

Forbush Friends Meeting Facility Use Policies

Updated as of 12/03/2008

Forbush Friends Meeting Mission Statement

We are to glorify Christ, encourage the Family of God and evangelize the lost and unchurched. To fulfill this mission, we each must exercise our spiritual gifts.

The policies documented below have been established and approved by Forbush Friends Meeting in order to ensure that the use of its facilities supports the Meeting's mission to glorify Christ and encourage fellowship in accordance with Christian values.

Forbush Friends Meeting Facilities -

Sanctuary
Fellowship Hall
Family Life Center

Reservations Process

1. Members of Forbush Friends Meeting should contact the church Custodian to book any of the above listed church facilities for use during either a church related or non-church related activity. A Reservation Request Form (see page 7) is not necessary for church related activities.
2. Non-Church Related Activities – Individuals (members and non-members) may reserve the church facilities for non-church related activities, such as weddings, family reunions, birthday dinners, bridal & baby showers, wedding receptions & anniversary celebrations. A Reservation Request Form (see page 7) must be completed and a usage fee may be charged for non-church activities based on the Usage Fee schedule on page 4.
 - a. All requests for reservation and use of Forbush Friends Meeting facilities for non-church activities:
 - Will be granted on a first-come, first-serve basis.
 - Should be made 60 days in advance, when possible.
 - Must be made by an adult (over 18 years old).
 - Must be made by completing a Forbush Friends Meeting Facility Reservation Request Form (see page 7) and providing the completed form to the church Custodian. The Custodian will then provide the form to the Forbush Friends Activities Committee for approval.
 - The Forbush Friends Activities Committee will determine when requests should be presented to Monthly Meeting either as information or for approval from the Meeting.
 - b. Upon approval of a reservation request, the requesting individual will be notified and provided a copy of the Facility Use Policies. All related fees for the use of the facility will be due at this time and he/she will be required to acknowledge, via signature, that he/she has read and understands such policies.
 - c. If a request for use is not approved, the individual will be notified of such as soon as possible.
 - d. Church Custodians should be promptly notified to cancel previously approved reservations in the event that plans change and the reservation is no longer needed. Reservation fees will be refunded.

General Use Policies (All Facilities)

1. The individual who reserves any church facility for a non-church related activity is responsible for the care of the facility during the reserved activity and, unless approved otherwise, he/she must remain at the facility throughout the duration of the activity.
2. There will be no events permitted in church facilities during any worship services or other church wide programs.
3. With the exception of a wedding, a funeral may take precedent over previously booked activities. If a wedding is booked and a death occurs, the family of the deceased will be asked to consider this when making funeral plans in order to avoid conflict with the planned wedding.
4. The speech (including music), dress and conduct of individuals while in the church facilities and on church property, including guests and visitors, should be in accordance with appropriate Christian standards. Examples of dress code items prohibited include, but are not limited to, gang apparel, shirts with inappropriate language or pictures, shirts showing mid-riff, halter tops or shirts with spaghetti straps, shirts showing cleavage, pants worn below one's waist line, shorts/skirts shorter than mid thigh, etc.
5. Dancing is allowed under the following circumstances:
 - Weddings – Traditional parent/child dances during the wedding reception and the bride/groom's first dance.
 - Children's church related activities, such as Vacation Bible School, plays/dramas, Sunday School or other spiritual curriculum programs.
6. All those planning non-church related activities are required to furnish their own disposable supplies (paper plates, napkins, plastic utensils, cups, etc.) and all trash should be removed from church property.
7. Equipment such as chairs, tables, kitchen utensils, electronics, etc., are not allowed to be removed from the facility where they reside or taken off the church grounds.
8. Food and drinks are not allowed in carpeted areas (with exception to carpeted room adjacent to kitchen in the Family Life Center).
9. Spills throughout the facilities should be immediately cleaned up to prevent damage to floor surfaces.
10. Anyone under 18 years of age must be accompanied by an adult.
11. If damage occurs to any church facility or to church grounds during your event, the church Custodians must be promptly notified.
12. No tacks, pins, nails, cellophane tape or glue shall be used in the Sanctuary or Fellowship Hall for decorating or any other purpose. These items should also not be used in the Family Life Center lobby or the multipurpose room/gym area of the Family Life Center. Decorations may be adhered to walls in these areas using removable masking tape ("blue painters tape") only.
13. Forbush Friends Meeting sound and audio visual equipment must be operated by a trained church approved individual.

