

Faith Fellowship Church Facility Use Policy

THE USE OF THIS FACILITY AND ALL EQUIPMENT WILL BE AT THE RISK OF THE PARTICIPANT, FAITH FELLOWSHIP CHURCH DOES NOT ASSUME LIABILITY OR RESPONSIBILITY FOR ANY INJURIES, INCLUDING DEATH, ON PROPERTY.

This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory, and do your best to take care of it.

When you are done using the building, remember that others will follow who also want to use it to minister to people. Leave it in great shape, like you would want to find it if you were coming in to do a ministry.

WHO MAY USE THE FACILITIES:

1. Faith Fellowship Church participants using the church as part of the ministry of the church. These groups will not be charged.
2. Faith Fellowship Church participants using the church for activities not involving a ministry of the church. Prior approval must be acquired first.
3. Service and charitable organizations that line up with church doctrine and purpose.
4. Other groups and events not in these policies can be submitted for approval.
5. ALL use requests must be approved by Pastoral Staff.

WHO MAY NOT USE THE FACILITIES:

1. Political groups.
2. Any group/person operating for commercial gain.
3. Any organization/group/person whose activity conflicts with the doctrine and purpose of Faith Fellowship Church.

BUILDING USE SPECIFICS:

1. ALL audio/visual equipment use in the sanctuary requires a member of the Sound Team.
2. Building use fees, Sound team fees and Cleaning fees may apply. See fee schedule.
3. Turn off all lights in church including bathrooms when leaving.
4. Close and lock all outside doors and windows when leaving.
5. Use of the building must be scheduled and approved at least 1 week in advance. Contact the church office to verify availability.

6. All food, beverages and paper products for event shall be the responsibility of the user.
7. The facility and grounds must be clean, orderly and in its original condition. See the cleaning checklist.
8. Contact the church office as soon as possible if the event needs to be cancelled.
9. Faith Fellowship Church is not responsible for theft or damage to personal property.

RESTRICTIONS:

1. ABSOLUTELY NO use of tobacco, alcohol, or drugs on church grounds.
2. NO use of the building will be permitted without adult supervision. Everyone under 18 years of age shall be supervised by an adult at all times.
3. No bicycles, skateboards, or Heely type shoes are allowed inside the church building.
4. Area of use shall be limited to rooms marked on Building Use Request Form.
5. Use of nails, tape, tacks, screws, etc. are prohibited for attaching items to the walls, ceilings and doors. Use of Command Strips is allowed.
6. The Grand Piano shall not be moved at any time.
7. No furniture or equipment belonging to the church may be loaned or removed from the building without prior approval from church staff.
8. NO audio-visual equipment can be used in the sanctuary without Sound Team Staff.

CLEANING CHECKLIST:

1. Empty all trash cans into trash bins outside kitchen.
2. Wipe off tables before returning to original place. Wipe off chairs if needed. Cleaning supplies are located in the janitorial closets.
3. Kitchen use: Wash dishes, take all extra/leftover food and beverages with you, wipe down all countertops, and appliances.
4. Vacuum as needed.
5. Report any damages or stains to church office within 24 hours of event.
6. Return rooms used to original configuration.

KITCHEN USE:

1. Any damage to kitchen materials shall be the responsibility of the group using the facility.
2. ALL dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving.
3. Any linens used need to be properly cleaned and returned within 1 day of event.
4. Stove and oven can only be used by participants of Faith Fellowship Church.
5. All food, beverages and paper products are the responsibility of the group.

ADDITIONAL INFORMATION:

1. All approved and scheduled events will have priority over all other requests.
2. Groups will need to obtain liability insurance for the event, unless it is a ministry of Faith Fellowship Church.
3. Any and all accidents on church grounds must be reported to church staff in writing. See Incident Report Form either online or on the information wall.
4. Childcare can be provided for events. A minimum of one Adult and 2 childcare workers will be required for all events. For every additional 10 children needing care an additional childcare worker will be added. All adults providing supervision will have a cleared background check prior to event. ALL fees for babysitting will be due at time of event.

FEE SCHEDULE:

1. Building use:
 - a. Participants for church ministry: \$0
 - b. Participants for other use: \$300
 - c. ALL other groups: \$500 per day
2. Sound Team:
 - a. \$20 an hour with a minimum of \$50
 - b. ALL fees shall be paid directly to Sound Team Member
3. Custodian Fee:
 - a. \$50 per 8 hour day
4. Babysitting Fee:
 - a. \$10 per hour, per babysitter
5. ALL fees for use shall be paid 1 week in advance to Faith Fellowship Church, unless otherwise stated. Some fees may be waived or reduced.
6. Fees will be refunded if the facilities are not available or group cancels event at least 48 hours in advance.



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