

# BUILDING USE POLICY

An attempt will be made to make the facility available for use by members and member ministry groups. To promote use and minimize conflicts which could arise through multiple requests, the following guidelines have been adopted.

“Member Ministry” shall be defined as any meeting which is conducted by a church member which fulfills the following criteria:

- a) An opening and closing prayer is conducted
- b) A brief devotional is read and discussed.
- c) Where the primary motive of said meeting is to minister to one another and reach out to those who are un-churched.
- d) All of the rules and regulations for property use are as follows:
  1. Requests for use of church facilities shall be presented to and coordinated through Pastor Dan Carawan or a Property Team Member (see contact information at bottom of this section.)
  2. Person(s) requesting use of the church building shall complete a Building Use Application, which may be obtained from Pastor Dan Carawan or a Property Team Member.

*All requests for building use, except for funerals, shall be filed with Pastor Dan Carawan or a Property Team Member at least 14 days in advance of the date for use of the building is needed.*

3. The user shall be responsible for leaving the facilities, including restrooms, in a clean and orderly condition. Should damage occur to the building, its furnishings, equipment or materials, the user will be held responsible for expense of repairs. Garbage/trash must be placed in the receptacles located in each room and trash cans are to be emptied and with the garbage placed in the outside trash cans. Please contact Pastor Dan Carawan or a Property Team Member to obtain entry into the building. Pastor Dan Carawan will inspect the building after all cleaning is complete and you have contacted him to that end.
4. Any user requiring custodial services will be responsible for paying standard custodial fees thirty (30) days in advance and the check is to be made payable to CommUNITY Church.  
Sani-Klean: 540-562-4279  
Rates: Per Sani-Klean’s current scale
5. Each group is responsible for securing the building upon departure.
  - Close all doors, including interior doors (fire safety)
  - Turn off lights and fans
  - Leave restrooms clean. Turn off faucets and flush toilets

- Lock entry doors
  - Return keys to Pastor Dan Carawan or a Property Team Member no later than the next business day
6. Any special requests for heat or air conditioning must be made in advance. This would include the use of any special equipment. Please contact Pastor Dan Carawan or a Property Team Member.
  7. Church equipment is not to be borrowed and/or removed from church site without permission of Pastor Dan Carawan or a Property Team Member. Church owned supplies, kitchen equipment or food may not be used except by specific arrangement for each occasion from Pastor Dan Carawan or a Property Team Member.
  8. Any items moved will be returned to its original position after use of the facility.
  9. Use of alcoholic beverages or illegal drugs is strictly prohibited on church property. There is a designated smoking area outside the church building. Smoking of tobacco is not permitted within the church building.
  10. Persons under 18 years old shall not be in the facilities except with responsible adults. Groups of children or youth must have responsible adult supervision at all times. Responsible adults will remain on the premises until all persons under 18 years of age have left the church grounds.
  11. The nurseries and play areas are available only to younger children. They are not to be used without approval by Pastor Dan Carawan or a Property Team Member and without adequate, approved adult supervision. Adequate supervision demands no less than two CommUNITY Church approved adults. These areas are to be left in order and a thorough clean up is expected.
  12. Only the approved rooms, hallways and restrooms may be used. All activities must be confined to that specific area.
  13. No activities of any kind are permitted while the Word of God is being preached or taught. If you have questions regarding this policy, please contact Pastor Dan Carawan or a Property Team Member.

Conflicting requests will be resolved with priority given to church programs through church sponsored groups.

<b>Associate Pastor</b> Dan Carawan 540-293-4595	<b>Property Team Member</b> John Wingold 540-362-8551	<b>Property Team Member</b> Joel Akers 540-389-4221
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