Prohibited Behavior/Items (All Facilities)

The following behavior/items are not allowed inside any Forbush Friends Meeting facility:

1. Violence or excessive horseplay.
2. Profanity or vulgar language.
3. Any item or object to be used as a weapon of offense or defense.
4. Any alcoholic beverages or controlled substances (possession of or anyone under the influence of).
5. Wearing apparel with advertisements for alcohol, or any other words or images not in keeping with Christian principles.
6. Pictures or decorations that would depict evil or demonic content such as used for Halloween.
7. Animals (except Seeing Eye dogs/other guide animals or animals used in church approved productions).
8. Smoking or any use of tobacco products.

Kitchen Use Policies (Fellowship Hall and Family Life Center)

1. No items should be stored in the kitchen except kitchen equipment and food items.
2. No kitchen equipment and utensils should be removed from the facility where they are located.
3. The kitchen is to be cleaned after each use.
4. All items in the refrigerator should be in plastic containers and should be labeled with the related church group's name and date stored. All unmarked and outdated items will be disposed of.
5. No food is to be left in the refrigerator that does not belong to a church group.
6. Ice scoop for the icemaker in the Family Life Center should be stored in designated holder outside of the ice bin. For sanitary reasons, only the scoop should be used when getting ice.
7. All spills (including inside refrigerator and cabinets) should be immediately cleaned.
8. Anyone under 18 years of age must be accompanied by an adult.

Multipurpose Room/Gym Use Policies (Family Life Center)

1. Only Forbush Friends sponsored teams may use the facility for practice.
2. Appropriate non-marking soles are required on the gym floor during recreational play.
3. Roller skates, skateboards, heellies, scooters and bicycles are prohibited in the building at all times.
4. Hanging or climbing on basketball rims, supports and nets is prohibited.
5. Kicking balls of any kind (basketballs, volleyballs, soccer balls, footballs, etc.) is prohibited unless it is part of an approved event or activity.
6. Shirts are to be worn at all times.
7. Multipurpose room/gym floor is to be swept of any debris after each use.
8. No food or drinks in gym area during structured recreational activities, such as sports tournaments, except for water bottles.
9. No helium balloons inside the multipurpose room/gym area.

Facility Usage Fee

Usage fees pertain to non-church related activities and are intended to offset the cost of air conditioning/heating, lighting and building/systems wear. All fees shall be paid in full to the church prior to the actual activity for which the facility is reserved.

Members

There will be no usage fee charged to members for the use of Forbush Friends Meeting facilities for non-church related activities. A donation would be appreciated for such use to assist with the cost of additional heating/cooling, etc.

Non-Members

Sanctuary and/or Fellowship Hall – \$300

Family Life Center – \$400

Exit Checklist

Church facilities should be left in a clean and orderly fashion at the end of any activity. In order to assist participants to fulfill this requirement, an exit checklist will be posted in each facility with the following tasks to be completed:

Sanctuary – The exit checklist will be posted in the Custodian closet (located behind the choir loft leaving the left side of Sanctuary).

- All furniture should be replaced to its original location.
- All decorations and other items not belonging to Forbush Friends Meeting should be removed.
- Trash
 - Church Related Activities: Bag, tie and leave outside of the Fellowship Hall door going to the picnic shelter.
 - Non-Church Related Activities: Remove all trash from church property
- Carpet should be vacuumed.
- Bathrooms should be checked to make sure toilets are flushed and trash removed from bathrooms.
- Turn off all lights.
- Secure and lock all outside doors.

Fellowship Hall and Family Life Center – The exit checklist will be posted in the kitchen.

