

# Ebenezer Mennonite Church Facilities Use Policy

Date of origin: December 6, 2000

Revision Date: January 2016

## Guidelines

- Facilities, property, and grounds use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with Ebenezer Mennonite Church's faith or moral teachings, which are summarized in the attached Statement of Faith. Please read over, sign if in agreement, and date. The facilities, property, or grounds are not to be used for activities that contradict or are deemed by the Deacon Board as inconsistent with, or contrary to the church's faith or moral teachings. The Deacon Board is the final decision-maker on whether a person or group is allowed to use church facilities.
- The use of the church facilities must be scheduled through the church office with a Facilities Use Request Form (Attendee) or Facilities Rental Form (Non-Attendee).
- Facilities are to be left in the condition in which they were found.
- You are limited to the area you reserve. Please make sure you request all areas you will need.
- Children must be supervised at all times, not left unattended to run throughout the facility. Any adult present in the building, whether part of your activity or not, may help enforce this.
- You are to provide your own materials such as: plates, cups, napkins, table coverings, plastic ware, etc.
- We require that you abstain from smoking, dancing, gambling, use of alcohol or drugs, and music containing lyrics conflicting with the church's moral teachings on the premises. We also require the attendees refrain from the use of foul language and the wearing of indecent attire.

## Building Purpose

The Ebenezer Mennonite Church Facility is a tool given by God through which we may maximize our potential to accomplish the following priorities:

- Provide opportunities for evangelistic activities in our community.
- Provide opportunities for meaningful worship experiences.
- Provide opportunities for activities that build up believers in their faith.
- Provide opportunities for activities that develop meaningful fellowship of believers.
- Provide opportunities for activities that build bridges to the community.

## Kitchen Use Policy

- Non Church sponsored groups are allowed use of the Kitchen to make coffee, tea, punch, and clean up duties only. They are not permitted to use griddles, ovens, cookers, warmers, roasters etcetera. Non Church sponsored groups must utilize licensed caterer for food service if fee charged for attendance at event.
- Church sponsored groups are allowed full use of the kitchen.
- Kitchen coordinators to work with Facilities Coordinator in determining kitchen staff requirements for activities requiring kitchen access.

## Responsible Party

- At least one adult must be present for all activities.
- The person signing the building use form will be responsible to assure the facilities are left as found, lights turned off, and doors locked.
- **Custodial and/or Damage Fee:**
  - If extra cleanup or setup is needed, a custodial fee of \$25 per hour will be charged, as well as any fees for damage incurred.

**Fees**

- Church related activities such as Sunday school parties, youth activities, church committees, fellowship groups, etc. have no fee.
- Church attendees are asked to consider a donation to help defray expenses for personal family activities such as family gathering. Suggested donation per hour of \$20.
- Schedule of Fees is available upon request for **Weddings** and **Special Events**.
- Borrowing any church property for outside the building use needs to be requested and scheduled through the church office, such as roasters, drink coolers, coffee urns, tables, chairs, etc. These items may be used on a first come, first served basis. All items must be reserved and returned clean immediately following the event. China, silverware, tablecloths, and napkins to be used inside church only.
- All round banquet tables are for use in the Crossroads Ministry Center only.

**Cleaning**

- After use, please check and clean, as needed the following areas: floors, restrooms, tables, chairs, counter tops, kitchen floor, coffee pots, and sink. Please clean all areas used. Please return everything where found. Any dishtowels used are to be cleaned and returned as soon as possible. Empty all wastebaskets into the dumpster located outside the kitchen door.
- Left-over food and drinks should be taken home, not left in the church kitchen or refrigerator. Please, no red punch, it stains the carpet.
- Tables and chairs should be returned to rooms they were removed from. Please return them set up as originally found.
- If windows are opened, they are to be closed before you leave.
- Please follow the checklist found in the kitchen for specific kitchen cleaning instructions.

**Signature**

I have read and agree to adhere to all above guidelines and policies.

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<b>Signed</b>	<b>Date</b>
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**LIABILITY RELEASE FORM**

On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, intending to be legally bound hereby, the undersigned agrees and does hereby release from liability and to indemnify and hold harmless Ebenezer Mennonite Church of Bluffton, and any of its employees or agents representing or related to Ebenezer Mennonite Church. This release is for any and all liability for personal injuries (including death) and property losses or damage occasioned by, or in connection with any activity or accommodations for this event. The undersigned further agrees to abide by all rules and regulations promulgated by Ebenezer Mennonite Church.

\_\_\_\_\_  
Guest Name (please print)

\_\_\_\_\_  
Signature of Guest Participant

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