

FIRST ALLENDALE CHRISTIAN REFORMED CHURCH
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POLICY FOR USE OF THE CHURCH PROPERTY

First Allendale is committed to effectively utilizing our facility in a way that supports our mission *“to glorify God, to proclaim the gospel, to grow in faith, to equip the saints and to demonstrate Christ’s love to our community and to each other.”* We endeavor to provide a safe environment for the people/groups using the facilities and also to safeguard church property.

This is a smoke-free, alcohol-free facility. This is a handicapped accessible church building. Wheelchairs can be accommodated at the entrance at the Southeast corner of our facilities (under the canopy). An elevator is available on that level to transport down to the lower level of classrooms and large meeting room; or up a level to the sanctuary/worship center. Handicapped restrooms are located both on the upper and the lower levels. Handicapped parking is available. In case of an emergency, an A.E.D. device is located in the janitor’s closet off the main narthex area.

Please take time to familiarize yourself with doors, fire extinguishers, and other safety needs that may arise during the time you are here.

POLICY FOR USE OF THE CHURCH BUILDINGS

.All requests for the reservation of the church are to be made with the church secretary with the supervision of the Building and Grounds Committee Chairman or Custodian. All the requests are to be written on the request forms that are available in the church office or on our web site. The church facility will be available to all members of our congregation and will be used only for such activities as are consistent with the religious purpose of the Church. Reservations can be made by contacting the church office.

A. Rules for use of the church building and facilities:

- 1) The party requesting use of the building is responsible for any damage to or loss of equipment or furnishings.
- 2) The building must be vacated by midnight when used during weekdays, and by 6 PM on Saturdays (flowers included).
- 3) All tables, chairs, etc., must be put back in their original place before leaving the building.
- 4) No smoking or alcoholic beverages are allowed in the buildings.
- 5) Tables and chairs borrowed from the church must be reserved and approved in advance by the office staff. Plastic top tables not to be removed from church.
- 6) In regard to the church kitchen:
 - a) Catering for profit will be done only by our church and school auxiliary groups.
 - b) Outside catering is permissible if no kitchen equipment is used.
 - c) No dishes, silverware, pans or kitchen equipment may be borrowed from the kitchen.

Kitchen not approved to serve the general public per Ottawa County Health Department.

- 7) Weddings. The use of the church is extended to those members of 1st Allendale CRC who marry in God's name and are married by an ordained Christian minister.
 - a) If candles are used in the front of the auditorium, a protective covering must be put on the carpet beneath the candles. All other candles are to be adequately covered.

- b) No rice, confetti, etc., may be thrown in the buildings.
- c) See Marriage Policy on the next page.

Fees. All fees are to be paid to the Church office in advance to confirm the reservation. The reservation form and fee schedule is found under "Member Usage/Non-member Usage" at the end of this section.

Reservation Information:

***All inquiries** for the reservation of the use of church property must be made through the Church Office. Use of the facilities by our church ministries is given first priority. Other reservations are taken on a first come, first served basis. (This includes the borrowing of tables and chairs which must be reserved and approved by the Church Office in advance.)

***All fees** are to be turned in to the Church Office in advance to confirm your reservation.

*First Church is not responsible for the personal property of participants or injuries that may occur during the use of the facilities.

*The person who has reserved the usage of church property must be present at all times during building use and is responsible for the conduct of all those in attendance. This person will assume responsibility for any damage or loss of property, equipment, furnishings of the facility. The Chair of the Building and Grounds Committee will be responsible to determine any damage or cleaning costs.

*The facilities must be vacated by midnight when used on weekdays. Saturday night usage after 6:00 PM requires prior approval by the Building and Grounds Committee Chairperson, with the party responsible for leaving the premises clean and ready for Sunday morning use.

*All chairs, tables, and etc. must be put back in place before leaving the building. The only tables that may be taken off church property are the tables in the shed behind the parsonage.

*All church and kitchen equipment are not to leave the church property.

Restrictions:

*Adult supervision of youth under 18 must be provided at all times.

*NO RICE, CONFETTI, BIRD SEED, AND ETC. may be thrown in the buildings.

*NO RED OR GRAPE PUNCH may be served in the buildings.

*Your group must remain in the area that has been reserved for your use.

*Coffee, paper products, condiments, etc. are only for use by Our Church ministries.

*Our Kitchen is not a licensed commercial kitchen to be used in the preparation of meals and therefore may be used for "warming" purposes only.

*Decorations are limited to those which will avoid damaging surfaces or fixtures.

