



CARBON HILL  
CHURCH OF GOD OF PROPHECY



LOVE GOD. LOVE PEOPLE. MAKE DISCIPLES.

# FACILITY USE INFO AND APPLICATION

# Church of God of Prophecy Facility Use Policy

## Purpose Statement

Our church's facilities were provided through God's benevolence and by the sacrificial generosity of our church members. We desire that our facilities be used for the fellowship of the body of Christ and to bring God glory. Although our facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But use of our facility will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or pastor's official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14O 1 Thess 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

**Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God (Col 3:17).**

## Approved Users and Priority of Use

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members/regular attenders, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

- Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.
- The group or person seeking facility use must submit a signed "Facility Use Application" form.
- The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to the church's rules of conduct for facility use, as stated below and as described in any additional instructions by our church staff.

## **Facility Use Guidelines**

- Church equipment, such as tables and chairs, must be returned to original placement, unless approved otherwise prior to the event.
- All lights must be turned off and doors locked upon departure.
- Clean-up is the responsibility of the group using the facility, unless the group has agreed to pay a clean-up fee. See “Cleaning Agreement” to see what constitutes satisfactory clean-up.
- Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises immediately.
- Any person or group must sign the “Facility Use Application” form prior to reservation of church facilities.
- All fees are to be paid prior to the event. Building use is not granted until fees and deposit are paid and a signed facility use application is returned.
- NO SMOKING is allowed anywhere inside the building, including rest rooms. If this rule is violated, the church will keep any deposit.
- NO ALCOHOL is allowed on church premises.
- Leaders of groups are responsible for keeping members of their groups within their designated area.
- Church kitchen supplies are not included in the rental.
- If use of the facilities involve youth, adult supervision is required.
- If a reservation needs to be canceled, a 24 hour notice must be provided to the church (unless inclement weather or extenuating circumstances). If notice is not provided, the deposit will be kept with any other rental fees being returned (see “Building Use Fee Policies”).
- If the usage space is not returned to its original condition (tables/floors dirty, trash left out, etc.), the deposit will be retained to offset the clean-up costs incurred by the church.
- By submitting the “Facility Use Application”, groups or individuals take the responsibility for any damage to the building, its contents, or church grounds your party may cause.

# **Cleaning Agreement**

## **Tile Floors:**

Kitchens, bathrooms, fellowship hall and other tile surfaces should be swept and mopped after use. Mops, brooms and buckets are available in the storage building. Do not drag or slide tables and chairs across tiled floors, as it results in damage to both floors and furniture.

## **Counter Surfaces:**

Counters in the kitchen (if rented) should be free of clutter and all food service materials. Plates and cups should be properly stored out of sight. Counters must be wiped with a sponge or clean damp cloth.

## **Tabletops:**

Tabletops must be wiped with a damp cloth or sponge if food or drink has been served. Fold and store tablecloths properly. Sweep floor AFTER tabletop cleaning.

## **Stove Tops and Ovens:**

Stove tops should be wiped clean and any spilled food cleaned up after use. Spills in the ovens should be cleaned up after ovens have cooled. Lining trays and grates with aluminum foil will help in preventing spills in the ovens.

## **Play Equipment:**

All toys and athletic equipment will need to be collected and stored in appropriate areas after use, excluding inflatable (if used).

## **Tables and Chairs:**

Tables and chairs need to be moved and set up/taken down with care to avoid damage. Tables and chairs must be put back to original placement.

## **Bathrooms:**

Bathrooms should be left in a clean and orderly manner with trash removed. If there are problems that need to be addressed such as plumbing or lighting, please report this on the **Facilities Shutdown Checklist** form so they may be corrected as soon as possible. If it is an emergency, please let an appropriate Church official know immediately.

## **SPECIFIC BUILDING USE GUIDELINES**

### **Sanctuary:**

The Sanctuary is consecrated space. Therefore, proper attention to reverence for this area must be observed. The Altars may not be used for anything other than prayer. There shall be no exception to this rule.

- No organization may move Sanctuary or lobby furniture without approval from the Pastor or staff.
- Weddings in the Sanctuary shall follow guidelines provided by the Pastor and/or wedding planner.
- Under no circumstances can food or drink be taken into the Sanctuary area except during the administration of Communion/The Lord's Supper.
- Groups are not to touch equipment such as sound, video, production, etc. Only our church's authorized and trained persons may operate this equipment.
- The instruments may not be used except by Church musicians or those approved by the Church.

### **Fellowship Hall (Gym)**

Furniture must be restored to its regular configuration after use. DO NOT SIT ON TABLES.

Floors should be spot swept and dust mopped. Specific cleaning is on **Facilities Shutdown Checklist**.

## **Building Use Fee Policies**

### **Church Sponsored Activities**

No building use fees are involved in regular Church sponsored activities, since this is the primary purpose for the facilities.

