

New Braunfels Church of the Nazarene

Facility & Equipment Policy

Created October 2, 2013

The Church exists for the glory of God and for service to humankind. As a part of our effort to reach out to our members and to the larger community in Christian love, our facilities are available to both members and non-members for worship, teaching, and witnessing to the Gospel and for activities that are in keeping with the mission of the church.

The New Braunfels Church of the Nazarene (NBNaz) facilities are intended for the use of its church members and programs. When not in use for program activities, the buildings may be used by local groups and individuals on a scheduled basis for spiritual, social, cultural, or recreational activities. NBNaz will have first priority at all times.

NBNaz facilities may be used in accordance with the following policies and rules:

1. All usage of NBNaz facilities must keep in accordance with the stated vision, core values and theology of the church.
2. The Facilities Coordinator will receive all facility requests and the church staff and board has the power to deny, accept, or revise any reservations or fees. All requests will be based on the best interest of the church.
3. Usage of the church by church members/regular attendees and church ministry will supersede the scheduling of outside events. However, once an application is approved, the dates are confirmed for the applicant.
4. NBNaz is not responsible for accidents, injury or loss of individual property in the facilities or on the grounds. Lost property will be kept for thirty (30) days, and unclaimed property will be donated.
5. The individual or organization that is granted use of the facility will be held responsible for reimbursing NBNaz for any loss or damage to the church property of equipment caused by such use. All damaged items will be reimbursed at "Fair Market Replacement Value."
6. The person in charge during the event shall be responsible for the general conduct of the activity and its participants and the observance of the rules and regulations governing the use of the facility and its surroundings grounds.
7. Permission for use of NBNaz facility will be granted upon the condition that all rules governing use of the facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the NBNaz Staff/Board.
8. Any request for exceptions to rules or service charges for use of buildings must be presented in writing at the time of reservation. Requests for exemption will be considered by the church staff and/or church board.

9. Each ministry leader must submit a calendar request form at least 2 weeks prior to each scheduled event. Every effort must be made to include requested needs in detail. Ministry leaders are encouraged to submit calendar requests as early as possible to reserve the facilities.
10. When minors use an NBNaz facility, the group must be under the direction of adult leadership at all times while on the premises. There must be at least two adults present at all times and one additional adult for each seven minors under 12 years of age. For minors ages 13-17, there must be at least two adults present at all times, and one additional adult for each ten minors. Failure to provide this supervision may result in possible cancellation of the activity.
11. Should the use of facility equipment (tables, chairs, podium, kitchen equipment, etc.) be desired, such a request should be submitted on the Facilities & Equipment Use Form.
12. Church sound, lighting, and associated computers are to be operated only by authorized NBNaz church personnel. All fees will be billed by the church and are payable to the church. Authorized personnel will be paid through the church office.
13. No keys to any facility area will be given or loaned out to persons who are not approved NBNaz key holders.
14. Individuals or groups desiring use should ascertain by phone or in person if the date and facility desired is available and then request approval for their event.
15. Group uses that are not an NBNaz church function may be required to present a copy of the group/organization's Certificate of Insurance naming NBNaz as the additional insured party.

Responsibility of applicants:

1. Groups should plan to enter and leave the facility at the times specified on the Calendar Request Form. **Events held Sunday evening through Friday must plan to be completed no later than 9:00 pm and the premises vacated by 10:00 pm. Events held on a Saturday must plan to be completed no later than 7:00 pm and the premises vacated no later than 8:00 pm.**
2. Any group staying past their designated completion time will be charged additionally.
3. Group representatives should plan to accomplish the following in the time specified:
 - Put up and take down all decorations
 - Pick up loose trash in all rooms
 - Remove all decorations from the church facilities the day of event

Prohibitions:

1. No alcoholic beverages, smoking, or illegal drugs are allowed in the building.
2. No pyrotechnics may be used
3. No nails may be used to hang up decorations. Decorating plan must be presented with the Facility & Equipment Use Form and approved in advance of the event.

4. No drinks with red dye are allowed in any NBNaz facility. (These dyes will permanently stain carpets and tablecloths.)
5. Throwing of rice, birdseed, confetti, glitter, or any other material is strictly prohibited.
6. No dancing is allowed in any NBNaz facility.

NURSERY

In order to protect the investment of both facility and equipment, and to insure a clean, safe and enjoyable environment for nursery-age children, the following policies and procedures will apply regarding the usage and care of NBNaz nursery facilities

Scheduling and Usage

All scheduling of nursery usage will be done through the designated staff member.

