

# Topeka Community of Christ Church Building Use Policy

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## **WELCOME**

It is the intent of Topeka Community of Christ to be good stewards of the gifts God has given us. That is, to share the grounds and the building belonging to the Church in a responsible manner. We have, therefore, designed these policies and procedures to provide guidance to ensure consistency and fairness in determining who shall be allowed use of the facilities, when and for what purposes. Enclosed herein is a list that must be reviewed before an individual or group may use the facilities. If you have questions not covered in this Building Use Policy, please contact the Pastor or his/her designee.

## **WHO MAY USE THE FACILITIES**

The policy of Topeka Community of Christ is to use its facilities in a manner that provides for worship, Christian education and other needs of its ministry teams and members; and in other ways, to use its facilities to the maximum in a manner that witnesses to the beliefs of the Community of Christ. The premises will not be used for any activities or purposes which are not in keeping with the principles of the church or interest of the community.

The following is a suggested list of organizations and/or groups who may use our facilities: Scouting groups, civic groups, local school groups, other Christian religious organizations, and Topeka Community of Christ members.

Facilities are scheduled on a first come-first served basis. Organized church activities will always take precedence over non-church activities, and no activities will supersede or interfere with worship services.

It is expected that any and all activities held here will reflect the highest Christian standards. The sale of any merchandise must be pre-approved by the Pastor or his/her designee. A deposit may be required when scheduled. Once application is made for use of the building, the Pastor or his/her designee will review the application. If any questions arise, the applicant will be contacted for further

clarification. Use of the building for religious purposes must always have the prior approval of the Pastor.

## DEPOSIT

Upon approval of the application, a deposit may be required to hold the date of the activity. The deposit will be refunded upon return of the church building keys and any charges for damages are paid.

## GENERAL CHURCH BUILDING POLICY

The person reserving the building is expected to make the following rules known to all members of their group:

1. All requests for use of the facilities must be made to the Pastor or his/her designee. If approved, the date(s) will be entered into the Church Facility Calendar. Room requirements should be disclosed when requesting space. **Use of the building is limited to rooms approved in advance. The Sanctuary is off limits to all groups using the Church without prior written approval of the Pastor.**
2. The responsible person(s) will be at the Church at least 15 minutes before the event time and will remain until all others leave. The front doors are to be unchained prior to arrival of guests and during the event (this is a fire code requirement). It is expected that the activity will end promptly at the time stated in the facility use request. **The responsible person(s) must assure that the premises are secured**, all doors and windows locked, front doors chained and panic bars locked, kitchen appliances off, fire doors shut, facility alarm set and room lights off at the end of the event. Evidence of security violation (doors left open, unlocked, unmanned) may result in denial of future requests for use.
3. **Smoking is prohibited in all areas inside the building, including restrooms, and outside the building on church property.** Alcoholic beverages and illegal drugs are absolutely forbidden in the building, as well as anywhere on the property. The Church reserves the right to notify the proper authorities if these policies are violated.

4. **Do not change the thermostat settings.** They are set to remain at a constant temperature. If there is a problem, please contact the Pastor or his/her designee.
5. Each group is expected to provide supplies for their own event. Supplies currently in the facility are for the exclusive use of church functions unless prior approval is provided by the Pastor or his/her designee. Equipment, supplies or materials brought into the building must be promptly removed after the event.
6. Nails, tape, tacks, screws, staples, etc. are prohibited for attaching items to walls, doors, and ceilings. Sticky tack is the only acceptable use of adhesive. No signs may be hung inside or outside the building, except for use during your activity. All signs must be hung so that they do not damage walls or furnishings.
7. Bathrooms are to be left clean and orderly. Furniture (i.e. tables, chairs, etc.) may be moved in the room(s) that has been assigned for your use, as long as they are put back in their original location when you are finished with your event. If you make a mess, please clean it up. There are cleaning supplies available in the custodial closet.
8. Please notify the Pastor or his/her designee of any damage, injury, or incident occurring on church property.
9. **All children must be closely supervised by an adult at all times.** They are not to have unrestricted access to areas not approved for use.
10. Absolutely no gambling of any type is allowed on church property. This includes (but is not limited to) lottery, half pot drawings, raffles, etc.
11. Use only chalk on chalkboards, and only dry erasable markers on white boards. Please keep markers away from small children.
12. Only authorized persons (those designated by the Pastor or his/her designee) may have a key to the Church building. **Duplication of church key(s) is prohibited.**
13. In advertising the use of the Topeka Community of Christ church facilities, no group may use the name of the church unless permission has been obtained in advance from the Pastor or his/her designee.
14. The pianos and organ may be made available by special arrangement only. They are musical instruments and not toys for children's play. Please don't allow children to "pound" on them. Groups that wish to have a piano tuned before an event may make the request to the Pastor or his/her designee. Only the church's piano tuner will be allowed, and the group will pay the

expense. Tuning will be done as close to the event as possible, but will be done on a schedule convenient to the church and its tuner.

15. Please respect our neighbors' rights to peace and privacy, paying particular attention to noise levels outside the Church in the evening. All **evening events should conclude by 10:00 PM** unless prior arrangements have been made with the Pastor or his/her designee.
16. Each group or organization must designate a representative who will consult with the Pastor or his/her designee in advance of the event and be responsible for:
  - Custody of a key, if needed, and unlocking and relocking all doors and windows.
  - Accounting for damages to the facility.
  - Basic clean-up, such as putting trash in bins and otherwise leaving the room in the same condition as at the beginning of the event.

## **PARKING LOT**

1. Please drive slowly and safely watching for pedestrians.
2. Handicapped areas are available for those with this need only. Please be considerate of others.

## **DAMAGES**

Groups are responsible for damage done to the church building, grounds, equipment or furnishings. There will be a fee of \$25 per damage incident, in addition to the cost of repair or replacement by the church.

## **CONTRACTUAL OBLIGATIONS**

Signature of the applicant on the application indicates acceptance of the above church procedures and building use rules.