



## Guidelines for Use of Facilities

We believe that our church facilities should be used to worship and serve God and thus bring glory to His name. Any use of the facilities should therefore be consistent with this purpose.

Hope Community Church facilities will be available for use under the following conditions and guidelines...

### **Securing a Rental Date:**

- The facilities will be available Monday through Saturday. Events should end by 9:00pm, leaving adequate time for cleanup (exceptions can be made for weddings). Sunday rentals require extra approval and renter may not have access to the premises until after 1:00pm.
- Events should be scheduled at least 4 weeks in advance. A Rental Request Form should be filled out and submitted to the church office for approval. This can be found on our website [www.HopeGilbertsville.org](http://www.HopeGilbertsville.org) or picked up at the church office. Events will be scheduled on a first come, first serve basis in accordance with the Hope Community Church Facility Use Policy.
- The Trustee Board approves all events at Hope Community Church and reserves the right to decline the rental of the facility at their discretion. If the rental is declined, any deposit given will be returned. If the rental is approved you will be contacted by the Office Administrator.

### **Rules:**

- The facilities should be kept in a neat and orderly manner. The party hosting the event is responsible for proper use of, as well as any breakage or damage to all facilities, furnishings and equipment, and must abide by all the general and specific instructions related to its facility use. If the area is damaged in any way, an additional charge may be added.
- The hosting party is responsible for returning the facility back to its original condition, including all trash removal. Unless prior agreement has been reached for set-up & tear down to be done by HCC.
- Alcoholic beverages or drugs are not permitted on church property (including the parking lot).
- Smoking is not permitted in the building. A smoking area is available for those of legal age at the front entrance of the building. Proper disposal of cigarette butts is appreciated.
- Entertainment should comply with the Hope Community Church Statement of Faith and Facility Use Policy.
- The hosting party must provide supervision of all minors for safety and security (i.e. one adult per five minors).
- Candles may NOT be used anywhere in the facility with the exception of the Fellowship Hall or Worship Center.
- Glitter, confetti, sand and other similar table decorations are not permitted due to the difficulty of cleaning this material out of the carpets.

**Kitchen Policy:**

- For all Catered Events...
  - The caterer must be fully insured and a certificate of insurance must be forwarded to the church office at least 2 weeks prior to the event.
  - The catered must contact the church office at least 48 before the event to arrange entrance to the building & take care of any special needs.
  - The caterer is responsible for removing all refuse and clean the kitchen area. Should excessive cleaning be required following the event, the hosting party may be assessed an additional charge.
- For all Non-Catered Events...
  - Renter can use the kitchen refrigerator, freezer, ice machine and counters for plating food.
  - Renter may use serving utensils, bowls and other kitchen equipment. But must wash, dry and return them to their original location before leaving the facility.
  - Renter can heat up already cooked food in the Convention oven.
  - Renter may NOT cook raw food, such as meats in the kitchen without catering insurance.
  - Renter MUST clean kitchen and leave it as it was found.

**Disclaimer:**

- Hope Community Church is not responsible for lost or stolen items.
- Hope Community Church reserves the right to monitor all events.

Hope Community Church desires that its facilities be used for the fellowship of the body of Christ and to bring glory to God. Hope Community Church also desires be part of the community being a witness for Jesus Christ and therefore have facilities open to members and certain non-members and outside groups, upon approval, who satisfy the qualifications set forth in the Hope Community Church Facility Use Policy and these General Guidelines. Priority is always given to members, church ministries and sponsored activities.

Facility use will not be permitted to persons or groups holding, advancing or advocating beliefs or practices that conflict with the Hope Community Church Statement of Faith and Facility Use Policy. Nor may the facility be used for activities that contradict or are deemed inconsistent with the Hope Community Church Statement of Faith and Facility Use Policy. The Board of Elders of Hope Community Church shall be the final decision-maker and authority concerning whether any use is in conformity with, or contrary to, Hope Community Church's religious purposes and sincerely-held religious beliefs. The Deacons of Hope Community Church is responsible for approving use of Hope Community Church facilities.

Hope Community Church desires to present a consistent message to the community and maintain its witness to the gospel of Jesus Christ. Allowing facilities to be used by those who express belief or engage in practices contrary to the Hope Community Church Statement of Faith would have a negative impact on the message Hope Community Church desires to promote. The Hope Community Church Facility Use Policy and these General Guidelines apply to all Hope Community Church facilities.