

**FAITH COVENANT CHURCH  
POLICIES & PROCEDURES**

Title	FACILITY USE
Reference Code	15 - E P T
Effective Date	JUNE 2017

**POLICY:**

1. Faith Covenant Church of Manistee is to be used to glorify God and further the mission of His love in the community. The ministries and normal activities of Faith Covenant Church will have priority over all other functions.
2. Other organizations and individuals whose purpose does not compromise or conflict with the fundamental principles of Faith Covenant Church may rent the rooms, short or long term (more than six weeks), only after the Property Stewardship Team has approved and a reservation has been made with the Office Manager.
3. All building use requests, with exception of ministries and activities of Faith Covenant Church, shall be subject to a non-refundable deposit, unless waived by the Property Stewardship Team. There will also be a required, refundable cleaning deposit, which will be returned, providing the facility is properly cleaned and the cleaning check list is turned in.
4. Rentals may be cancelled if a church activity arises (e.g. a funeral). The Office Manager will notify the renter in the event of a cancellation. Any deposit will be returned. The Office Manager, in consultation with Property Stewardship Team Leader, is authorized to change room assignments as needed.
5. Wedding reservations are encouraged at least three months prior to the wedding. If either the bride or groom is a member of Faith Covenant Church, they will be given priority. The couple shall meet with the Lead Pastor, either in person or via Skype/Facetime, before a wedding rental request is forwarded to the Property Stewardship Team for approval and placement on the calendar. If the person serving as officiating clergy is someone other than a staff member, that person shall be required to meet with the Senior Pastor also.
6. IRS regulations prohibit the use of the church facilities for partisan political meetings. In addition, commercial activity is deemed to be outside of the Church mission.
7. No alcohol, no smoking, drugs or controlled substances will be allowed on the church property. Faith Covenant Church is a drug free zone.
8. A church member or regular attendee will unlock outside doors and interior access doors as necessary. After the activity is finished, a member or regular attendee will turn off lights and close/lock all doors. (See Key Policy)
9. Any damage sustained during an event shall be reported to the church office and repairs will be the responsibility of the renter.
10. All events will have adult supervision (21 years of age or older).
11. Use of church equipment, such as overhead projectors, video equipment and athletic equipment must be reserved in advance with the church office. Audio visual equipment can only be operated by a person trained by the A/V Tech. There will be a charge to use this equipment.
12. Closing time for all events is 10:00 p.m., unless previous arrangements and approval from the Property Stewardship Team have been made.
13. Faith Covenant Church reserves the right to deny use of the facility to any organization or individual for any reason at anytime.
14. Upon application to the Property Stewardship Team, rental fees may be waived, in whole or in part.

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15. If assistance is requested for set up and tear down, the Stewards will make effort to provide personnel and a fee will be charged.
16. The rental rates are for four (4) hours or less. Rental rate fall into six (6) categories as follows:

Category 1 - Activities of Faith Covenant Church

Category 2 - Other Christian or Non-profit organizations, where no fees charged for attendance:

a) Arranged by member of church

b) Arranged by non-member of church

Category 3 - Other Christian or Non-profit organizations, where fees are charged for attendance

Category 4 - Non-Commercial, personal use by Church members

Category 5 - Non-Commercial, personal use by Non-members

Category 6 - Weddings:

a) Members and Immediate Family

b) Others

Location	Category 1	Category 2a	Category 2b	Category 3	Category 4	Category 5	Category 6a	Category 6b
Non Refundable Use Deposit	No Charge	\$ 25	\$ 25	\$ 25	No Charge	\$ 25	\$ 25	\$ 25
Refundable Cleaning Deposit*	No Charge	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 100	\$ 100
Sanctuary/Narthex	No Charge	No Charge	\$ 75	\$ 100	No Charge	\$ 100	No Charge	\$ 150
Multipurpose Room and Kitchen	No Charge	No Charge	\$ 75	\$ 100	No Charge	\$ 100	No Charge	\$ 325
Classroom	No Charge	No Charge	\$ 40	\$50	No Charge	\$ 50	No Charge	No Charge
Other: Set up/Tear Down Assistance	No Charge	\$ 50	\$50	\$ 50	\$50	\$ 50	\$ 50	\$ 50
AV Manager **	No Charge	\$ 20/hr \$ 50 min	\$ 20/hr \$ 50 min	\$ 20/hr \$50 min	\$ 20/hr \$ 50 min	\$ 20/hr \$ 50 min	\$ 20/hr \$100 min	\$ 20/hr \$100 min
Kitchen Coordinator ***	No Charge	\$ 20/hr \$50 min	\$ 20/hr \$50 min	\$ 20/hr \$50 min	\$ 20/hr \$50 min	\$ 20/hr \$50 min	\$ 20/hr \$100 min	\$ 20/hr \$100 min

\*Arrangements need to be made prior to the event to meet with the Custodian to be shown where and how furniture/equipment is stored, to assure that furniture/equipment is stored properly and the facility has been cleaned following the event. The Refundable Cleaning Deposit will be returned provided the facilities have been properly cleaned and the cleaning check list has been turned in to the office.

