

EFC-ER FACILITY USAGE POLICY

INTRODUCTION

Evangelical Friends Church – Eastern Region (EFC-ER) makes its facility available for activities in compliance with the Statement of Faith of EFC-ER and this Policy.

PRIORITIES OF USE

Usage requests are prioritized as follows:

- 1) EFC-ER-sponsored events
- 2) EFC-ER member church events
- 3) EFC-ER related ministries (Malone University, Evangelical Friends Disaster Service, etc.)
- 4) Other Christian ministries which further EFC-ER's purposes and Statement of Faith may be permitted as stated hereinafter:

While no rental fee is assessed, those using the facilities may be asked to pay costs to help defray custodial expenses and/or utilities.

Should a conflict arise after a schedule for an event has been set, the Director of Finance and Administration may reschedule a lower priority event only in the case of an emergency. Solutions acceptable to all parties will be sought in all cases.

APPLICATION AND SCHEDULING

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the *Facility Usage Application* form. Outside groups wishing to use the facility may be asked to furnish a certificate of insurance for liability and property damage naming Evangelical Friends Church – Eastern Region as additional insured.

All applications will be received by the EFC-ER office and will be reviewed by the Director of Finance and Administration. Applications may also be reviewed by the Finance and Administration Team as needed. Final approval may be given upon receipt of certificate of insurance for liability naming Evangelical Friends Church – Eastern Region as additional insured.

Any expenses incurred are to be paid to EFC-ER. Once an event is approved, a copy of the *Facility Usage Application* form will be sent to the requestor.

EFC-ER FACILITY USE POLICY

1. Permission to use the facilities does not constitute endorsement of a group's policies or beliefs by EFC-ER.
2. The Evangelical Friends Headquarters has a no smoking, no alcohol, no gambling, no weapons, and no pets (other than service dogs) policy.
3. There must be a supervising adult 21 years or older from the user group present at all times.
4. Use of the kitchenette area requires clean-up. All food items must be removed and the trash taken out to the trash area.
5. No furnishings may be moved from other parts of the facility. If you need additional items, put them on your application and it will be discussed with the Office manager.
6. No nails, tacks, or tape are to be used on any wall or furnishing.
7. The group may adjust the thermostat for the area being used, but must change it back to the original temperature at the event's conclusion.
8. All groups must vacate the building by 4:00 p.m. unless prior approval has been applied for and granted.
9. All incidents of damage must be reported to the Office manager. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.
10. Facility use by for-profit businesses or enterprises is not permitted.

**EFC-ER
Facility Usage Application**

Today's Date: _____

Name of Organization: _____

Requester's Name: _____

Address: _____

Phone: _____ Email: _____

Purpose of Meeting/Event: _____

Is this organization non-profit? YES NO

Will a fee be charged to attend? YES NO

Date requested: _____ Start Time: _____ Finish Time: _____

Number of attendees expected: Adult: _____ Child: _____

Facilities/Rooms requested: _____

Will food and/or beverages be served? YES NO

By signing this request, I hereby agree to the terms and conditions as stated in the attached EFC-ER Facility Usage Policy.

Requestor: _____

Approved: YES NO

EFC-ER Representative: _____

Amt. Received: _____

Comments: _____