

Ministry Events Facility Use Policy

*Vancouver First Evangelical Church
4120 N.E. St. Johns Road
Vancouver, WA 98661
(360) 694-2525*

This policy applies to Members wishing to schedule single or repeating ministry events. Ministry events must be consistent with the purpose, goals and direction of First Evangelical Church. The following procedure must be followed to schedule an event:

1. Take your proposal to the head of your area of ministry (i.e.: youth, women, Christian education, etc.) for approval.
2. The ministry leader will take the proposal to staff for approval.
3. If the proposal is approved by your area of ministry and staff, date requests may be submitted for placement on the calendar subject to space / time availability. A "Request to Schedule Event" form must be filled out and turned in to the church office at least 30 days in advance of the event date. Requests take 2 weeks to process, so you may want to submit your requests earlier to allow time for approval and for your promotion of your event. Church events are scheduled a year in advance, so some dates may not be available.
4. Church promotion of your ministry event is not automatic (other than listing on the calendar page). If you wish to have the event announced in the bulletin, newsletter, etc., you must submit your typed (or clearly printed) announcement to the church office by noon on the Wednesday prior to the Sunday you would like your event announced. If your event is a repeating event, note the length of time you wish the announcement to continue. Announcements may be edited to best utilize printing space available. The bulletin / newsletter editor will determine if the announcement will be on an extra flier or insert (based on space available).

All groups need to be aware that there may be occasions when your repeating activity would need to be canceled (i.e.: for funerals, all-church functions, Wedding, etc.)

Requesting a specific room will not guarantee use of that room. In consideration of the number of use requests, room use will be assigned based on the size of group and type of activity:

Fireside Room	Up to 45 people
Fellowship Hall	Up to 125 people
Senior High Room	Up to 80 people (no meals)
Gymnasium	Over 125 people (except Sports activities which require a gym)
Sanctuary	Up to 325 (no food or drink)
Smaller classrooms	10-30 people

More than one group may be using different areas of the Facility at the same time. Your group's activities are limited to the area(s) assigned and the closest restrooms. Groups are not to approach other groups if there is a noise problem, etc. Please contact the church office on the following day and the difficulty will be addressed by the office.

All decorating, activities, and cleanup must be completed during the time requested, and everyone involved in the activity should be clear of the building by the ending time. Special permission is needed in advance for activities to continue beyond 9:00 p.m. Sunday through Friday, or beyond 4:00 p.m. on Saturday. (An additional custodial fee of \$100 is required for Saturday after 4:00 p.m. due to additional custodial staff required to set up for Sunday's activities)

Decorations may be fastened using only plasti-tak, removable tape or other fasteners which do not damage the church building or equipment. DO NOT USE staple guns, nails, screws, push pins, thumb tacks or other fasteners which damage the church building or equipment. Do not use confetti, popcorn (as food or decoration), or glitter.

All children must be supervised by an adult at all times in a reserved area. If child care is needed, nursery/toddler rooms must be reserved with your facility use request. Early Childhood policies must be observed including:

- No food or beverages in the nursery
- The Nursery room is for ages 0-18 months only
- The Little Lambs room is for 18 months - 36 months
- The Busy Bees room is for ages 3-4 years.
- Older children will need to be supervised by an adult in an age appropriate classroom due to size and weight restrictions of toys & equipment
- No consumables such as “snacks”, coloring pages, etc. are to be used from the classrooms. They have been purchased or prepared for Early Childhood ministries and Hosanna School only.

The use of alcoholic beverages is prohibited in the building or on the grounds. The use of tobacco and cigarette smoking are prohibited in the buildings.

Tables and chairs are available for your use, which you may arrange to suit your needs, and then put away it the same place you found them when you are finished. By special request other equipment may be made available, e.g. overheads, lecterns, sound system, television, VCR, coffee pots, etc. All consumable supplies, such as coffee, tea, cream, sugar, plates, cups, napkins will be provided by the user.

User is responsible for setting up, taking down, and cleaning up after each use. This includes:

- ✓ taking out all trash,
- ✓ cleaning the floors,
- ✓ cleaning the tables and chairs
- ✓ cleaning and putting away all equipment used,
- ✓ turning off all lights, locking all windows and doors, and turning off heat in areas used including restrooms, classrooms, and lobby.

Entry & exit ways and aisles must be kept clear at all times, exit signs and fire extinguishers must not be obscured, and doors which close by themselves must be monitored if they are propped open and closed in case of fire. Extension cords must be three pronged (grounding). Cords which pass through walkways should be taped down (gaffer's tape), or run through cord covers.

NO ITEMS are to be left in the refrigerator unless they are marked who they belong to and when they will be used. If your intention is to leave leftovers for another group to use, you must contact that group – not assume they will know the item can be used.

I/We, the undersigned, have read and agree to the conditions above described.

Signature: _____ Date: _____

Request to Schedule Event

Event: _____

Date Request Submitted: _____ Requested By: _____

Desired Date(s): From: _____ To: _____
Alternate Date(s): From: _____ To: _____

Event Start Time: From: _____ To: _____
Reserve / Set up Time: From: _____ To: _____

Type Of Event: _____
Please describe your activity

Number Expected: _____
Will Event Need Kitchen Access? _____
Will Event Need Nursery? _____
Will Event Need Sound Technician? _____
Will There Be Food at The Event? _____

Room(s) Requested: _____
(This is for preference only. You will be assigned the best available room to meet your needs)
Room Arrangement: _____

Equipment Needed: Chairs: _____ Tables: _____ Other: _____

Contact Person: _____ Group: _____
Day Phone: _____ Night Phone: _____
Fee: _____

Please Read the attached Facility Use Policy before signing.

The building user assumes responsibility for repair or replacement of any property damaged during use. The parties agree and warrant that with reference to said building indemnify and hold harmless the Vancouver First Evangelical Church, its assignees, officers, executors, liability, including attorney's fees, that may arise out of or due to the aforementioned building use and building user agrees to defend Vancouver First Evangelical Church against such. This indemnification clause applies to the parties themselves as well as to third parties, whether claiming under a party or independently against a party. Youth groups wishing to stay overnight on trips must provide an insurance binder or waiver.

I / We, the undersigned, have read and agree to the conditions herein described:

Signature: _____ Date: _____

Staff Only

Date Approved: _____ Approved By: _____ T & P __ C C __ BK __