. The appropriate fee below shall be paid to the Church and collected by the Church Secretary at the time of reservation. The fees are charged to offset the cost of utilities and wear and tear on the building.
  - a. Wedding -- \$200
  - b. Banquet or Reception -- \$100 User may use the kitchen but may not use supplies belonging to the church. User must furnish own supplies.
  - c. Family Event (birthday, anniversary, family reunions, etc.) -- \$30
  - d. Funeral – No fee, but same requirements apply.
4. The use of the church's audio-visual equipment for non-church activities shall be arranged with the Audio-Visual Equipment Coordinator well in advance of the activity. The AV Coordinator shall make arrangements for an approved AV operator for the

activity and set a fee for this service. The AV Coordinator shall collect at the time the arrangements are made with the user. Only an approved person may use or operate the A/V equipment. This policy is to be enforced to minimize potential misuse and/or damage to the equipment. The AV Coordinator shall give the fee to the operator when the activity is concluded. This fee is intended to compensate the operator for his or her time and effort.

5. Indoor sports activities are limited to members of the Monrovia church for playing basketball and/or volleyball in the auditorium/gym in order to limit the amount of wear and tear on the building. The building shall not be used recreational league practices or games or by non-member groups. A Monrovia church member shall schedule the event with the Church Secretary, assume responsibility as the sponsor of the event, and be present while the building is in use. The responsibilities in paragraph 2 shall be required of the sponsor. Damage shall be reported to the church office as soon as possible, and the sponsor shall be liable to repair the damage or pay for the repairs as is agreeable to the Facilities Ministry Deacon.
6. Outdoor sports activities shall be scheduled with the Church Secretary to avoid schedule conflicts. Members shall be given priority over others.
7. Those who use the facilities for sports activities shall assume all liability for personal injury.

I, \_\_\_\_\_ am reserving the Monrovia Church facilities and have read this policy and agree to adhere to it.

Date Reservation Made \_\_\_\_\_ Telephone Number \_\_\_\_\_

Activity Type \_\_\_\_\_ Activity Dates(s) \_\_\_\_\_

Rooms Needed \_\_\_\_\_

Hours Needed: \_\_\_\_\_ Temperature Arrangements Made? \_\_\_\_\_

Audio/Visual Arrangements Made \_\_\_\_\_ Fee Amount Collected \_\_\_\_\_

Comments \_\_\_\_\_