

Facility Usage Policy

Facility Usage Mission Statement

As a church called by God to the community of Yreka we strive to use our facility to the best of our ability to minister to and serve the community in accordance with the Word of God. We enjoy having church members and friends use our facilities. In order to provide this service we ask that you adhere to our Facility Usage Policy. These policies allow us to be the best stewards of our facility so that we can be a witness to the community and so that we can best accomplish what we believe God has called us to.

Please carefully review the following material. If, after reading, you decide that this facility is the best venue for your event and you can adhere to the policy then please contact our church office to schedule an appointment in order to complete the proper forms and submit your request. Once your request is submitted we will review the material submitted and do our best to approve or decline your request within the next week.

Latest Revision- 3/25/2012



Scheduling:

-All scheduling of the church facility must be approved through the church office. In order to request use of the facility a Facility Usage Request Form must be filled out and submitted to the church office and be approved by the church staff. Reservations must be made at least 60 days prior to your event.

FACILITY SCHEDULING PRIORITY:

The following order of priority will be considered by the church office when scheduling events:

1. Special one time events approved by the church staff (i.e. funerals, etc.)
2. Regular Church events.
3. Special Church events scheduled 60 days out.
4. Yreka Elementary School District Events scheduled 60 days out.
5. Regular outside group meetings.
6. Special outside group meetings.

This order of priority may be adjusted by the church office on a case by case basis. Regular groups may be moved to another available room periodically as need arises.

Wedding/Facility Policies: The following policies apply to all weddings held at Yreka Church of the Nazarene. These policies also apply to other events requesting to use the facility.

-ABSOLUTELY no intoxicants (alcohol, drugs) are allowed on the church campus. We ask that smoking be restricted to the church parking lot.

-No rice may be thrown. Birdseed or bubbles may be used.

-If an outside minister is to perform the ceremony, prior approval must be obtained from one of our staff pastors.

-If one of our pastors is to perform the ceremony, arrangements must be made for premarital counseling. If this is not possible, it must be discussed with and approved by our lead pastor prior to the scheduling of the event.

-All candles must be “drip-less” and the floor properly protected from wax.

-Any special set-up/tear-down, decorating, walk-throughs, and rehearsals must be scheduled through the church office. Unique decorations must be approved in advance. Moving of the piano and drums is typically not permitted and must be done under the supervision of church staff. Platform set-up must be returned to the original form and all decorations and personal property must be removed immediately following the event unless prior arrangements are made with the church office. **All cords on the platform must be handled, including plugging and unplugging, by the church sound man.**

-If other rooms, in addition to the sanctuary, are desired approval must be obtained from the church staff prior to the event. You will be responsible for returning these rooms to the set up and condition you found them in.

-If the church’s technical equipment (sound, video, etc.) is going to be used, it must be operated by a technician approved through the church office.

FACILITY USAGE FEES/HONORARIUMS:

Weddings- There will be a \$400 charge to use the worship center. If you would like to use the fellowship hall/kitchen as well there will be an additional \$100 charge. Additional rooms are available for use upon prior approval from the church staff.

Funerals- There is no set fee for funerals. We ask that you consider a making a donation to assist with the cost of utilities and custodial fees.

PER HOUR CHARGE FOR ROOM(S):

Worship Center- \$30
Fellowship Hall- \$15
Kitchen- Additional \$20??
Classrooms- \$15

The Youth Center and/or Nurseries are not to be used without prior approval from the church staff, youth pastor and nursery coordinator.

There is no facility usage fee for members/regular attendees. Yreka Elementary School District will receive free usage of the facility in exchange for parking usage on approval of the church office.

PERSONNEL CHARGES:

There is a suggested honorarium of \$50 for the first 2 hours and \$10 per hour thereafter for the following personnel: Sound Technician, Computer Technician, Custodian, Instrumentalist.

SECURITY/CLEANING DEPOSIT:

-A \$200 security/cleaning deposit is required to secure the desired date of your event. Half of this deposit (\$100) is non-refundable in the event of event cancellation within 30 days of the event. This \$200 deposit is not included in the total event fee. Following the event this deposit will be returned in full upon inspection of the facilities providing no damage has occurred or major cleaning is required.

-Full payment of all fees is due thirty (30) days prior to the event. Non-payment may result in cancellation of your scheduled event, unless discussed ahead of time and okayed by the church office.

Due to safety concerns and insurance restrictions, lit candles are not permitted without prior approval of the Yreka Church of the Nazarene Facilities Manager or lead Pastor and will be limited to three candles set on a table or other safe structure.

To request the use of lit candles, a written diagram of the desired candle placement must be submitted and approved at least 30 days prior to the event.

Any violation of this policy will result in the cancellation of the event.



Facility Responsibility List

THESE ARE THE THINGS YOU ARE RESPONSIBLE FOR WHEN USING THE FACILITY:

- ___ Scheduling all walk-throughs and set-up with the church office.
- ___ Set up the room as you need it for your event.
- ___ Reset the room to the way you found it when you arrived.
- ___ Empty trash into the dumpster.
- ___ Clean up any decorations and spills. (The room should be acceptable for the next group to use it.)
- ___ Vacuum if necessary.
- ___ If using the kitchen:
 - ___ Wash and dry all dishes.
 - ___ Return used dishes to the appropriate place.
 - ___ Wipe down counters and sinks.
 - ___ Sweep floor (Mop if necessary)
 - ___ Take any leftovers with you.
- ___ Check bathrooms for excessive messes.
- ___ Turn off all lights, heat and air before leaving.
- ___ Check all external doors to make sure they are locked and secure.

*You may be charged for any lights or heat/air left on or doors left unsecure or extra cleaning that needs to be done.

**You are responsible for any damage to the facility or equipment.



Facility Usage Request Form

Name of Event: _____

Group Sponsoring Event: _____

Expected to Attend: _____

Responsible Person: _____

Phone #: _____

Email: _____

Who will be locking up the facilities after your event? (If Different from above)

_____ Phone: _____

Date of Event: _____ Actual Event Time: _____

Time of Use (Set-up to Clean-up): _____

Room(s) Requested: _____

Any Additional Equipment or Personnel Needed:

___ TV/DVD Player

___ Sound Tech

___ Tables (How many? _____)

___ Computer Tech

___ Sound System

___ Instrumentalist

___ Projector/Screen

___ Other: _____

I have read and agree to adhere by the Facility Usage Policy.

Signed _____ Date _____