

## BUILDING USE POLICY

We are blessed to have such a flexible facility, and we welcome the use of the building by various groups. However, in order for us to be the best stewards and keep our personnel costs low, we ask that you follow the guidelines listed.

### Who Can Use The Church Building Free-of-Charge\*?

- Members of the Monterey congregation
- Groups sponsored by members of Monterey Church of Christ who commit to attending the event.

### **\*When Fees are Charged:**

- **Setup or Custodial Assistance**—Fees **may** be charged if there is a need for setup or custodial assistance.
- **Audio/Video**—Fees will be charged for anyone (**including Monterey members**) who needs audio and/or video outside of a Monterey ministry or church event. There will be a fee of \$100 for audio and \$100 for video per day. Only the Audio/Video Ministry Leaders and their ministry team members may run audio or video; therefore, to assure that someone from this area is available the Event Checklist **must** be turned in with the request for audio and/or video at least 2 weeks before the event. Payment is required at the time the Event Checklist is submitted.
- **Weddings**—Weddings at Monterey require fees for members and non-members.

### Guidelines for Building Use: (Guidelines for weddings can be obtained in the office.)

1. Any function can be bumped or cancelled if the congregation needs the area, with the exception of weddings, receptions, & funerals.
2. **All functions must have an adult sponsor in attendance for the event(s) who accepts these responsibilities.**

### **Prior to the event:**

- **Turn in a completed Event Checklist to the church office. Rooms will not be reserved on the Building Calendar until a checklist is filled out and turned in to the church office.**
  - This checklist will cover possible needs for your event, such as, room reservations, heating and air conditioning, tables, chairs, audio, and video. Reoccurring events, such as basketball practices, will need to give an end date.
  - The Event Checklist can be found on the church website—[www.montereychurch.com](http://www.montereychurch.com) under the “Contact Us” tab.
- Confirm your sponsorship of the event. Please have the adult sponsor sign Building Policy.
- Adult sponsor checks out keys.

### **After the event checklist:**

- Please check for instructions of how to leave the area which you are using. We may need your assistance to set up for Bible class.
- Take out trash and replace trash bag. Trash bags may be found in the kitchen Janitorial Closet. Dumpster is by the kitchen door to the outside.
- Vacuum areas used. A vacuum cleaner is also located in the kitchen Janitorial Closet and upstairs in the Coffee Prep.
- Clean any tables that have been used.
- Make sure lights are turned off.

- Check and lock **all** doors.
  - Take used table cloths home to wash and return to fellowship closet within 2 days of scheduled event.
  - Return keys to the church office within 2 days of scheduled event.
  - Contact the office if something was damaged or broken during the event.
3. The building will not be scheduled for all-nighters and all functions must end by 10:00 p.m.
  4. The Worship Center is not scheduled for functions after 1:30 p.m. on Saturdays to allow adequate set up for worship.
  5. The Tree House is not scheduled for functions after 4 p.m. on Saturdays to allow adequate set up for children's worship.
  6. We will only schedule the kitchen for one function at a time.
  7. Please use **only** the rooms you reserved through the church office, and please do not allow **children to roam through the building or use rooms you have not reserved.**
  8. Please make sure you provide your own paper goods and utensils. The kitchen is only stocked for scheduled church activities. **Paper goods and other supplies are for use in the building for church-related activities.** Bible classes and Life Groups must provide their own supplies for activities away from the building.
  9. Smoking or use of alcohol is **NOT** allowed anywhere in the building.

**PARENTS OF YOUNG CHILDREN**

**WE CARE ABOUT YOUR KIDS! PLEASE MAKE SURE YOUR CHILDREN ARE ATTENDED AT ALL TIMES. FOR THEIR SAFETY, CHILDREN ARE REQUIRED TO HAVE ADULT SUPERVISION IN THE KITCHEN, WORKROOM, ELEVATOR, TREE HOUSE, PLAYGROUND, BAPTISTRY, NURSERY, ETC.**

**I hereby understand the policy above, and I will stay within the guidelines. If my event is cancelled, I will contact the church office, so that the space may be available for other groups and/or ministries.**

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Email Address

## Outdoor Playgrounds and Tree House

### Guidelines for Outdoor Playgrounds and Tree House:

1. The playgrounds and Tree House may be used at your own risk
2. South Playground (Preschool Playground) and Tree House (Indoor Playground) are for children preschool age through 7 years of age.
3. North Playground (Wooden Playground) is for children 6 through 10 years of age.
4. **All functions must have an adult sponsor in attendance for the entire event.**

### **Responsibilities of Sponsor in Attendance**

#### **Prior to the event:**

- Notify office and turn in a \$50 deposit to reserve the outdoor playgrounds on church calendar and confirm your sponsorship of the event. Your event is not confirmed and you will not receive the outdoor playground keys until a deposit is given.

#### **During the event:**

- All children must be supervised at all times. Children may not be left unattended at any time.
- It is up to the sponsor to allow or disallow others from the church or community to join them on the playground during the reserved event. However, everyone needs to leave the playground when the reserved event concludes. Do not transfer keys and/or responsibilities to anyone.
- Toys and equipment must stay within their respective areas

#### **After the event:**

- Leave the playground area clean.
- Take out trash and replace trash bag. Trash bags may be found in the kitchen Janitorial closet.
- Clean any tables or benches that have been used.
- Check and lock **all** gates.
- Do not transfer keys to anyone else.
- Return keys to the church office within 2 days of scheduled event.
- Contact the office if something was damaged or broken during the event—accidents happen!

5. Two major functions, using the playground, may not be scheduled at the same time.
6. Smoking or use of alcohol is **NOT** allowed anywhere in the building or on the church grounds.

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\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Email Address

## **Fees for Building & Playground Use**

Non-Members may rent the building with a minimum of two hours. The cost for non-members to rent is as follows:

- Worship Center is \$100/hour
- Fireside Room Rental is \$100/hour
- Tree House Rental is \$100/hour
- Kitchen rental \$50/hour
- Great Hall rental \$50/hour
- Classroom \$25/hour
- Outdoor playgrounds \$50 deposit.
- Audio \$100/day
- Video \$100/day

Wedding fees are not included within this list. Please contact the office for a Wedding Guide.