

New Covenant Community Church

FACILITY USE POLICY

New Covenant Community Church is God's house and we ask that you respect that fact in the use of its assets, to include property, facilities, and equipment. As Christians, we desire to share the gift of our facilities with the community to promote religious, educational, social services, and other character building experiences and functions.

As stewards of the property of New Covenant Community Church (NCCC), the Executive Board (EB) and Pastor Elder Team (PET) have approved the following policy governing the use of NCCC assets:

A. Our Philosophy of Facility Usage

1. NCCC promotes the use of our church facilities for the glory of God. All facility requests should further the mission of NCCC, which is: To transform individuals into devoted disciples of Christ, committed to serve.
2. While NCCC does not discriminate in the use of our facilities on the basis of race, color, sex, ethnicity or national origin, only uses consistent with NCCC's foundational beliefs, charitable, religious and educational purposes will be considered.
3. NCCC facilities are not available for profit-oriented business activities, forums, workshops, etc. These include political groups and home-based businesses like Tupperware, Pampered Chef, Longaberger, Mary Kay, etc parties. Nor are the facilities available for private-party activities like rummage or garage sales.
4. Funerals always take priority. Space may be reassigned in the event of a funeral. This may affect set-up, decorating, and other things users may want to do in advance of their event.
5. All church groups, church members, and non-profit organizations must complete an application for Facilities Use and receive approval prior to using the facilities and also for scheduling purposes.
6. All uses of the church must be sponsored by an official NCCC member. The NCCC member sponsor must remain on the premises at all times that the facility is in use for any purpose.
7. After considering NCCC scheduled events, and excluding funerals, the facility will be available on a first-come, first-served basis provided the use does not conflict with scheduled or sponsored events of NCCC.
8. NCCC retains the right to refuse or cancel the use of the facility by any group or organization.

B. Priority of Facility Use and Procedure for Requesting Use

Requests for use of space at NCCC will be categorized into the following order of priority. Applicable fees associated with the following uses are outlined in paragraph I.

1. **NCCC Church Programs and Functions**. The internal programs of the church are given the highest priority in use of the facilities. This includes worship services, Sunday School classes, Wednesday evening programs, adult, youth, children's and music ministry activities, and church committee, board, and staff meetings. Scheduling and prior EB approval for these standard

programs/functions is not required. However, use of the facility for special functions/events associated with these ministries/programs/functions must be scheduled.

2. NCCC-Sponsored Ministries and Programs. The second level of priority is accorded to programs and activities formally identified by NCCC as ministries we support because they are consistent with the mission and vision of this church. Examples include the local Fire Departments, Scouts, 4-H clubs, Human Life Services, etc. Scheduling and prior EB approval for use of NCCC assets for these standard programs/functions is required.

3. Weddings. The third level of priority goes to celebrate the sacrament of marriage. To schedule, please contact the Director of Ministry or Senior Pastor. Fees, requirements and rules associated with use of the facilities for wedding ceremonies/receptions can be found in the Wedding Ceremony Policy addendums located at the end of this policy. Information in these addendums supersedes the information outlined in this basic policy.

4. NCCC Community Events. The fourth level of priority is for activities of NCCC members that are open to, and primarily attended by, those who attend NCCC. Examples include church bridal or baby showers, small group or class socials, etc.

5. Private Use by NCCC Community Members: The fifth level of priority is accorded to facility use requests by official members and regular attendees, sponsored by an NCCC member, for private use such as family parties/celebrations/dinners, etc.

6. Local Community and Outside Organization Uses. The sixth level of priority is accorded to facility use requests by community groups or other non-NCCC organizations sponsored by an NCCC member.

C. Guidelines Governing All Use of Facilities

1. All requests for use of the church facilities must be made in writing and scheduled through the Secretary of the Corporation.
2. Dates will not be reserved until deposit is received with the approved Facility Use Request Form. The deposit will be credited to the Facility Fee. Deposits are not refundable except for cancellations due to emergency circumstances and must be approved in advance by the EB.
3. The entire fee must be paid to the church one week prior to the date of use.
4. After appropriate coordination with the EB, the Secretary of the Corporation will sign the approval for a facilities request. A request is not considered approved until this has been done.
5. All uses of the church must be sponsored by an official NCCC member. The NCCC member sponsor must remain on the premises at all times that the facility is in use for any purpose. The sponsor will be responsible for the conduct of participants and keep the event contained to the space assigned. The sponsor will also be responsible for coordinating the clean-up of the facility to include bathrooms and kitchen and will ensure lock-up of the facilities when the event is over.
6. We encourage all users to offer a Christian prayer as part of their program activities.
7. The user group may use only those rooms and outside areas covered by the application. The users are to be sensitive to other activities taking place in other parts of the church facilities.
8. Nursery use is not provided except by special prior arrangement.

