

PARK AVENUE CHURCH OF CHRIST

FACILITIES USAGE POLICY

The facilities of the Park Avenue Church of Christ are available for use by the congregation, its members and other individuals and organizations. Such use is encouraged so long as the activities comply with our usage policy. It is our hope and prayer that God will allow the use of our facilities to strengthen our church family and serve as an outreach to our community.

Should any scheduling conflicts arise regarding the use of the building, they will be considered according to the following priorities:

- a) Regular church functions
- b) Special Park Avenue events and church ministry functions
- c) Individual events requested by members
- d) Community events requested by schools, service organizations, and other members of our community

**while the above hierarchy lists the general priority for resolving scheduling conflicts, our building will be reserved on a first come, first serve basis with individuals and outside groups being able to reserve no more than three months prior to the event. (This does not include weddings. Please see our Wedding Policy and contact our Wedding Coordinator for all questions regarding Wedding ceremonies and festivities.) No church facilities may be reserved during a time scheduled for class or worship. No community reservations will be accepted for Wednesdays or Sundays. For Saturday events, all events must be concluded by 7 PM to allow adequate time for building preparation for Sunday services. Exceptions include Park Avenue sponsored ministry events. All reservations must be made in person in the church office. No reservation will be considered complete until any applicable deposits/fees are paid. The individual making the reservation will be held responsible for clean-up, damages, and locking up the facility. Keys will be picked up in the church office.*

Cancellation policy: Should a scheduled reservation need to be cancelled it must be cancelled at least one week prior to the event. Failure to adhere to this time frame will result in the forfeiture of the deposit.

Community reservations of PACOC facilities require the following:

- A \$10 per hour fee for a member of the church (Assisting Member) to assist with building operations such as utilities, locking and unlocking facility, location of cleaning tools, (mops, brooms, etc.). This fee is in addition to any other fees for using PACOC facilities.
- Eating utensils are not included in the fee schedule.
- The cleanup of the facility is the responsibility of the user and not the church member who assists. Should an individual reserving a PACOC facility prefer to pay a PACOC staff member to clean up the area they are reserving, see the fee schedule accompanying this policy. The cleanup fee will be due at the time the reservation is made.

- The individual reserving the facility will go over a check list with the assisting church member and each will sign for the condition of the building before departure.
- All member activities (non-ministry) and community event activities must be requested on the appropriate facility usage form. Community requests will be subject to the approval of the elders of the church. An elder or designated staff member must sign approval of the event before the scheduling of the event may be completed.

General Guidelines

- All activities must be in agreement with Christ's teachings and the beliefs of the Park Avenue Church of Christ.
- All building usage must be approved by and scheduled through the church office.
- All building usage must be supervised by a church staff member or an adult approved by the church staff.
- Electronic use, equipment use, set up, decorations and food preparation must all be specified on the building usage application and turned in to the church staff for approval prior to the event. Church sound/electronic equipment will be operated by approved church personnel only.
- Church equipment is not for personal use and may not leave the building for these purposes.
- Non ministry users of the kitchen must provide their own paper goods, food and beverages.
- Facility users will be restricted to the areas which they have reserved. Other areas will be off-limits
- All furniture must be restored to its original location.
- Clean up and "put away" is the responsibility of those using the facilities.
- Prohibited items:
 - Anything that could be considered a weapon.
 - Animals (except those specially trained to assist the disabled)
 - Tobacco or vaping in any form
 - Alcohol in any form (including non-alcoholic beer)
 - Any controlled/illegal substance
- Thermostats will be set and adjusted by designated church staff only
- No church facility will be used for a dance
- Signs, posters, announcements etc.
- No permanent fixtures, paintings, signs or paint may be applied to the walls, doors, or windows without prior consent from the Facilities Committee*

- Staples only may be used on the walls of the classrooms in the Family Life Center. Use of the cork strips for display of the student's work is encouraged. In the adult classrooms of the main building staples may be used on vinyl surfaces. Command Strips should be used to affix items to the textured walls in adult classrooms- no staples.
- No screws or nails are to be used on any facility walls.
- In the pre-school suite nothing should be placed on or over the murals painted on the walls.
- Announcements, flyers etc. are to be placed on bulletin boards in the Family Life Center and the main building. Announcements, flyers etc. must be approved by the church office before being placed on the bulletin boards.
- **The Park Avenue Church of Christ will not be held responsible for accidents that occur during the use of any church facility.**
- Building users should expect to be responsible for any damage, breakage, repairs or cleaning beyond usual wear and tear.

Specific Guidelines:

Auditorium/Worship Center

The auditorium/worship center is normally used only for worship/devotional activities of the congregation. Other types of activities should be scheduled for other areas of the building. Requests for use of the worship center for activities such as weddings, funerals, high school Baccalaureate service, a community prayer/worship service or other 'special' activities would be considered for approval.

Other types of activities should be scheduled for other areas of the building. No food or drink (except water) is permitted in the worship center. No signs, posters, announcements etc. are to be affixed to the walls of the worship center.

Fellowship area/Atrium

- The fellowship area/Atrium has been designed as a more formal area to accommodate more formal activities of the PA family such as showers, anniversaries, celebrations and receptions.
- Except in unusual circumstances, the Atrium is to be used for adult activities only. Youth activities should be scheduled for the Family Life Center.
- Activities scheduled for the Atrium should not exceed 100 people.
- Activities involving a meal are permissible in the Atrium, however; no food is allowed in the alcove areas. No food preparation is allowed in the Atrium kitchenette.

