

## **POLICY AND GENERAL GUIDELINES FOR USE OF CHURCH FACILITIES AND PROPERTY**

*Note: Wherever it is mentioned that a decision is made by the board of trustees, it is understood to mean with a simple majority vote of a quorum of the board.*

### **Statement of Intent**

The grounds and buildings of God's House Ministries are available for church members, organizations, and parties engaging in activities approved/sponsored by the church. These include worship services, Christian education, church sponsored organizations, fellowship, and recreation in keeping with the spirit of our church tradition. Any worship-related service(s) in the sanctuary or church facilities will have priority over other use. Church members and church organizations, as well as outside organizations/nonmembers, must comply with this policy and guidelines.

It is also part of the mission of this church to encourage and support approved community activities; these policies are intended to spell out the guidelines under which the church property may be made available.

### **Use of the Facilities**

Members of the community may request to use the facilities for various purposes. Use of the event center must be approved by the pastor and/or board of trustees of God's House Ministries. Charitable donations for approved use and associated utility costs are gratefully received. Simple pledge agreements may be developed upon request. The policy for facility access will be determined on a case-by-case basis.

The board of trustees, in agreement with the pastor, will approve or disapprove the establishment, continuation or discontinuation of any ministry under the tax-exempt umbrella God's House Ministries. Their decision will be final and the consequences of establishment or closure will take effect immediately or within such time frame as the board of trustees shall define. Monies held in church bank accounts for any ministry under the umbrella God's House Ministries will be retained by the church, after all bills (with receipt) are paid.

### **General Use Policy**

The pastor will make church use decisions related to worship-related events (e.g. gospel concerts, Family Band Fest, special meetings, etc.)

Questions of interpretation of the policy or exceptions to the policy will be resolved by the board of trustees, in cooperation with the pastor.

God's House Ministries assumes no responsibility for property brought into its facilities or onto its grounds. God's House Ministries will not be responsible for any property theft, damage or loss, nor any liability or loss from any accident or personal injury occurring to individuals while using the facilities.

All groups using the church and its facilities are asked to cooperate in maintaining the respect and the spirit of reverence which characterizes our house of worship. Users of the church facilities are requested to respect spiritual activities that may be taking place in the sanctuary or elsewhere on the church property.

Users of the church facilities are expected to leave the facilities and grounds clean and undamaged. Regardless of the condition of the church facilities before their event, users are expected to leave the facility clean, including the grounds and parking lots. All litter and debris is to be picked up and disposed of appropriately. Users will be responsible for all damages to buildings, grounds and fields, parking lots, signage, lighting fixtures and any equipment, appliances or tools due to their use of the facility.

No permanent modifications are permitted to be made to the property without prior consent of the board of trustees and/or pastor.

Use of event center facilities is only allowed by ministries, church organizations, and people/organizations that have been approved by the board of trustees and/or pastor. Users must follow the Event Center Use Policy and General Guidelines for Use of Church Facilities.

Users of the church facilities or property will not engage in sales or solicitation of sales of goods or services unless approved by the board of trustees and/or pastor. Fundraising or solicitation activities by individuals or organizations are allowed only by approval of the board of trustees and/or pastor.

Smoking is prohibited on church grounds. Illegal use of prescription and nonprescription drugs or illegal substances is not allowed at any time. The consumption of alcoholic products in any form is not allowed on church property.

All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, and all ways of access to the facilities in use must be kept unobstructed and must not be used for any purpose other than to enter or exit the facility.

Loitering, skateboarding, roller skating or the use of roller blades are prohibited on church grounds.

Except for the approved church events noted above, overnight parking or storing of vehicles, campers, trailers, equipment, or storage containers of any size are not allowed in the parking lots or on the grounds, unless approved by the board of trustees or pastor.

### **Rules for the Use of the Church Facilities**

The board of trustees working with the pastor reserves the right to deny any request for use of church facilities. Please note that failure to comply with the rules of the various buildings and facilities may result in denial for future use and may result in events being concluded prior to their planned time.

God's House Ministries encourages the use of the event center by individuals and organizations for the development of the community's spiritual, social and physical growth. The following rules are designed to maximize the utilization of these facilities safely. User cooperation will help ensure these objectives are met.

Permission to use the facility must be made to the pastor or trustees. Permission to use the premises will include the parking lot, restrooms and area(s) designated and approved in the request. Under no circumstances will other areas be entered or used without prior approval.

Users are expected to use and occupy the facilities in accordance with all applicable municipal, state and federal laws, including but not limited to sanitation, food preparation, Oklahoma State Department of Health and fire codes.