9. All supplies, to include food, beverages, condiments, tableware, and linens are to be provided by the user.
10. All church equipment, to include tables, chairs, coffee pots, coolers, etc., is available for use only on church property. An exception may be granted for official church-sponsored activities taking place offsite. Exception may only be granted in advance by the EB.
11. Church owned equipment may not be borrowed or taken off church property for non-church sponsored activities.
12. Storage of user supplies and equipment is not permitted. The user group must bring such items into the facility immediately prior to use and remove them immediately after use of the facilities.
13. We expect all groups who use NCCC assets to be sensitive to the NCCC mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress are not acceptable.
14. No private fundraising or sales may take place on NCCC premises without the prior written approval of the EB and a signed, approved facility use form.
15. Users should be aware that worship accoutrements such as drapes, banners, and staging could change throughout the church year. Generally the church will not consider requests to alter or change these items for a particular event.
16. Alcoholic beverages and illegal drugs are not permitted on church property at any time.
17. Smoking is not permitted in any church building.
18. Smoking in designated outside areas is permitted for individuals 18 years or older.
19. Use of helium balloons in the sanctuary is prohibited at all times.
20. No pets except bona fide service animals are permitted inside church buildings.
21. All trash resulting from a user's event will be removed and placed in the dumpster located in the church parking lot.
22. No persons except law enforcement officers may possess firearms, knives, or other weapons on NCCC premises.
23. No tacks, nails, or staples are permitted on the walls, doors, ceilings, or woodwork of the church. Adhesive gum is the preferred method of fastening. Requests to post signs on/in any building should be directed to the Director of Ministry.
24. The use of candles or flames is prohibited except during church services, weddings, and funerals, or at official NCCC sponsored events/ministry programs.
25. All those using the facility should leave the area(s) used in the same condition as when they arrived.
26. Windows are not to be opened except for emergency situations. In such circumstances, the user is to ensure that any opened window is closed and locked at the conclusion of the event.
27. Personal items or other belongings must be removed. NCCC is not responsible for items left behind, lost or stolen.

28. All lights should be turned off and doors locked when use is concluded.
29. Evening events must conclude by 11:00 p.m. weeknights and by 6:00 p.m. on Saturday nights to allow our custodial staff to perform their duties. Exceptions may be granted with coordination and approval of the custodial staff.
30. Users are responsible for any loss or damage to church property or facilities that occur during the time they are using the facilities. Damage to facilities or equipment should be reported to the Secretary of the Corporation as soon as possible. Users are also responsible to pay the cost of any special set-up, take-down, or clean-up that is not included in the cost of any fees collected.
31. The EB and/or PET reserves the right to prohibit or terminate any activity or use that, in its discretion, it determines to be harmful, dangerous, or detrimental to the interests of NCCC.
32. Any person or organization whose facility use request is denied may appeal that decision to the PET, which is the final arbiter in such matters.
33. Upon request, exceptions to above may be considered and approved in advance by the EB.

D. Use of Technology/Equipment

1. NCCC has invested considerable money and time in establishing a high-quality sound/video system. Therefore, unsupervised use is prohibited.
2. Use of NCCC musical, stage, sound, and/or projection equipment is prohibited unless a qualified NCCC equipment operator is on-site during the event.
3. Scheduling of such an individual must be coordinated in advance through Secretary of the Corporation.
4. Fees for the support of a qualified equipment person will be determined by the service provider and will be payable directly to the provider by the user.