### **Members/Regular Attenders**

No building use fees are needed for members or regular attenders as their tithes help fund the expense and maintenance of the facilities. This applies only when member/regular attender is the one securing the rental.

### **Non-Sponsored Activities**

Building use fees will be charged for other authorized activities and are understood to cover costs of heating, air conditioning, lights, water and sewer, and general wear and tear.\*

***\*Note: because one or more Church members may also be a member of a requesting non-sponsored group this does not qualify the group for non-fee use of the facility.***

All users of the building, including Church members and staff, are expected to comply with building use request procedures. In case of improper cleanup, the group will be contacted and asked to "finish the job". If the group does not respond to this request, they will be charged a custodial fee of \$50.00 and therefore will not be reimbursed their reservation deposit of the same amount.

Building use fees must be paid to the Church office **two weeks prior** to the event with checks made payable to Carbon Hill Church of God of Prophecy. If reservations are cancelled 48 hours prior to the event, the fee(s) will be refunded. If reservation is cancelled 24 hours prior to the event, all fee(s) will be refunded except for deposit.

The facilities of the Carbon Hill Church of God of Prophecy are available for use by responsible and appropriate groups. The following identifies the areas available, the fee for usage, and the deposit fee required. Upon favorable inspection after the event, based on adhering to the attached rules and the satisfactory completion of the **Facilities Shutdown Checklist** form, the deposit will be refunded.

**Misuse, abuse or inappropriate behavior may disqualify a group from future use of the facilities and/or forfeit their deposit.**

### **General Event Fee Schedule (Not to Include Weddings)**

Rental Area	Per Hour up to 4 hours	Each Additional Hour	Deposit Required for Area
Fellowship Hall (Gym)	\$25.00	\$15.00	\$50.00
Sanctuary	\$25.00	\$15.00	\$50.00
Kitchen Only	\$75.00 (Flat)	N/A	\$25.00

**\*Rental includes 1 hour before for set-up, and 1 hour after for clean-up at no charge.** If no other events are scheduled, more time may be given at the discretion of the Pastor or staff.

## FACILITY USE APPLICATION

Please return completed form to Jacob Butler or the Pastor as far  
in advance of date requested as possible to confirm your reservation.

1. \_\_\_\_\_ Date: \_\_\_\_\_  
(Group or Individual requesting use)
2. Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
3. Date(s) Requested: \_\_\_\_\_ **If recurring:** - Start date: \_\_\_\_\_ End date: \_\_\_\_\_
4. Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_
5. Member or regular attender who will be present (if applicable): \_\_\_\_\_
6. ☐ I have access to the building (key). ☐ I will need access to the building.
7. \*Facilities needed (please check all rooms you plan to use):  
☐ Family Life Center (Gym)  
☐ Main Auditorium (Sanctuary)  
☐ Kitchen (Gym)
8. \*Equipment needed:  
\_\_\_\_ Tables      \_\_\_\_ Sound System – Gym (\$50 Surcharge Added)      \_\_\_\_ Inflatable (Age 4 and under)  
\_\_\_\_ Chairs      \_\_\_\_ Sound System – Sanctuary      \_\_\_\_ Projectors - Sanctuary

*Facility Use Guidelines.* Signature of this form indicates acceptance of all applicable fees and guidelines.

Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

The person/organization requesting the use of Church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly.

The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility. (See "Responsibilities after Building Use & Kitchen Etiquette" – reverse side)

\_\_\_\_\_

Date: \_\_\_\_\_

**Signature of Responsible Party**

**Coordinator:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Helpers:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Helpers:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Helpers:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**I affirm that:**

- 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.
- To the best of my knowledge, the purpose for which I am requesting use of 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.
- I am not aware of any beliefs that are professed by me or the organization I represent, and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
- I understand that upon approval of my facilities use request, I will need to provide a deposit and any other fees required by the church.
- I understand that the church does not allow its facilities to be generally available to the public and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Facility Use Agreement," a copy of which I have read and understood.
- I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
- The church believes disputes are to be worked out between parties without recourse to the courts. See, generally Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

**Facility Use Indemnity and Hold Harmless Agreement:**

\_\_\_\_\_ agrees to the following.

*(organization or responsible party – Please Print)*

- The facilities will be used according to the policies of Church of God of Prophecy as set forth in the Biblical Principles, Beliefs and Practices that is part of this Agreement.
- \_\_\_\_\_ will be responsible for the conduct of those coming to or participating in the activity for which the facilities are reserved and will be used.
- \_\_\_\_\_ will be responsible for any damage beyond normal wear and tear that may occur as a result of the activity or \_\_\_\_\_'s use of the facilities.
- \_\_\_\_\_ will indemnify and hold harmless Church of God of Prophecy from all liability and each demand, cause of action, loss, cost, damage, and expense (including without limitation mediation fees, reasonable attorney fees, and costs of litigation) incurred by Church of God of Prophecy from a default or any other action by, in connection with, or growing out of, this Agreement or \_\_\_\_\_'s use of the facilities.