\*\*Reservations and arrangements need to be made at least one month prior to the event with the Audio/Visual Manager for use of the sound system (in sanctuary or multi-purpose room). The fee shown is a mandatory fee, unless the person making the arrangements for the event specifically opts out, indicating that they WILL NOT be needing the sound system.

\*\*\*Arrangements need to be made prior to the event to meet with Kitchen Coordinator to be shown where dishes/equipment are stored and be brought up to date concerning church policy on food preparation, licensing and cleanup. If license is required, Kitchen Manager will arrange for a person with a 'SafeServe' certification to be present during food preparation and serving.

Cancellation notices need to be made directly to the church office.

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PROCEDURES-

CATEGORY 1 USES - ALL ACTIVITIES of FAITH COVENANT CHURCH:

The chairman or leader, or their designated representative, of a group/team wanting to schedule a meeting/event must meet with the Office Manager to place the meeting/event on the church calendar, if not conflicting with a previously scheduled meeting/event. At that time, it will be determined what room(s) are needed/desired, and if available, have room(s) specifically assigned to that group. At no time shall any group take it upon themselves to assume that any room that they want is available for their use.

CATEGORY 2a, 2b, 3, 4, 5, 6a and 6b USES

The leader of the group, or their designated representative, shall contact the Office Manager to verify with the church calendar that the date requested is available.

If requested date is available, the Office Manager shall:

1. Begin filling out the *Building Use Agreement*;
2. Enter the event on the church calendar as a "tentative" reservation;
3. Advise the group leader that their request must be approved by the Property Stewards;
4. Forward the request to the Property Stewards;

After the Property Stewardship Team acts on the request, the Office Manager shall:

1. Notify the requestor of the approval (or denial) of their request;
2. Advise the requestor of:
  - a. the total charge for use of the facilities;
  - b. that the non refundable deposit (\$25) and refundable cleaning deposit, if applicable, is now due, unless waived by Property Stewards
  - c. that the final payment is due one week prior to the event.
  - d. if it has been determined that a temporary food license will be required, that it will be the requestor's responsibility to secure the temporary license from the Health Department and pay the respective license fee. A copy of the temporary shall be provided to the church office for its files.
3. Ask the requestor to come to the office in person to:
  - a. Verify the information concerning the event
  - b. Sign the *Building Use Agreement*.
4. If approved by Property Stewards, remove "tentative" from calendar.

When the requestor comes into the office, the Office Manager will provide:

1. A copy of the completed *Building Use Agreement*;
2. Copies/packets of any pertinent information concerning the facilities or equipment
3. Ask to schedule an appointment with Custodian, AV Manager and/or Kitchen Coordinator, as applicable.

At this time the Office Manager will place the original agreement in the Building Use binder.

Two weeks prior to the event the Office Manager shall:

1. Contact requestor and remind them of the final payment being due.
2. When final payment is received, issue a code to use to access a key to open the building, if applicable.

# BUILDING USE AGREEMENT

(Please print)

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Beginning & Ending Times: \_\_\_\_\_

Set-up Date & Time: \_\_\_\_\_

Clean-up Date & Time: \_\_\_\_\_

Rehearsal Dates & Times: \_\_\_\_\_

Other Required Dates & Times in the Building, Provide Reason;

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested by: \_\_\_\_\_

Contact Number: (home) \_\_\_\_\_

(Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

Address: \_\_\_\_\_

Requested for: \_\_\_\_\_

Sponsoring Groups: \_\_\_\_\_

Will there be an admission fee:  No  Yes

Estimated number attending event? \_\_\_\_\_

Rooms needed:

Sanctuary/Narthex  Multipurpose Room  Nursery

Kitchen  Classroom(s)  Choir Room

Room configuration/setup needed \_\_\_\_\_

\_\_\_\_\_

If Kitchen is requested, it must be determined if temporary food license will be required.

Food will be:

prepared on site

brought in for reheating

Event will be:

Private  Public (advertised event)

Will the event be:

Fund raiser  Without charge

Will AV Manager be needed?  Yes  No

AV Equipment needed?