E. KITCHEN USE POLICIES

1. One week prior to a planned event, the NCCC member sponsor will be responsible for setting up a meeting with a member of the Hospitality Committee to receive training regarding the use of the kitchen equipment. The sponsor will also be instructed on the storage of kitchen equipment/tools to be used and expectations for cleanliness of the kitchen. If items are missing or broken, the member sponsor will be charged for replacement of the items.
2. Listed below are some general expectations regarding use of the kitchen and associated equipment:
 - a. All equipment and utensils will remain on the premises.
 - b. Equipment will be operated only by people trained in their use
 - c. Grease should not be drained into any sink. Place in a disposable container and discard.
 - d. All utensils will be washed and returned to their location
 - e. Countertops and equipment wiped clean
 - f. Garbage emptied and taken out to dumpster
 - g. Floors swept and mopped
 - h. Before leaving, be sure all equipment and lights are turned off
 - i. In general, the kitchen will be left the way it was found.

F. Use of the Church Van

1. Use of the church van is limited to official NCCC sponsored events/ministries.
2. Only drivers who have been approved and authorized by the insurance company can drive the van.
3. Use of the van should be requested thru the Secretary of the Corporation.

G. Use of the Church Mailboxes

1. Mailboxes are available to distribute information regarding officially sponsored NCCC events and ministries.
2. Mailboxes are not to be used to solicit funds for any event/ministry without prior approval of the Executive Board.

H. Use of Church Facilities/Properties on Sunday Mornings:

1. On Sundays from 7:00a.m-1:00p.m., the church facilities, property, and equipment are not available for use other than those associated with Sunday services.
2. Therefore, the following are prohibited on Sunday mornings:
 - a. Skateboarding in the parking lot and on cemented areas
 - b. Riding bicycles on church property
 - c. Playing basketball in the parking lot and on cemented areas

I. Fees

1. The fees for the use of NCCC facilities/assets are established annually by the EB. The current fee structure is listed below.
 - a. There will be no facility use fee assessed for use of the facilities for NCCC official programs and functions, NCCC-sponsored ministries and programs, and NCCC sponsored community events as defined in paragraphs B1, B2 and B4 above. Donations, when appropriate, are encouraged to offset utilities costs.
 - b. Fees associated for use of NCCC facilities for wedding ceremonies are outlined in the Wedding Ceremony/Reception addendums located at the end of this policy.
 - c. There will be no facility use fee assessed for use of the facilities by an official member of NCCC for private use, such as parties/celebrations/dinners, as outlined in paragraph B5 above. Donations are encouraged to offset utilities costs. Fees associated with set-up/tear-down and sound support will be applicable as listed in paragraph D4.
 - e. There will be a \$300 facility use fee for use of the facility by the local community and outside organizations as outlined in paragraph B6. Fees associated with set-up/tear-down and support will also be applicable as listed in paragraph D4.
2. The fees assessed by the EB may only be waived by the EB, in its discretion, upon consideration of the surrounding circumstances.

3. Fees for use of the NCCC facilities will be payable to New Covenant Community Church.
4. Fees for use or technology equipment and sound support will be paid directly to the service provider.
5. Fees for set-up/tear-down support will be paid directly to the service provider.

J. Scheduling Procedures for NCCC Functions, Weddings, Community Events, and NCCC Member Private Use:

1. To schedule use of facilities, complete the **Facility Use Request Form** found on the NCCC "Building Use" web page. The request must be submitted at least one month but not more than six months in advance of the event.
2. Confirm that the event is open to NCCC members and will be primarily attended by those who attend NCCC.
3. Confirm that an NCCC member sponsor will remain on premises at all times that the facility is in use for this purpose.
4. Submit the completed form to the Secretary of the Corporation.
5. Requests will be coordinated with the events calendaring coordinator and assuming there are no conflicts, requests will be reviewed and decided upon by the EB and the date will be reserved.

K. Scheduling Procedures for Local Community and Outside Organization Uses:

1. To schedule use of facilities, complete the **Facility Use Request Form** found on the NCCC "Building Use" web page. The request must be submitted at least one month but not more than six months in advance of the event.
2. For this type of request, the following items are also required:
 - a. Identification of NCCC member sponsor who will remain on premises at all times that the facility is in use for this purpose; and
 - b. Signed "**Hold Harmless / Facility Use Agreement**" and "**Certification of Insurance Coverage**" both forms provided by NCCC
3. Submit the completed forms to the Secretary of the Corporation.
4. Requests will be coordinated with the events calendaring coordinator and assuming there are no conflicts, the request will be reviewed and voted upon by the EB and the date will be reserved. In its discretion and depending upon the nature of the event, the EB will require the user to supply proof of its own insurance coverage.

