

FACILITIES USAGE (Church Related)

DESCRIPTION OF MINISTRY OR PROCEDURE: The purpose of this procedure is to insure that all facilities are ready for use when needed, used for the purpose intended and that they are safe for children and adults. All areas (classrooms, sanctuary, offices, and outside areas) are multi-use/multi-purpose spaces; most permanent spaces have primary and secondary purposes. No room is the private domain of an individual or group. Serving the whole church is the purpose of all space. Since church needs change, room usage must be flexible. All areas are to be used as a place to reach the goals of the church which are:

- A) To study the Bible, God's word.
- B) To worship God
- C) To encourage one another in prayer and word.
- D) To fellowship within the grace, mercy and righteousness of God

SCHEDULE: A church-wide schedule showing the use of all areas of the church facility will be maintained in the church office. To schedule an area for ministry usage, please do the following:

1. Call the church office to request the space you need and give this information:
 - a. Date and time of use.
 - b. Nature of use (class, prayer, counsel, etc.)
 - c. Who is responsible for opening and closing the room.
2. Obtain a key from the office staff. Make note of any irregularities in the room (obvious damage or previous misuse.)
3. Be sure that the room is clean after use
 - a. Tables and chairs put back
 - b. Food removed
 - c. Personal belongings taken
 - d. General cleanliness
4. For one-time use, return all keys to the office. For on-going use, keep the keys until your scheduled usage ends.