- Wash, dry and put away all dishes and utensils in proper place.
- If dishwasher (Family Life Center only) is used, it must be unloaded before leaving.
- Clean sink, counter tops, stove, oven or other surfaces used.
- Make sure stoves and ovens are turned off.
- Trash
 - Church Related Activities: Bag, tie and leave in the following designated locations:
 - Fellowship Hall –Outside of the Fellowship Hall door going to the picnic shelter.
 - Family Life Center – Outside the multipurpose room/gym side door (next to parking lot).
 - Non-Church Related Activities: Remove all trash from church property.
- Kitchen floor should be swept and mopped with water and white vinegar only.
- Non-carpeted areas should be swept after each use and be free of any debris, crumbs, or liquids.
- Bathrooms should be checked to make sure toilets are flushed and trash removed from bathrooms.
- Turn off all lights.
- Secure and lock all outside doors.

Key Distribution and Return (All Facilities)

Individuals who are provided a key to the facilities are expected to keep them secured (see page 8 for the Facility Key Request Form).

Members of Forbush Friends Meeting – Those who desire a key to church facilities will be provided a key by a Forbush Friends Trustee upon written certification that he/she:

1. Will not duplicate the key.
2. Will not allow anyone to borrow the key.
3. Will return the key if his/her church membership becomes inactive or is transferred to another church.

Note: Those with keys to church facilities prior to January 1, 2009 will be grandfathered into this policy.

Non-members – Those who request and are approved to use church facilities for non-church related activities will, typically, not be provided a key. The church Custodian will normally unlock the appropriate facility at an agreed upon time for such use.

Liability

Use of Forbush Friends Meeting facilities and all equipment will be at the risk of the participants and individual requesting such use. Forbush Friends Meeting does not make any express or implied warranties of its premises, equipment, machinery, fixtures or furniture. Forbush Friends Meeting assumes no responsibility for loss, injury or damages to persons or property.

Emergencies

There may be a time when church facilities are needed for emergency housing following a local disaster. Such decision will be approved by Forbush Friends Activities Committee.

**These policies will be reviewed periodically and adjustments
may be made, as deemed necessary.**

Forbush Friends Meeting Facility Use Policy Acknowledgement

I have read & understand the *Forbush Friends Meeting Facility Use Policies* and have been provided a copy of these rules to take with me. I agree to follow such policies during the activity listed below, for which I have reserved church facility(ies).

Facility(ies) Reserved – _____

Activity Description – _____

Date & Time of Activity – _____

Signature – _____

Date – _____

Phone Number – _____

Forbush Friends Meeting Facility Reservation Request Form

Today's date –	
Name and phone number of person requesting facility use –	
Forbush Friends Meeting Member (yes or no)?	
Facility(ies) Requested (i.e., Sanctuary, Fellowship Hall, Family Life Center)	
Description of activity for which request is being made –	
Date(s) being requested for this activity - (1st choice)	
(2nd choice) – if applicable	
(3rd choice) – if applicable	
Activities Committee Approval & Date of Approval	
Monthly Meeting Approval (if necessary) & Date of Approval ***	

*** The Forbush Friends Activities Committee will determine when a request should be presented to Monthly Meeting for approval.

Forbush Friends Meeting Facility Key Request Form

Today's date –	
Name and phone number of member requesting key(s) –	
Facility(ies) for which a key is being requested (i.e., Sanctuary/Fellowship Hall or Family Life Center)	

As a member of Forbush Friends Meeting, I certify that I have read and understand the *Forbush Friends Meeting Facility Use Policies* and I agree to the following statements related to all keys entrusted to me by Forbush Friends Meeting:

- I will not duplicate Forbush Friends Meeting facility keys.
- I will not allow anyone to borrow Forbush Friends Meeting facility keys.
- I will return all Forbush Friends Meeting facility keys in my possession if my church membership becomes inactive or is transferred to another church.

(Requesting Member's Signature)

(Date)

Forbush Friends Meeting Use Only

Approval Provided By & Date	
Date key(s) provided to requesting member & facility for which keys were provided.	
Reason for Disapproval (if applicable)	