NCCC Facility Use Policy for Wedding Ceremonies Only

The following addendum outlines the fees, requirements and rules associated with the use of NCCC facilities for wedding ceremonies only (no reception).

Fees:

1. All users must pay a \$50 fee to use the facility for a wedding ceremony. This fee covers the cost of utilities and the required custodial clean-up following the ceremony. NCCC will provide custodial services prior to and immediately following the ceremony.
2. If users desire sound technician support during the ceremony, there will be an additional \$50 fee for this service payable to the service provider.
3. If users desire to have the stage cleared before and reset after the ceremony, there will be an additional \$100 fee for this service payable to NCCC.
4. If users desire to have a keyboardist, this can be arranged. There is no set fee for a keyboardist; however a gratuity in the range of \$50-75 is encouraged.
5. If users desire to have a vocalist, this can be arranged. There is no set fee for a vocalist; however, a gratuity in the range of \$50-75 is encouraged.

Requirements:

1. To schedule a wedding, please contact the Director of Ministry or Senior Pastor. All wedding ceremonies conducted at NCCC must be officiated by an NCCC resident staff member.
2. All requests for use of the church facilities must be made in writing by completing the Facilities Use Request Form and submitting it to the Director of Ministry or Senior Pastor.
3. Dates will not be reserved until the \$50 facility use fee and Facility Use Request Form has been submitted and approved. Fees are payable in either cash or check made payable to New Covenant Community Church. Deposits are not refundable except for cancellations due to emergency circumstances and must be approved in advance by the Executive Board.
4. Fees for sound technician support must be paid one month prior to the date of the ceremony and are payable in cash or check to New Covenant Community Church.

**NCCC Facility Use Policy for Wedding Ceremonies Only
(continued)**

Rules:

1. Only designated rooms are available for use. These rooms include the sanctuary, foyer, and first floor restrooms. Additional rooms can be made available for the wedding party to prepare/dress if requested.
2. The Nursery is not available for use during wedding ceremonies.
3. Decorating the church and setting up the chairs for the ceremony is the sole responsibility of the user. Users must coordinate a set-up time with the officiating member to ensure access to the property is available.
4. Storage of decorations at NCCC prior to the ceremony is not permitted. The user must bring such items into the facility immediately prior to use.
5. No tacks, nails, or staples are permitted on the walls, doors, ceilings, or woodwork of the church. Adhesive gum is the preferred method of fastening.
6. Removal of decorations immediately following the ceremony is the sole responsibility of the user.
7. Resetting the chairs following the ceremony is the responsibility of the NCCC custodial staff. Users are not required to reset the chairs.
8. Users must be sensitive to the NCCC mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress are not acceptable.
9. Alcoholic beverages and illegal drugs are not permitted on church property at any time.
10. Smoking is not permitted in any church building.
11. Smoking in designated outside areas is permitted for individuals 18 years or older.
12. Use of helium balloons in the sanctuary is prohibited at all times.
13. No pets except bona fide service animals are permitted inside church buildings.
14. No persons except law enforcement officers may possess firearms, knives, or other weapons on NCCC premises.

**NCCC Facility Use Policy for Wedding Ceremonies Only
(continued)**

15. All those using the facility should leave the area(s) used in the same condition as when they arrived.
16. Windows are not to be opened except for emergency situations. In such circumstances, the user is to ensure that any opened window is closed and locked at the conclusion of the event.
17. Personal items or other belongings must be removed. NCCC is not responsible for items left behind, lost or stolen.
18. Wedding ceremonies must conclude by 9:00 p.m. weeknights and by 8:00 p.m. on Saturday evenings to allow our custodial staff to perform their duties.
19. Users are responsible for any loss or damage to church property or facilities that occur during the time they are using the facilities. Damage to facilities or equipment should be reported to the officiating staff member as soon as possible.

NCCC Facility Use Policy for Wedding Ceremonies and Receptions

The following addendum outlines the fees, requirements and rules associated with use of the NCCC facilities for wedding ceremonies and receptions.