*Outside catering is permissible if no kitchen equipment is used.

Facility Information:

Our Worship Sanctuary has 19 pews on the organ side; 21 on the piano side and 9 in the balcony. It has a center aisle and 2 side aisles.

The podium has 4 steps leading to it.

Technical equipment available includes overhead projector, TV/VCR's, and portable sound system. Worship Center sound system, projector, organ, and piano may only be used by approved persons. Fees will be charged for non-ministry usage.

Specific Guidelines for Our Church Member Usage (Non-ministry):

Members are welcome to use the church facilities for social gatherings such as family dinners and bridal or baby showers, wedding ceremonies, recitals, funerals and other similar not-for-profit purposes if reserved and approved by the church office and Building and Grounds Committee and all fees and paperwork are paid and in order in advance.

- Facility should be left in as good or better condition than you found it
- Members are welcome to use the church facilities for wedding ceremonies and funerals. See fee schedules below.

- Facility may be available for members upon request for baptism and profession of faith receptions on Sunday without a usage fee. Setup, takedown, and cleanup will be provided by the member.

Marriage Policy

The position of this congregation is that marriage is defined as an institution created by God, a covenant relationship established by mutual vows between a man and a woman united by God. Permanent unity in marriage is possible in Christ and is demanded of Christ's disciples who are married. On this basis, our church adopts the following policy:

Marriage ceremonies:

Only duly ordained clergy shall officiate at marriage ceremonies conducted on church property.

Applicants wishing to use the church facilities for a ceremony must be a member of First CRC of Allendale and must fall within the general definition of marriage as stated above.

Applicants shall receive premarital counseling by the pastor or other persons who, in the opinion of the pastor, have appropriate training, experience, and spiritual understanding to provide such counseling.

Use of the church facilities may be declined when, in the pastor or council's judgement there are significant concerns that one or both of the applicants may not be qualified to enter into the sacred bond of marriage for doctrinal, moral, legal, or other reasons.

Fees for weddings (Building use for Rehearsal is included):

NOTE: Members are expected to make a **donation to Building Fund** in addition to the fees listed below.

MEMBERS	Janitorial Fee	Sound Board Fee*	Projection System Fee*
Weekdays	\$ 100.00	\$ 50.00	\$ 50.00
Weekends	\$ 150.00	\$ 75.00	\$ 75.00

*The Sound Board and Projection System will be operated only by 1st CRC people trained in their operation.

Fees for Funerals and/or Visitations held in the building.

MEMBERS	Building Fee	Visitation Usage Fee	Janitorial Fee	Sound Board Fee
Weekdays	\$.00	\$ 50.00	\$ 100.00	\$ 50.00
Weekends	\$.00	\$ 50.00	\$ 150.00	\$ 75.00
NON-MEMBERS				
Weekdays	\$ 100.00	\$ 50.00	\$ 100.00	\$ 50.00
Weekends	\$ 150.00	\$ 50.00	\$ 150.00	\$ 75.00

Fees for other non-church sponsored activities (showers, open houses, etc.):

Available to Members only:

- Basement Assembly Room..... \$50.00
- Basement Assembly Room & Kitchen \$75.00
- Basement Usage on Saturdays \$90.00

Fees are to be paid if using the custodial service. Also, if using the custodial service Saturday rentals need to be finished by 6 pm, to allow for clean up before Sunday services.

If not using the custodial service, but are opting for cleaning on your own, no fee is required, but the restrictions on page 2 still apply and the expectations are listed below:

- All tables and chairs picked up and basement returned to Sunday set up.
- Carpets to be vacuumed. (Vacuum found in closet next to the library.)
- Kitchen left as it was found: Stove and oven cleaned if used (as well as backsplash on stove), wipe countertops and wash and dry sinks, vacuum the kitchen, as well as mopping if needed. (Vacuum, attachments, and mop are found in the closet next to the library upstairs.) (Towels do not need to be laundered.)
- Bathroom cleaning supplies are in the basement closet, next to the stairs. Spray & wipe counters and sinks with windex. Toilets can be sprayed with windex and scrubbed with toilet cleaner, empty wastebaskets. Vacuum and mop floors.
- All trash removed to the outdoor bins located on the back side of the parsonage (key is in the lock box by the office – Code 214).



Dates of Usage: _____

Facility: _____

Purpose: _____

Amount Enclosed: _____

Applicant's Name: _____

Address _____

Phone Number _____

Email _____

Signature _____ Date _____

*****Please Return this Form with Fees Due by _____**

Checks are made payable to First Christian Reformed Church of Allendale.