



Guidelines for Use of Facilities

Objective: The Northside Church of Christ Facility exists for the primary purpose of regularly scheduled Worship Services and other church sponsored ministries/functions. Northside is pleased to make meeting space available to its members and other organizations in the community as our building schedule permits subject to our “**Facility Use Guidelines**”. These guidelines encourage the utilization and sharing our facilities while maintaining **responsible stewardship**.

We feel very blessed to have this wonderful facility. The best way to maintain it is for all parties who use the building to treat it as they would their home, if not better. This is our church home. A good rule of thumb is to always leave a space better (or cleaner) than you found it.

All events must be scheduled in advance through the church office at least 7 days in advance; no exceptions please. This includes all events, from larger events like weddings and anniversary parties to smaller events like luncheons, meetings, etc. A convenient link has been posted on the home page of the church website at www.nscoc.org. This will allow time for programming of air conditioning, heating and the issuing of keys.

The use of the Northside Church facility is for NON-PROFIT purposes only. No Individual, Business or other Organization may use the facility to generate any type of profit for themselves. Organizations that use NSCOC facilities are generally not allowed to charge for participation in events held at NSCOC. Exceptions to this rule can sometimes be made if the event fits within the guidelines below:

1. NSCOC originates the solicitation of services from the organization in question.
2. The event is not for the primary purpose of benefitting an individual or for-profit organization financially.
3. Prior written permission is obtained

All must read and sign the Guidelines for Use of Facilities once approval is given and before the scheduled event.

A representative of the Facilities Management Team will advise when an request is approved, and that the applicant will be permitted to use the requested space and facilities. Please indicate in your request which rooms you will need. Use of the facility will be limited to the areas indicated, and will include the nearest restrooms. Please do not use multiple spaces and restrooms that are not part of your reservation, as this increases maintenance costs and your cleanup time.

All participants of your event must remain in the area reserved. There are many events scheduled in the building at various times. There may not be anyone in an area when you arrive but groups may come in after you to use a space they have reserved. To avoid issues with room use, please be respectful and only use the areas reserved for you.

No keys or Card Reader cards will be permanently issued, even to groups who use the facilities on a regular basis. Groups must coordinate with the church office during business hours to schedule events and to arrange for unlocking/locking of facilities or checking out of keys. There will be a \$10 deposit (per key) for each

key/card reader you check out. This fee will be refunded when you return your key(s) and clean and reset the building.

Anyone requesting the use of the **Worship Center, Youth Room or Fellowship Area** and requiring Audio/Visual services must request this at the time the activity is booked. One of our AV team will need to be contacted to operate this equipment. **ONLY OUR AV TEAM CAN USE THIS EQUIPMENT. Charge is \$100.** The AV contact's name will be provided to you at the time of booking.

Kitchen facilities may only be used by reservation. Users must abide by kitchen rules and clean-up procedures. See "**Procedures/Guidelines for Kitchen**" for full details.

Playground - Only children ages toddler through 5th grade are allowed on the outdoor playground. Parents are responsible for their children's supervision. All children play at their own risk. Northside Church of Christ is not responsible for accidents.

Kiosks – In an effort to be user friendly and create a great first impression, all kiosks will be provided with uniform display fixtures that may be used to display ministry materials. In order to remain consistent, please use only the fixtures provided. Unassigned kiosks will be available by reservation to provide information about special events.

Northside does not offer any types of custodial assistance for set up, break down, or clean up for persons or groups reserving these facilities. In the event you are unable to provide these services on your own, you may coordinate custodial services through the church office, at your own expense. However, the personal schedules of the church custodial staff will be honored. - If they are unavailable, your request will have to be declined. Custodial deposits may be required.

All advertising and signs must be pre-approved and may not be used, posted or hung on church property without permission of the Facilities Management Team.

Use of tables, chairs, kitchen wares, etc. must be arranged at the time of the reservation, and will be limited to what is available for use and may not be removed from the building.

