

Catoosa First Building Use and Fee Policy

In light of the many activities held in our building, and because the primary purpose of the building is to gather to worship God and enjoy Christian fellowship, it is important that we manage the use of the building well, with care to preserve its beauty and function.

Applications are subject to the final decision made at the weekly elder meeting of Catoosa First, which usually takes place every Wednesday. Priority for use of the church building will be given as follows:

1. Church groups

Regularly scheduled meetings to carry out the mission of the church. For example, church services, Sunday School, elder and deacons meetings, children and youth activities.

2. Church related groups

For example, Boy Scout meetings and recovery group meetings

3. Church Member Special Events

For example, weddings, anniversaries, birthdays, funerals, receptions, showers.

4. Outside Groups

For example, events which the church recognizes as being in keeping with the building-use philosophy embraced by Catoosa First.

First priority is given to those groups within the church family. On rare occasions, church groups may need to be moved to accommodate an event of greater importance – a wedding, a funeral, etc. When this happens, alternate arrangements with the preempted group will be made.

Policy Governing the Use of the Building

Outside groups wishing to use church space must complete a written application form provided by the church office at least four weeks in advance, if possible. (Church office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday.) The primary applicant must be at least 21 years of age. A refundable security deposit of \$200 is required following the application's approval. In the event of cancellations, the security deposit will be refunded.

Approval guidelines for the space request will be as follows:

1. All activities will be approved pending availability of space and the priority schedule above and must be consistent with Catoosa First's mission statement and the building use philosophy.

2. No date is placed on the church calendar until the Facility Use Request Form has been submitted and approved by the board of elders and the facilities orientation has taken place.

3. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

4. No keys/door codes will be issued unless approved by the Elder Board.

FACILITY USE GUIDELINES FOR ALL USERS

The church member sponsor, group leader, or organization representative is responsible for the following:

- **Prior to the event for Catoosa First-sponsored events:** Schedule walkthrough if using kitchen for the first time; schedule event with Administrative Pastor.
- **Prior to the event for non-Catoosa First-sponsored events:** Complete Facilities Use Request form; attend walkthrough tour; pay fees/deposit; schedule event with Administrative Pastor.
- **During the event for everyone:** Supervise the appropriate use of the facility.
- **After the event for everyone:** Ensure that all areas used are thoroughly cleaned up. The area should be returned to the same condition as before use.
 - Turn out lights; lock doors
 - Return all thermostats to previous settings
 - Report any maintenance problems and damages to Administrative Pastor.

Catoosa First has a wide range of ministries utilizing the facilities. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after any specific event. If the building is not returned to the state it was found in prior to a non-Catoosa First-sponsored event, the expense for custodial services will be deducted from the security deposit. To make your event enjoyable and non-intrusive, please adhere to the following guidelines:

- Dining or the serving of food is limited to pre-approved designated areas.
- The user is expected to leave the building clean and in the same condition it was in prior to the event. A custodial fee will be charged if this is not done.
- If furniture or equipment is to be moved, it must be done with the permission of the elder board to maintain the quality of the building's furniture and equipment and to prevent damage.
- Users must remove all items associated with their event immediately following the event. A custodial fee will be charged against the damage deposit if this is not done.
- All decorations in the facilities and on the grounds of Catoosa First must be approved by the Elder Board.
- The user will be held responsible for any damage to church property.
- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- Programs in the sanctuary that require the use of the sound system must be pre-arranged and an approved sound system engineer must be used for the event.

- When children are in attendance, they must be under the control of their parents or adults at all times and are not permitted to roam freely on church property.
- All children and youth activities must be supervised by a minimum of two adults over the age of 21 at all times.
- Furniture and equipment (i.e., tables and chairs, projectors, microphones, sound systems, praise band equipment, etc.) purchased and owned by the church will be used exclusively for ministry and may not be removed from the premises.
- The user must provide their own setup & takedown crews and cleaning staff and supplies.
- The user may not store any items on the property.
- Users are responsible for thorough cleanup inside and out. This includes grounds, walkways, and parking lots. If carpets are soiled or the premises is not thoroughly cleaned, the expense of cleaning will be deducted from the security deposit.
- The requesting group or individual assumes full responsibility for the costs of damage, repair, or replacement of any church property.
- Willful violation of any guideline or regulation could lead to the loss of eligibility to use the facility.

Specific Guidelines for Fellowship Hall

- No furniture may be borrowed from the fellowship hall for use elsewhere in the building.
- No balls or other games/activities that might damage property or endanger individuals are allowed in the fellowship hall.
- The primary use of the kitchen facility will be for church-wide Catoosa First-sponsored functions such as banquets, meals, church socials and functions, and other pre-arranged meal functions. Outside organizations must specifically request permission to use the kitchen. The elder board will determine the extent of use and the parameters of use for each group. Stipulations may include a paid kitchen monitor during the event. Anyone using the kitchen must comply with the following procedures during and immediately following use:
 - Prior training in the use of the kitchen before your event will be required.
 - Read posted instructions carefully before using kitchen equipment.
 - Clean, dry, and put away all dishes and utensils according to approved methods.
 - Wash all counter tops and work areas with the appropriate cleanser.
 - Take home all leftovers. Do not leave them in the refrigerator or freezer.
 - Special permission is needed for food preparation of any kind, including using the gas burners/ovens.
 - Check appliances to make sure they are turned off and nothing is left inside the ovens.
 - Empty all garbage containers in the dumpster outside the back door of the fellowship hall. Replace with clean garbage bags.
 - Place all dish towels and washcloths in hamper underneath sink.

Facility Usage Fees

*Facilities Usage Fees may be waived or reduced if the function is church mission-related

<u>Facility</u>	<u>Member</u>	<u>Non-member</u>
Weddings (Includes use of sanctuary and F.H.).	\$150	\$300
Fellowship Hall	\$50	\$100
Kitchen (in addition to F.H. fee)	\$25	\$50
Funerals	\$50	\$50
Kitchen Monitor (if needed)	\$25/hour	\$25/hour

Facilities Security/Damage Deposit (Required of all non-Catoosa First sponsored events; all of the deposit is refundable depending on facility condition after the event)

<u>Facility</u>	<u>Member</u>	<u>Non-member</u>
Weddings	\$100	\$200
Fellowship Hall	\$50	\$100
Kitchen (In addition to F.H. fee)	\$100	\$200
Funerals	N/A	N/A

Member-sponsored: A Catoosa First member will attend the event who assumes responsibility for occupants' behavior and ensures no facilities damage occurs and proper cleanup is completed

Please visit catoosafirst.com/facilitiesuserequest to fill out the Facilities Use Request form