



Building Use Policy

This congregation's elders have oversight for outside and commercial groups wishing to use the congregation's building and facilities.

Those requesting use will arrange to meet in advance with the elders.

After receiving information concerning the event the elders will consult and approve or disapprove the event.

If approved the following will apply:

1. The church's Use and Hold Harmless Form must be filled out by the group representative. A proof of insurance certificate must be returned to the office before use of the property.
2. The Facility Use Request Form will be completed and returned to the office. This form designates areas of the building to be used as well as requested equipment and after use cleaning of the facility.
3. No advertisement of the event will be made in the congregational bulletin.
4. Signs informing the public of the event may be placed outside only on the actual day of the event. Signage should not reference fund raising, finances, or imply church sponsorship.
5. No use may be made of the congregations' web site, Facebook, or other electronic services to advertise non-church sponsored events.