Children (infants thru junior high) are not to be left unsupervised in any area of the building. If they are not to be in the room with the meeting, please make arrangements for childcare and reserve the room that will be used.

Ministries or guests will not at any time tack, tape, nail, pin or staple any item to facility walls. Also, there should be no tape used on the floors or windows. ONLY Sticky Tack, 3M Mounting Tape Products, 3M Command Strip/Hook Products be used. No items (posters, drawings, stickers or decals) may be affixed to the interior or exterior windows.

Smoking, drugs, and/or the use of alcoholic beverage is not permitted in any area of the church property.

Dining, and the serving of food and beverages will only be allowed in pre-approved rooms and areas. When serving punch, please **do not serve any kind of red or purple punch**. Red or dark flavors stain the carpet and can't be removed. **No food or beverages of any kind are allowed in the auditorium.**

No candles, torch or other ignited flame bearing objects are allowed.

CLEANING:

You are responsible for cleaning up all areas used by your event, and for restoring the space to its original layout or configuration prior to leaving the facility.

Clean up means: placing all tables and chairs into the original position, removal and return to storage of all decorations, cleanup of all spills and crumbs, and removal of trash to the dumpsters. Upon leaving, all furniture must be placed back exactly as it was upon arrival. All tables and chairs must be wiped down after each function to remove excess food, stains, craft marks, glue, etc.

There are other additional guidelines for **Weddings** that must be read and agreed to before that event is scheduled. See “**Wedding Guidelines**” for full details.

Report any problems such as mechanical, electrical, plumbing, or a stain. Damaged property must be reported immediately. Reports can be emailed to office@nscoc.org . If an issue needs immediate attention, or in the case of an emergency, notify the office or church contact by phone as soon as possible. If the facility is closed, please refer to the Emergency Contact List posted on all doors and on our website.

The next page of these Guidelines provides a checklist of specific items for each area.

*****Failure to adhere to the guidelines may result in suspended use of the facility.**

*****Any costs incurred by NSCOC for damage repair, additional janitorial services, or maintenance that are needed as a result of a facility usage will be charged to the party responsible for the reservation.**

I have read the information contained herein, and I agree to adhere to the terms of these Guidelines for Use of Facilities.

Office Administrator

Date of Scheduled Event

Responsible Party

Date of Signed Agreement

The following items must be attended to at the conclusion of each event.

Facility Use Checklist:

- When an event has concluded, the group who made the reservation is responsible for cleaning up after themselves AND for securing the facility when the last person leaves. No one is to be left in the facility when it is secured, and the key issued to you is not to be utilized by anyone else.
- Vacuum and clean up any spills, etc. from the floors, including carpeted areas. If you use the kitchen, please refer to the Kitchen Guidelines Checklist posted in the kitchen.
- Place all tables and chairs into the original position, remove and/or return all decorations to storage. Before you leave, all furniture must be placed back exactly as it was when you arrived. All tables and chairs must be wiped down to remove excess food, stains, craft marks, glue, etc.
- If you use the kitchen, remove all unused food, dishes, cookware and utensils (not belonging to the church). Wash all items belonging to the church and put them back where they belong. Sanitize all counter tops, etc., as described in the Checklist that is posted in the kitchen. Place all used kitchen towels in the designated bin. Make sure none of the kitchen faucets are running and all appliances are turned off.
- Pick up all trash and empty the trash cans into the dumpster or take it with you.
- If you used air conditioning, turn off or adjust temperature, as you are instructed.
- Check restrooms, making sure that none of the faucets or fixtures are running. Please make sure all toilets have been flushed and that there is no trash or soap on the counters or floor.
- Check all doors to make sure they are locked.
- Turn off lights
- Arm the security system.
- If a key or key card was checked out to you, please return key per instructions from the church office. Key replacement fee of \$10 per key applies.