\_\_\_\_\_

Name

\_\_\_\_\_

Date

\_\_\_\_\_

On Behalf of Organization (where applicable)

\_\_\_\_\_

E-mail Address (For Invoice/Receipt)

**For office use only:**

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**ADVISE:**

\_\_\_\_ (Pastor)      \_\_\_\_ (Office)      \_\_\_\_ (Clerk)      \_\_\_\_ (Ministry Coordinator)      \_\_\_\_ (Other)

## **Facilities Shutdown Checklist**

### **Family Life Center**

(Please initial **when completed** and leave on clipboard by door.)

- \_\_\_\_\_ Check Heat/AC thermostats to see that each is set or reset properly. If you are not sure, ask what the temp. should be set to, in advance.
- \_\_\_\_\_ Check to be sure water has been turned off in sinks, toilets, faucets and that the water fountain is not left running (if appropriate).
- \_\_\_\_\_ Kitchen is clean, appliances are in working order, oven/stovetops are off, coffee maker is unplugged
- \_\_\_\_\_ All dishes, utensils, cups, glasses, coffee pots, and other food prep items are cleaned and stored properly
- \_\_\_\_\_ All trash has been placed in trash containers
- \_\_\_\_\_ Trash containers have been emptied into outside dumpsters
- \_\_\_\_\_ All tables, chairs (if used or moved) are wiped down with mild soap solution, and put back in proper places. If any tables have been stained, please let us know so that stronger cleaning methods can be used to remove them.
- \_\_\_\_\_ Floors have been spot-swept and spot-mopped, and all cleaning items returned to storage area.
- \_\_\_\_\_ All lights are off and doors are locked.

**Thank you for your cooperation. Complying with these guidelines will allow us to better serve the needs of everyone who uses the facilities. If you have any questions, you may contact Jacob Butler, 205-300-3807 or John Butler, 205-924-7016.**

\*Comments or maintenance requests:

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## **Facilities Shutdown Checklist**

### **Main Auditorium (Sanctuary)**

(Please initial **when completed** and leave on clipboard by door.)

- \_\_\_\_\_ Check Heat/AC thermostats to see that each is set or reset properly. If you are not sure, ask what the temp. should be set to, in advance.
- \_\_\_\_\_ Check to be sure water has been turned off in sinks, toilets, faucets and that the water fountain is not left running (if appropriate).
- \_\_\_\_\_ All sound equipment/projectors are turned off (if use has been approved for event). Get with staff member if you are not sure how to do so.
- \_\_\_\_\_ All pews are free of trash and belongings that have been left behind, and any debris on carpet has been vacuumed.
- \_\_\_\_\_ All trash has been placed in trash containers
- \_\_\_\_\_ Trash containers have been emptied into outside dumpsters (behind family life center)
- \_\_\_\_\_ Any tables used in the lobby have been taken down/placed back to the way they were found.
- \_\_\_\_\_ Floors have been spot-swept and spot-mopped, and all cleaning items returned to storage closet in women's restroom.
- \_\_\_\_\_ All auditorium, hallway, classroom, and bathroom lights are off and all 5 doors are locked.

**Thank you for your cooperation. Complying with these guidelines will allow us to better serve the needs of everyone who uses the facilities. If you have any questions, you may contact Jacob Butler, 205-300-3807 or John Butler, 205-924-7016.**

\*Comments or maintenance requests:

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## **Facilities Shutdown Checklist**

### **Kitchen**

(Please initial **when completed** and leave on clipboard by door.)

\_\_\_\_\_ Check Heat/AC units to see that each is set or reset properly. If you are not sure, ask what the temp. should be set to, in advance.

\_\_\_\_\_ Check to be sure water has been turned off in sinks.

\_\_\_\_\_ Kitchen is clean, appliances are in working order, oven/stovetops are off, coffee maker is unplugged

\_\_\_\_\_ All dishes, utensils, cups, glasses, coffee pots, and other food prep items are cleaned and stored properly, and sinks are clean.

\_\_\_\_\_ All refrigerators have been emptied of food brought and trash has been placed in trash containers

\_\_\_\_\_ Trash containers have been emptied into outside dumpsters

\_\_\_\_\_ All counters have been wiped down with a mild soap solution, and all dirty towels/washcloths have been placed in the sink for laundering.

\_\_\_\_\_ Floors have been spot-swept and spot-mopped, and all cleaning items returned to storage area.

\_\_\_\_\_ All lights are off and doors are locked.

**Thank you for your cooperation. Complying with these guidelines will allow us to better serve the needs of everyone who uses the facilities. If you have any questions, you may contact Jacob Butler, 205-300-3807 or John Butler, 205-924-7016.**

\*Comments or maintenance requests:

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