Fees:

1. All users must pay a \$200 fee to use the facility for a wedding ceremony and reception. This fee covers the cost of utilities and the required custodial clean-up following the events. NCCC will provide the custodial services prior to and immediately following the ceremony/reception. The fee will be broken out as follows: \$50 payable to NCCC and \$150 payable to an approved NCCC custodial representative.
2. If users desire sound technician support for the ceremony, there will be an additional \$50 fee for this service payable to the service provider.
3. If users desire to have the stage cleared before and reset after the ceremony, there will be an additional \$100 fee for this service payable to NCCC.
4. If users desire to have a keyboardist, this can be arranged. There is no set fee for a keyboardist; however a gratuity in the range of \$50-75 is encouraged.
5. If users desire to have a vocalist, this can be arranged. There is no set fee for a vocalist; however, a gratuity in the range of \$50-75 is encouraged.

Requirements:

1. To schedule a wedding and reception, please contact the Director of Ministry or Senior Pastor. All wedding ceremonies conducted at NCCC must be officiated by an NCCC resident staff member.
2. All requests for use of the church facilities must be made in writing by completing the Facilities Use Request Form and submitting it to the Director of Ministry or Senior Pastor.
3. Dates will not be reserved until a \$50 deposit and the Facility Use Request Form has been submitted and approved. Deposits are payable in either cash or check made payable to New Covenant Community Church. Deposits are not refundable except for cancellations due to emergency circumstances and must be approved in advance by the Executive Board.
4. All fees must be paid in full one month prior to the date of the ceremony/reception and are payable in cash or check to New Covenant Community Church.

**NCCC Facility Use Policy for Wedding Ceremonies and Receptions
(continued)**

Rules:

1. Only designated rooms are available for use. These rooms include the sanctuary, foyer, kitchen, and first floor restrooms. Additional rooms can be made available for the wedding party to prepare/dress if requested.
2. The Nursery is not available for use during wedding ceremonies/receptions.
3. Decorating the church and setting up the chairs for the ceremony/reception is the sole responsibility of the user. Users must coordinate a set-up time with the officiating member to ensure access to the property is available.
4. Storage of decorations at NCCC prior to the ceremony is not permitted. The user must bring such items into the facility immediately prior to use.
5. No tacks, nails, or staples are permitted on the walls, doors, ceilings, or woodwork of the church. Adhesive gum is the preferred method of fastening.
6. Removal of decorations immediately following the ceremony is the sole responsibility of the user.
7. Removal of all rented equipment, tables, chairs, etc. is the sole responsibility of the user.
8. Resetting the chairs and putting away NCCC owned tables/chairs after the ceremony/reception is the responsibility of the NCCC custodial staff.
9. Kitchen Use:
 - a. All food and Non-NCCC equipment/kitchen items must be removed
 - b. The NCCC custodial staff will clean the kitchen and remove all trash.
10. Users must be sensitive to the NCCC mission and to conduct themselves in harmony with it. Vulgar or profane language and inappropriate behavior and/or dress are not acceptable.
11. Alcoholic beverages and illegal drugs are not permitted on church property at any time.
12. Smoking is not permitted in any church building.
13. Smoking in designated outside areas is permitted for individuals 18 years or older.
14. Use of helium balloons in the sanctuary is prohibited at all times.

**NCCC Facility Use Policy for Wedding Ceremonies and Receptions
(continued)**

15. No pets except bona fide service animals are permitted inside church buildings.
16. No persons except law enforcement officers may possess firearms, knives, or other weapons on NCCC premises.
17. All those using the facility should leave the area(s) used in the same condition as when they arrived.
18. Windows are not to be opened except for emergency situations. In such circumstances, the user is to ensure that any opened window is closed and locked at the conclusion of the event.
19. Personal items or other belongings must be removed. NCCC is not responsible for items left behind, lost or stolen.
20. Wedding ceremonies/receptions must conclude by 9:00 p.m. weeknights and by 8:00 p.m. on Saturday evenings to allow our custodial staff to perform their duties.
21. Users are responsible for any loss or damage to church property or facilities that occur during the time they are using the facilities. Damage to facilities or equipment should be reported to the officiating staff member as soon as possible.