- **Furniture must not be moved or removed from the atrium areas without permission of the Facilities committee.**

Family Life Center/ARK

The Family Life Center/Ark is designed for youth classes and activities as well as congregational fellowship activities. Adult supervision must be adequate for activities involving children. (One adult is required for every 8 participants under the age of 14)

Dress Code

- The Family Life Center is to be a center for Christ-centered activities.
- Shoes must be worn at all times unless the individual is participating in an appropriate activity where shoes are not required. Hard-soled shoes, cleats, or turf shoes are not permitted on the gym floor during athletic/gym type activities.
- Shirts must be worn at all times and must cover midriff fully. Shirts with cut-off sleeves are not allowed unless it is part of an athletic uniform. Clothing with inappropriate advertisements, foul language, or symbols that could be considered offensive is not allowed.
- Shorts must be at least mid-thigh in length and may not have slits.
- Females may not wear shirts with low necklines.
- Spandex leggings must be covered by shorts or pants.
- Sports bras must be completely concealed.

Behavior

- All users of the Family Life Center are to be respectful and courteous.
- Profanity or foul language will not be tolerated
- Inappropriate displays of affection are not allowed
- Unsportsmanlike conduct while engaging in any activity is prohibited
- Proper care and use of facilities and equipment is expected at all times
- Radios or any electronic device may only be used (without head phones) at the discretion of the adult in charge of the activity.
- Hanging from basketball goals or nets is prohibited
- Roller skates, skateboards, roller blades or similar equipment may not be used on the gym floor.
- Food and drinks (except bottled water/sport drinks) are not allowed in the gym area during athletic/gym type activities.
- In the event of an injury while using the ARK, no medical insurance is provided.

Use of Kitchen

- The purpose of the kitchen is for food preparation for church functions. At all other times the kitchen will remain locked and access will be prohibited.
- Small children are not allowed in the kitchen. Children age 10 and above may be in the kitchen **only** if accompanied by an adult.
- Keys to the kitchen must be checked out from the church office.
- If any outside group wishes to prepare a meal in the kitchen, they must make arrangements for the PACOC food preparation ministry to prepare the meal.

Prayer Garden

The Ellen Martindale Prayer Garden is northwest of the church building. This secluded area complete with a fountain, walking path, benches, and an arbor provides an ideal location for prayer, meditation, and self-reflection. The prayer garden is open to members of the Park Avenue Church of Christ as well as the entire spiritual community of Denison. Gifts may be made in memory or honor of others. All donations will be used for Prayer Garden upkeep. The Prayer Garden is also an intimate and quaint location for weddings and funerals. Any public use of the Prayer Garden **must** be scheduled through the church office. Below are the guidelines for public use:

1. No more than 75 guests can be accommodated.
2. A \$200 damage deposit is required upon reservation of Prayer Garden.
3. There is a \$200 usage fee. All fees will be used for Prayer Garden upkeep.
4. No additional chairs are allowed in Prayer Garden.
5. The Prayer Garden is a natural setting, therefore decorations in trees are prohibited.
6. No bird seed, rice or sparklers.
7. No bubbles, coloring, or anything else allowed to be added to the fountain.
8. No nails, thumbtacks, hooks, tape or any other material to be used on the arbor.
9. Appropriate pre-approved music is allowed.
10. No smoking or alcohol.

The Prayer Garden is also a beautiful place for professional photography for special occasions. If you plan on using the Prayer Garden for such use, you must reserve the Prayer Garden through the church office to eliminate any possible conflicts. There is no fee for such use, however, a donation to maintain the Prayer Garden would be welcome.

**Fee Schedule for facility usage OTHER than Weddings
(Based on up to 3 hours usage)**

| | <u>Member</u> | <u>Non-Member</u> |
|-------------------------------|---------------|-------------------|
| Classroom..... | \$25/hr | \$55/hr |
| Gym | \$50/hr | \$100/hr |
| Atrium | \$35/hr | \$75/hr |
| Kitchen | \$50/hr | \$75/hr |
| Prayer Garden | \$100 | \$200 |
| Audio Visual/Sound Tech | \$75 | \$75 |

(For usage beyond 3 hours add an additional hourly charge of \$10)

Clean up by PACOC staff

| | | |
|------------------|-------------|-------|
| Classroom..... | \$35 | \$65 |
| Atrium | \$125 | \$155 |
| Gym | \$200 | \$250 |
| Auditorium | \$200 | \$250 |

*PACOC members may elect to clean up the area they have used for a family or other activity. If so they must clean the area to the same standards established for the PACOC custodial staff.

Facility Reservation Form

(For weddings please see separate wedding policy)

(Please indicate facilities requested with a "yes" or "no")

| | | <u>Fee</u> |
|---------------|----------|-------------------|
| Auditorium | YES / NO | \$ _____ |
| ARK | YES / NO | \$ _____ |
| ATRUIM | YES / NO | \$ _____ |
| Kitchen | YES/ NO | \$ _____ |
| Prayer Garden | YES/ NO | \$ _____ |
| Classroom | YES/ NO | \$ _____ |

Personnel Needed:

| | |
|---|----------|
| Wedding Facilitator (required) | \$ _____ |
| Sound Technician (required) | \$ _____ |
| Assisting Member (required for community use) | \$ _____ |

Total fees due: \$ _____

AGREEMENT

We have read the Facility Usage policies of Park Avenue Church of Christ and agree to abide by said policies. We understand we are responsible for any damage or destruction that may result to Church property related to our use of the requested facilities. We understand it is our responsibility to inform the other people in our group of the Park Avenue Church of Christ facility usage policies.

Signature of requestor

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Office Use: Fees Received \$ _____ Date _____