God's House Ministries, its clergy, board members and parishioners assume no responsibility for any losses during rentals or use of its facilities, grounds or parking lots due to power failure, loss of any utilities such as water, electricity and/or gas, failures of any plumbing, heating and air conditioning, kitchen equipment including refrigeration and ice machine, or any other equipment or fixtures being used which do not fulfill the activity expectations of the users.

In the event that God's House Ministries or any part of the church, grounds and/or parking lot is damaged by fire or if for any reason, including earthquake, tornado, flood, act of nature, or any other cause like or unlike any cause mentioned which is beyond the control of God's House Ministries and which renders the fulfillment of a facilities use request impossible, events will be canceled.

#### **Rules for the Use of the Event Center**

The rules for use of the event center building apply also to the kitchen. Use of the kitchen by outside groups is limited to use of the range, ovens, water, ice maker, coffee maker, sinks, prep tables and refrigerator. Any other user needs must be defined at the time of the initial request and must have prior approval.

For kitchen use, the following rules must be adhered to: pots, pans, utensils and other kitchen pantry items are for the use of the church ministries only, unless approval is granted by the board of trustees and/or pastor. Silverware, paper products (e.g. cups, napkins, etc.), stored in the kitchen or elsewhere are not available for public use. You must bring your own pots, pans, utensils and supplies.

After every use, the kitchen must be left in good order and clean with everything in its proper place. The refrigerator may be used during the time of event use and must be cleaned and the doors closed. Personal items (e.g. dishes, trays, etc.) must not be left after the scheduled event. All leftover food must be removed from the premises at the conclusion of extracurricular events.

#### **At Termination of Use:**

- Clean the area used, returning all furniture and equipment to its original location.

- Turn off stove, oven, etc.
- Turn off lights, including in the restrooms.
- Put all trash and recyclable materials in appropriate receptacle located on the grounds.
- Report any non-functioning equipment or broken items to the board of trustees and/or pastor within 24 hours.

### **Building Use for Church Events**

Members of the organization/group hosting approved church events are expected to take care of cleanup, setup and tear down services for their events at no charge.

### **Janitorial, Setup and Tear Down Services**

Deposits are received for extracurricular events (e.g. weddings) to ensure that users clean and re-setup the facility. Events requiring set up prior to the actual day of the event will be allowed to set up after 2:00 p.m. (for the event center) or 5:00 p.m. (for the church) the weekday prior to the event, providing the facility is not being utilized. Deposits may be returned after a positive inspection of the facility on the next business day. Deposits may not be refunded if repairs or clean up are deemed necessary after inspection by the board of trustees and/or pastor.

### **Deposits for Church Use and Event Center Use**

Janitorial service (deposit) for the church sanctuary will be a minimum of \$100 per use for church members, and \$150 per use for nonmembers, unless waived by the board of trustees and/or pastor.

Janitorial service (deposit) for the event center will be a minimum of \$100 per use for church members and \$150 per use for nonmembers, unless waived by the board of trustees and/or pastor.

### **Policy for Off-Premise Use of Church Equipment and Furnishings**

#### **Intent**

The intent of this policy is to provide guidelines to God's House Ministries members and staff concerning removal of church-owned equipment and furnishings from church premises. The goal is to minimize wear and tear and the potential for loss or damage to church property through unauthorized or unnecessary use.

#### **Premise**

- Equipment and furnishings are owned by the church to facilitate activities of the church and church organizations. They are not owned for the convenience of individual church members for their private or non-church organizational use.
- Church equipment and furnishings include any portable item or article owned by the church, including furniture (tables and chairs), audio/visual and other electronic equipment, kitchen equipment and utensils, janitorial or yard maintenance equipment, etc.

## **Policy**

- Church grounds, equipment and furnishings should not be used or borrowed by individuals or organizations for their private or non-church use. With the exception of approved church events for the temporary hookup of campers during those events, or emergency situations (e.g. floods, tornadoes, etc.), church facilities are not approved for overnight guests, renters or residents.
- Church equipment and furnishings may not be removed from church premises without prior approval of the board of trustees and/or pastor – and then only when needed for church organizational meetings or approved activities.
- Requests for use of church equipment or furnishings off the church premises must be made in writing to the board of trustees working in cooperation with the pastor, stating precisely what equipment is needed, the anticipated use, date and time of removal and return, and name of responsible party. Any exception to this policy may be authorized by the board chair, vice chair or pastor, with the understanding that the borrowing party will be responsible for returning equipment in the same operable condition in which it was borrowed, or payment will be due for replacement of the same.

These policies are adopted and voted into immediate effect by the board of trustees on November 17, 2019.

These policies are updated by the board of trustees on February 5, 2023.