

OPP 2.1 – FACILITY/BUILDING USE POLICY AND PROCEDURES

PURPOSE: To provide comprehensive guidelines to members, individuals and groups that request and use of the property, building facilities, and equipment of Round Rock Christian Church. To insure the safe and reasonable use of these facilities and to safeguard the investment of time and money represented.

GENERAL POLICY

The use of the facilities and property of Round Rock Christian Church shall be primarily for members of the church and religious, character building, or social service organizations.

Organizations such as Boy Scouts, Girl Scouts, Cub Scouts, Brownies, may be granted use of facilities. There will be no cost to such civic groups. Use by the general public is at the discretion of the Minister and the Administrative Team unanimous agreement. Secular organizations may use the Round Rock Christian Church facilities if the purpose is considered worthy.

At no time will the consumption of alcoholic beverages, smoking, or the use of inappropriate language be allowed in any of the church's facilities.

No group will be permitted to charge admission to any program held in the buildings without approval of the Guiding Board. Offerings or donations may be received during the course of activities.

The Administrative Team is responsible for specific use policies, defining reservation procedures, and establishment and monitoring of fees. The Administrative Team will establish a "Request for Use of Facilities" form to be used by individuals and groups requesting use of facilities and equipment.

OPP 2.2 - Schedule of Fees for Facility Use, will be established by the Administrative Team and approved by the Guiding Board.

PROCEDURES/PROCESS

Applications for building use will be available in the church office. All applications are to be submitted to the church secretary at least two weeks in advance of the requested use date. The church secretary will circulate the application to the Administrative Team Property Liaison, the Administrative Team Trustees, and the Senior Minister for consideration and approval.

In order to expedite the approval cycle, the church secretary may contact the Senior Minister, Administrative Team Trustees, Administrative Team Property Liaison and inform them of a pending usage request, and if necessary obtain approval or disapproval; this action will be noted on the request form. In the event any one of the above named persons is not available to approve/disapprove a usage request, the Administrative Team Leader will substitute for the missing individual.

The facility, building, classroom or equipment is reserved when the event is entered on the church calendar, and the Minister and the Administrative Team Property Liaison have been notified of the event by the church secretary.

CONTINUING USE AGREEMENTS: Should a church member, approved group or activity wish to use the Facilities on a continuing basis a reduction in costs may be considered by the approving officials in consultation. A letter of understanding will be provided to the requesting party outlining the agreement. The using party will provide a monthly activity schedule to insure there are no conflicts with church sponsored activities. A continuing use agreement will be valid for one year from date of letter of understanding and subject to re-evaluation and approval.

WEDDINGS

The Sanctuary shall be available for weddings to members of the congregation and members of their immediate families without charge. There will be a charge for the use of the Fellowship Hall, if used for a reception. See OPP 2.2, Schedule of Fees for Facility or Equipment Use. Charges may be adjusted at the discretion of the Senior Minister in consultation with the Property Liaison, a Trustee, and Moderator. The cost of special services related to receptions, catering, and custodial care are to be paid or provided by the individuals involved.

Equipment: Any changes in the setting of the Sanctuary and/or Fellowship Hall building, including movement of chairs, tables, pulpit, and other furnishings, shall be made in consultation with and approval of the Senior Minister and the Property Liaison. Changed or moved equipment must be returned to its original location by the person making the change.

Florist and Caterers: The church secretary shall be notified as soon as the florist has been selected in order that an understanding may be reached about the time and manner of decorations. The following requirements shall be met:

- A. No tacks or nails or any type of tape shall be placed on any part of the buildings or furniture.
- B. No decorations shall be used that deface any church property. Flowers and candles must have bases or stands to support them. Streamers, candleholders, ropes, and floral decorations must not be attached to walls, chairs, or chancel area in such a manner as to leave permanent marks. Protective mats shall be used under candles and flowerpots to prevent wax and moisture from getting on the carpet and furniture.
- C. The florist/caterer/user shall be responsible for the removal of flowers and trimmings from the premises. After Saturday weddings, these must be removed by Saturday night, unless the flowers are to remain for worship service on Sunday. For other weddings, they should be removed as early as possible the following morning.
- D. No rice, birdseed, or other similar items shall be used inside the buildings. Only birdseed is to be used outside the buildings.
- E. The congregation reserves the right to restrict the privileges of any

florist, caterer, or user who violates this policy.

Photographers: Professional photographers and the operation of video cameras are requested to be unobtrusive during the wedding ceremony. No flash photographs OR lighted videos are to be taken between the time that the marriage ceremony begins, following the wedding march, and the benediction ends.

Organ and Piano: The organ and piano shall be available for rehearsal and/or practice. Practice arrangements should be made with the church secretary. The practice schedule shall be arranged so that it does not conflict with the programs of the congregation. Return all stops on the organ or any other changes made on it to the original positions.

FUNERALS - The congregation's facilities shall be available for funerals, without charge to the family of the deceased.

ORGAN AND PIANO LESSONS - The organ and piano shall be available for practice to persons studying under a qualified church staff member. No charge shall be made if the pupil is a member of the congregation. Others shall be expected to pay \$5 per hour for the use of the instrument. The practice schedule shall be arranged so that it does not conflict with the programs of the congregation.

SPECIFIC USE OF THE FELLOWSHIP HALL

Any activity normally conducted indoors in a gymnasium which causes minimum wear and tear on the facility is authorized. For example:

1. Meetings/fellowship functions
2. Basketball
3. Volleyball
4. Indoor Soccer (using indoor soccer ball only)
5. Badminton
6. Wiffle Ball

Any activity normally performed outdoors that would cause abnormal wear and tear on the facility is not authorized. For example:

1. Soccer - with regulation ball
2. Football
3. Roller Blading
4. Skate Boards

For any sporting activity, the participants are expected to wear the proper athletic shoes or to play in their stocking feet.

LENDING PROPERTY

The lending of church property such as chairs, dishes, projectors, etc. is discouraged. Such items may be removed from the building for church functions only with the approval of the Senior Minister and the Property Liason

AUTHORITY: *Section VI of the Bylaws of Round Rock Christian Church. The Administrative Team is entrusted with the property resources of the church.*

EFFECTIVE DATE

September 13, 2007

LAST REVIEW DATE

September 13, 2007