Personnel

- A. Only approved nursery attendants will be permitted to provide child care within the facilities
- B. All paid nursery personnel will complete a background check, and a signed time sheet stating the exact hours worked for payment. Exact time of check-in and check-out will be stated on the forms. All report forms are to remain at the church.
- C. All nursery attendants are to adhere to the stated attendant policies and procedures.

AUDIO/VISUAL EQUIPMENT

All audiovisual equipment owned by NBNaz will be used solely for the ministry activities of the church. This equipment is not to be made available or used for the personal activities of individual members of the congregation or community. Individuals wishing to use audiovisual equipment as part of their ministry program will schedule the necessary equipment through the Facility Coordinator. Any person using AV equipment is personally responsible for returning it to its proper storage place. They are also responsible to meet with an AV tech for training on the requested equipment. Video equipment may only be taken offsite with the appropriate paperwork completed and permission granted.

SOUND / LIGHT EQUIPMENT

Due to the intricate and sensitive nature of the light and sound equipment, it is the policy of NBNaz that only authorized personnel will operate said equipment. Those who are authorized include only the head sound technician or their designees.

Rental: We will not rent our sound or lighting equipment to another organization or individual either inside or outside of NBNaz

Loan: We do not, as rule, loan our sound/light equipment to outside organizations, churches, or individuals. Exceptions to this policy must be determined by the Music Minister. Requests must be submitted in writing at least one week in advance. The borrower accepts complete liability for the equipment if lost, stolen or damaged.

Use of equipment in-house by staff and/or church members for church sponsored functions:
Equipment shall not be moved from one building or to the other without written request at least 3 working days in advance of use, and then only with permission from the Music Minister.

TABLES, CHAIRS, AND LINENS

In the interest of maintaining availability and the quality of the tables, chairs, and linens owned by NBNaz for the varied programs of the church, it is the policy of the church that these tables and chairs are to be used only for approved NBNaz church functions. Exceptions may be approved on a case-by-case basis at the discretion of the Facilities Manager.

Furthermore, if an individual or group wishes to use tables, chairs, or linens, this request must be made in advance and a Facility & Equipment Use form must be filled out completely to finalize approval of the use. The individual or group making the reservation will be responsible for returning the items in good conditions by the agreed upon time. Any and all damage to tables and/or chairs will be charged to the person/group using the equipment.

Tables, chairs, and linens may be used for any and all NBNaz church functions on or off the church premises.

TRANSPORTATION POLICY

All vehicles owned by NBNaz will be used for program and ministry purposes of the church only. They are not to be made available or used for the personal activities of individual members of the congregation or community. All vehicle usage by program personnel will be on a first-come, first-serve basis with reservations being made through the facility coordinator.

All requests for vehicle use will be submitted on an "NBNaz Vehicle Use Form" two weeks prior to the event. Proof of insurance will be required.

KITCHEN

An approved NBNaz Kitchen Supervisor must be present for any non-NBNaz group or individual use. A Reception/Kitchen Coordinator may be hired for the convenience of families to assist in reception decorating, kitchen use, etc. The church office will maintain a list of Reception/Kitchen Coordinators.

Kitchen User Responsibilities:

- Sweep floors
- Clean equipment as posted
- Properly wash and put away utensils, cookware, and serve ware
- Wash and disinfect counters, sinks, and tables, put dishtowel in marked bins
- Remove all leftover food

Kitchen Supervisor Responsibilities:

- Mop floors
- Empty trashcans
- Wash dishcloths

New Braunfels Church of the Nazarene Facility Use Fee Schedule

WORSHIP CENTER:

Church Members/Regular Attendees

No Charge

Non-Church Members

\$250 (0-4 hours)

\$75/ hour (5+ hours)

AUDIO/VISUAL TECHNICIAN:

\$15/ hour

SOUND TECHNICIAN:

\$15/ hour

KITCHEN SUPERVISOR:

\$15/ hour

RECEPTION/ KITCHEN COORDINATOR:

\$15/ hour

NURSERY SUPERVISOR:

\$10/ hour

Groups seeking to use the building during regular business hours are welcome to use the building at no charge. Any request for exceptions to service charges for use of buildings must be presented in writing at the time of reservation. Requests for exemption will be considered by the church staff and/or church board.