

FOLCROFT UNION CHURCH**MINISTRIES TEAM POLICY
USE OF FACILITIES / PROPERTY**

The Ministries Team, with the support and approval of the Elders, of the Folcroft Union Church believe that the Church **FACILITIES / PROPERTIES** belong to the Lord and are to be used for His work. We also believe these **PROPERTIES** have been entrusted to the care of the members and regular attenders of the Folcroft Union Church and that we have been given the awesome responsibility of good stewardship relative to their use and care. **THEREFORE**, Ministries Team and Elders have established the following policy for use and care of the church **PROPERTIES**.

- ♦ All requests for use of Church **PROPERTY** must be submitted to the Ministries Team for approval.
- ♦ Requests should be submitted on the Request Form at least **30 days** in advance.
- ♦ All individuals / groups using Church **PROPERTY** will be held accountable for their behavior, as well as for the care and maintenance of the **PROPERTY**.
- ♦ All individuals / groups using Church **PROPERTY** will assume responsibility for damage to, and loss of Church **PROPERTY** – including costs exceeding the \$50.00 CASH security deposit.
- ♦ All incidents are to be reported - in writing - to the church office by the Supervising Adult.
- ♦ Other than church-sponsored events, donations will be encouraged using the following guidelines:
 - *Single use individuals, groups & organizations is \$250.00/church members
 - *Single use individuals, groups & organizations is \$450.00/nonmembers
 - Ongoing use by individuals, groups & organizations – to be determined by the Ministries Team (* Includes a \$50.00 CASH security deposit which will be refunded if nothing is missing or damaged)
- ♦ Telephone use should be monitored by the Supervising Adult.
- ♦ Activities involving children under 18 years of age must have adequate adult supervision. (Adults - as relates to this policy - would be someone at least 25 years of age)
- ♦ Until further notice, high impact regulation sports and games, using regulation equipment are not permitted. High impact activities include, but are not limited to: basketball, volleyball, hockey, dodge ball, bombardment, football.
- ♦ Use of Nerf equipment is permitted and is not limited at this time. Use of common sense is strongly encouraged.
- ♦ Smoking, alcohol or drugs of any kind are not permitted in any area inside or directly surrounding the **PROPERTY**.
- ♦ Christian music and appropriate secular music and dance are permitted, **HOWEVER**, the Supervising Adult, or "Sponsor" is charged with, and has the authority to end all inappropriate activities.

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- ♦ Access to Youth Rooms, games and equipment is only granted by special request to the C.E. Committee and only if monitored by a supervising adult (age 25 or older) who is present at the event.
- ♦ Classrooms and other areas of the **PROPERTY**, not included on the individual Request Form, are restricted from use.
- ♦ Decorations are permitted, with easily removable tape only - no tacks or nails.
- ♦ **YOU USE THESE FACILITIES AT YOUR OWN RISK. FOLCROFT UNION CHURCH IS NOT TO BE HELD LIABLE IN ANY WAY.**

REMEMBER

- **If you change the "set-up", you are expected to put it back.**
- **If you use the kitchen, you are expected to clean it up, including washing, drying & putting away everything you use.**
- **You are expected to dispose of all trash and garbage into the outside covered containers.**
- **You are expected to use the sweeper or vacuum as necessary.**
- **You are expected to check every area of the facility you used (don't forget the bathrooms) to ensure all lights are out, spigots are off, AC and/or fans are off (fans should be unplugged), and all doors are locked when you leave.**