Yes  No

If yes  microphone

DVD/video

Other \_\_\_\_\_

## Office Use Only

Date received: \_\_\_\_\_

(Date on calendar as "tentative")

Date sent to \_\_\_\_\_

Property Stewardship \_\_\_\_\_

Received Approval/Denial \_\_\_\_\_

Notified Requestor \_\_\_\_\_

Approval/Denial

Deposit due

When final payment is due

Copy of Temporary Food License

Need to come to complete paperwork

(Date is now firm on calendar and "tentative" removed)

When Requestor Comes In:

Complete Facilities Use Agreement

Provide copy of agreement

Provide information packets

Schedule appointments with:

Custodian

AV Manager

Kitchen

Coordinator 2 weeks prior:

Contact requestor regarding final payment

Issue key code, if applicable

Set-up by:

Custodian

Other \_\_\_\_\_

Tear Down by:

Custodian

Other \_\_\_\_\_

Unlock/Open: \_\_\_\_\_

Lock/Close \_\_\_\_\_

Will information on the event be published in church announcements?  Yes  No

## FEES:

Non Refundable Deposit. . \$ \_\_\_\_\_

Refundable Cleaning Fee. . . \_\_\_\_\_

Sanctuary / Narthex. . . . . \_\_\_\_\_

Multipurpose / Kitchen. . . . . \_\_\_\_\_

Classrooms. . . . . \_\_\_\_\_

AV Manager. . . . . \_\_\_\_\_

Kitchen Manager. . . . . \_\_\_\_\_

Set up/tear down assistance \_\_\_\_\_

Other. . . . . \_\_\_\_\_

TOTAL FEES. . . . . \$ \_\_\_\_\_



**FAITH COVENANT CHURCH (FCC) KITCHEN**  
**FOOD SERVICE PROCEDURES**

1. The Church does not maintain an Annual Food License. If your event requires food preparation in the kitchen and it has been determined that a temporary food license may be required, it will be your responsibility to apply for a temporary license from the Health Department and pay the \$50.00 fee to secure that license. A copy of the license must be provided to the church office in advance of the event. Otherwise, plan to bring in prepared food and hold at correct temperature.
2. Have kitchen volunteers store coats in coat room and purses in designated cupboard.
3. All volunteers must wash hands in designated sink prior to starting food service tasks. Refer to the hand washing procedure sign posted by designated sink.
4. Wear hair nets or hats during food prep.
5. Use plastic disposable gloves when serving food.
6. Keep food in refrigerator or freezer till ready to serve.
7. Utilize the sink designated for culinary food washing or preparation.
8. Do not leave food out without proper holding equipment, for longer than hourly maximum. Refer to chart on refrigerator.
9. Refer to required internal temperature of cooked food. Confirm temperature with food thermometer. Refer to chart on refrigerator.
10. See posted instructions for operation of the range and convection oven.
11. If setting up for self service, place spoons and tongs in serving containers or place on small plate/bowls next to serving dishes.
12. Volunteers cannot eat in the kitchen where food preparation is occurring.
13. Keep area clean and wipe up spills on counters, refrigerator or stove as they occur.
14. Wipe down counters with bleach or sanitizer solution as part of clean up.
15. Utilize 3 compartment sinks and/or dishwasher/sanitizer unit for cleaning dishes and utensils. Refer to directions posted on walls.

**FAITH COVENANT CHURCH  
CLEAN UP CHECK LIST**

Please follow this check list after usage of the Faith Covenant Church kitchen or other facilities. Please sign and turn in this sheet to the church office when finished closing the kitchen. **If this form is not received by the office, or if all items listed below have not been completed, the cleaning deposit will not be returned.**

Your Responsibility:

1. \_\_\_ Take with you all recycling or returnable's containers.
2. \_\_\_ Bag all trash and garbage and take to dumpster outside.
3. \_\_\_ Dishes, utensils, pitchers, etc. washed in either the 3- compartment sink and/or the dishwasher/sanitizing unit. If you wash dishes by hand, follow the posted guidelines on what goes in each sink.
4. \_\_\_ Wipe tables and counters with bleach water or Kay5 solution. Packets are on the counter by the 3-compartment sink.
5. \_\_\_ Put all dishes, utensils, pans, etc. back where they were originally found.
6. \_\_\_ Ensure the dishwasher/sanitizer is turned off following posted procedures.
7. \_\_\_ Ensure that all burners and ovens are turned off.
8. \_\_\_ Turn off lights and pull down window covers.
9. \_\_\_ Leave any dish towels in basket under 3-compartment sink.
10. \_\_\_ Throw away leftover non single serve sugar or creamer from serving bowls/pitchers.
11. \_\_\_ Remove your extra food from freezer and refrigerator; do not leave behind.
12. \_\_\_ Ensure that the freezer and refrigerator doors are securely closed.
13. \_\_\_ Confirm any breakage or appliances not working correctly.
14. \_\_\_ Tables and chairs put away by person(s) responsible for tear downs.
15. \_\_\_ Vacuum the floors in the rooms used and mop up any spills that occur.

To be completed by Church personnel:

Cleaning/laundrying of hand and wash towels  
Moping of church entry and kitchen floor

Name or Organization: \_\_\_\_\_

Damage or Issues to Report:

\_\_\_\_\_  
\_\_\_\_\_

Sign off of Requestor or Representative: \_\_\_\_\_

Date/Time \_\_\_\_\_ at \_\_\_\_\_ AM / PM