

POLICY & PROCEDURES FOR USE OF FCOG FACILITIES

First Church of God, Greeneville, Tennessee

Must complete a reservation form, schedule your event on the church calendar, and pay any required deposit* before a key will be issued. *For information concerning deposits please refer to the reservation form.

1. The key and remote must be signed out from the church office between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, not more than 24 hours prior to the scheduled event. Return the key and remote to the church office the next working day to pick up your deposit. The directions on how to use the remote to unarm/arm the facility will be on the remote.
2. If the use of the kitchen is required, all non-church sponsored events will be charged a \$50.00 fee for **supervised** use of the kitchen.
3. The kitchen must not be used without a **kitchen committee member** present. Those using the kitchen will sign a check sheet noting that they have been instructed on the key points of kitchen equipment.
4. Church functions will be scheduled on a first-come basis and will have precedence over non-church functions.
5. The light switch is on the immediate left as you enter the door. Please allow at least up to ten minutes for halogen lights to fully come on. Please turn off when you leave.
6. The kitchen and gym must be cleaned immediately after use. This includes sweeping and mopping all floors. Tables and chairs are to be wiped clean and returned to their original location/set-up. All trash is to be placed in the dumpster located outside at the upper end of the FLC. Please do not place trash in containers beside the church. New trash bags and mops are located in the small bathroom outside the kitchen. Please leave the facility as you found it.
7. You will be responsible for providing all tableware (plates, napkins, cups, eating utensils, and table coverings.)
8. Any person(s) damaging or defacing any equipment or facilities will be responsible for the repair or replacement costs.
9. **Sanctuary:** musical instruments and altar rails may not be moved. If the choir chairs or communion table are to be moved, your party will be responsible for moving and replacing **under the direction of the sound technician.**
10. Do not park in the **NO PARKING** zones or under the portico, as these are safety lanes.
11. Thermostat controls can only be set and changed by a designated church member.
12. Shirt and shoes are required. No dunking or hanging from the rim, nets, or backboards.
13. Profanity, use of alcohol, or abusive/unacceptable behavior will result in removal from the facility. Tobacco and drugs are not allowed anywhere on church property.
14. Any and all decorations should be removed immediately after the event.
15. Nothing should be attached to the walls or doors of the facilities without permission. This includes staples, nails, screws, tape, etc.
16. Please confine your activities to the facility you have rented. Do not enter classrooms or go upstairs. (Some areas are alarmed; a \$50.00 fee will be charged to reset alarms if activated)
17. Be sure to lock and catch all doors and reset the alarm when leaving.

Signature of Applicant: _____ **Date:** _____

Kitchen Committee Member: _____ **Date:** _____