

## **Building and Grounds Policy and Fees**

### **OVERVIEW:**

The building and grounds of East Glenville Community Church (EGCC) are for the purposes of glorifying Jesus Christ and providing for the programs and life of the congregation. Use of the facilities may be extended as well to members and active attenders for personal uses which are in line with the above. As an expression of the love of God through Jesus Christ and as a member of the community, the facilities of EGCC may also be made available to such other groups in the larger community which are consistent with those purposes described above. As used in this policy, “facilities” and “premises” includes both building and grounds.

### **GENERAL GUIDELINES:**

No food or drink (other than water) shall be allowed in the Sanctuary.

All persons and groups using church facilities are expected to leave them in an orderly and clean manner. Rooms, furniture, and equipment shall be returned to the state in which they were originally found.

Persons and groups using church facilities are to restrict their activities to those areas and equipment for which permission has been specifically given.

Security is the responsibility of all persons and groups using church property.

Persons and groups using church facilities are expected to have a sufficient number of responsible adults in attendance at all times who shall be fully responsible to ensure these policies are followed.

Audio/video equipment and sound systems will be operated only by trained EGCC personnel.

EGCC facilities shall not be used for commercial or fundraising purposes, except where approved by the Board of Trustees and where the fundraising effort is led by a ministry within the congregation. These church ministries are expected to hold these approved fundraising activities in locations other than the Sanctuary and Foyer on Sunday morning. As a rule, non-EGCC groups may not conduct fundraising or profit making activities on church premises. Those persons and groups permitted to use the kitchen will be provided a copy of the Kitchen Policy which along with this Policy will guide their use of that space and items.

Those using the facilities for Weddings or Funerals will be provided a copy of that applicable policy which along with this Policy will guide their use of the facilities.

**REQUESTS FOR USAGE:**

Church ministries planning uses of the facilities shall communicate those requests ahead of time to the Church Office in order that the calendar and promotion can be coordinated with the full church life.

Church members, attenders, and representatives of groups not affiliated with EGCC desiring to use the facilities for a function outside of church programs shall contact the Church Office and submit an Application for Facilities Use. Completed Applications will be communicated first to the for approval who then will forward to the Trustees, who will report back to the Church Office their decision. The Church Office will communicate that decision to the person making the requests and if approved, add that program or function to the Church Calendar.

Persons or groups making the request for usage should check back with the Church Office if they have not been informed of approval or disapproval of their request after a reasonable time. It should not be assumed their request has been approved, simply because they have not yet received an answer.

EGCC reserves the right to pre-empt any scheduled activity for good and sufficient reason. In these cases, every effort will be made to provide as much advance notice as possible and to assist in providing alternate dates. Approvals of requests for use of building and grounds shall be guided by the following criteria:

- Church programs will be given priority over any other activity.
- Compatibility of the group and usage request with Policy Overview stated above
- Compatibility with current church program and calendar
- Frequency of meetings
- Anticipated impact upon facilities upkeep and utilities
- Size of group
- Custodial work required for set up and clean up, and effect upon Sunday schedule
- Demands upon EGCC staff and church membership to accommodate group
- Insurance liability coverage where applicable

**DAMAGE AND LIABILITIES:**

A certificate of Liability Insurance may be required for the event.

**FEES AND DEPOSITS:**

EGCC Members: Use of facility \$0

Non-Members: Use of Facility \$50-\$150 depending on the event  
Custodian fee \$40

Sound and Media Techs are an additional fee of \$70 each