

Monrovia Church of Christ

Facilities Use Policy December 2019

Purpose Statement

The mission of the Monrovia church is to glorify God through life changing worship, teach His truth in love, encourage the body of Christ, and reach the world through a life that shines. This statement of mission describes what the Monrovia church endeavors to do through its resources, including its members (both collectively and individually), its facilities and other property, its finances, the reputation and good will that it has established in the community, and especially, the help of God. All activities undertaken in carrying out this mission must be consistent with its beliefs, derived from the Holy Scripture, as interpreted by the appointed leadership of the Monrovia church.

Facility Use Guidelines

The following guidelines are required to be followed, and if there are any questions about interpretation, the church member present during the event will have the final decision.

- Smoking or tobacco use in any form, including E-cigarettes, alcoholic beverages, abusive or foul language, violent behavior, and drug use are strictly prohibited in and on church property.
- The stage in the auditorium should not be moved.
- Basketball is currently the only sport allowed in the auditorium. Other games may be allowed on a case by case basis but must be disclosed and a Use Adjustment Form be completed at time of reservation to ensure the activity will not cause damage to auditorium fixtures, equipment, perimeter surroundings, A/V area or ceiling fixtures.
- Use or consumption of church provided consumable inventory in the kitchen other than by Monrovia Church of Christ activities/events is prohibited; however, use of the kitchen and church provided non-disposable items are permitted, upon approval of a Request Form permitting such, assuming everything is cleaned and returned to their proper location. Food and drinks are only allowed in the Fellowship Hall, next to the kitchen unless prior arrangements are made for food and drink in other areas of the facility.
Cooking with grease, oil, or flammables is prohibited.
- Use of the kitchen must be accompanied by an approved member of the Monrovia staff or their approved designee.
- All items moved for/during an event must be returned to their original placement.
- All music/videos must be appropriate and tasteful for a house of worship. Any foul lyrics, or messages inconsistent with the above Purpose Statement, will not be allowed.
- If required by the event, member and non-member groups/individuals are responsible for arranging their own security.
- Use of just the Pavilion is covered starting on page 5, "Pavilion Use Policy"

Fees/Usages

Members will not be charged a fee for use of the facility. Non-member uses of the facility will be charged as follows:

- A refundable security/damage deposit of \$250 (\$350 if using the kitchen), to be refunded after the event assuming there is no damage, there is no extra cleaning required, and all items moved for/during an event are returned to their original placement.
- A \$25/hour (\$35/hour if using the kitchen) fee to compensate for costs, use and maintenance fees, and for utilities during the event. If the event is a wedding, the fee will be \$500.
- If use of the church's Audio/Visual equipment is needed, a flat \$25/day fee is charged. Only a person designated by the Audio/Visual team may operate the equipment.
- Certain fees/usage requests may be adjusted depending on the event/activity if members of Monrovia Church of Christ are active participants in the event/activity; or they remain on the premises and in attendance for the duration of the event/activity. These considerations are considered on a case by case basis and upon approval of a Use/Fee Adjustment Form indicating the approvals. All participants must comply with all other provisions of this Policy.

Internet Use Policy

Use of the internet is prohibited for fraudulent, illegal, immoral, unethical, and anti-Christian behaviors, including but not limited to: sending/relaying spam email, transmitting viruses, illegally obtained software, copyright/trademark infringements, plagiarizing other's writings, use of file sharing websites, accessing other's networks without authorization, pornography, hate-speech, racism, hate mail, harassment or threatening and intimidating bullying behavior.

Rules of the Kitchen

- Dispose of any food
- Do not leave any open food on the shelves
- Wash any non-disposable items
- Clean sink
- Place all used towels over sink
- Clean warmer, if used
- Take all trash to dumpster
- Replace plastic liners in all trash containers
- Sweep floor (mop, if needed)

Priority

Monrovia's activities (worship time, classes, youth activities, etc.) take precedence over any other requested use of the facilities. Furthermore, church members wishing to use the facility for events (get-togethers, meals, birthdays, etc.) will have priority over non-member requests to use the facilities. Any non-member use of the facility may be required to furnish a certificate of insurance naming Monrovia Church of Christ, 595 Nance Rd. Madison, Al. 35757-7925 as additional insured (depending on the activity and size of the group), and may need to have a church member present during the entirety of the event. Non-members may only schedule the facility up to two months in advance of the event, except for weddings.

To check the availability of the facility, please coordinate with our Office Administrator at 256-837-5255.

Monrovia Church of Christ Request Form

Name of Person / Organization

Date of Event

Address

Email Address

Name of Event/Activity

Description of Event

Duration dates of Event/Activity if more than 1 day required;

Area(s) of Church Facilities to be used;

Dates needed;

Time(s) of day(s) needed;

Any additional information required;

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge, the purpose for which I am requesting use of the church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$250 (\$350 if using the kitchen), possibly a certificate of insurance naming Monrovia Church of Christ, 595 Nance Rd., Madison, Al. 35757-7925 as additional insured , and any other fees , allowances, or adjustments as required by the church.
4. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
5. I understand that I will comply with this Facility Use Policy and unconditionally agree to both (i) remise, release and forever discharge and (ii) protect, defend, indemnify and hold harmless, jointly and severally, Monrovia Church of Christ and its employees, Trustees, the Elders, the Deacons, the Ministers, and the Members of the Church, against any and all actions, causes or action, claims, damage, demands, injury, liability and/or loss resulting from use of the Facility for this event.
6. I am legally authorized to sign this agreement; that I understand the terms herein are contractual, and that I have signed this agreement of my own free will and volition.

Name of User

Date

Signature of User

Phone Number

Name of Building Use Coordinator

Date

Signature of Building Use Coordinator

Phone Number

This Policy supersedes all previous Building Use Policies.

December 2019

