

Maurice Reformed Church

Facilities Use Policy & General Usage Guidelines

Scheduling Procedures

- **Church Groups:**
 - All activities (by church groups and all committee meetings, along with the rooms to be used) must be submitted to the administrative assistant for placement on the church calendar.
- **Rentals (Family gatherings, etc.):**
 - Room rentals are not allowed after 5 PM on Saturday or Sunday night. All Saturday rentals must be completed by 6 PM (Saturday weddings/receptions should be completed and all items removed from the church by 6 PM).
 - It is our policy that we will not rent out the church (noon or night) when a major holiday falls on a Saturday or Sunday.
 - There will be a maximum of 6 church rentals allowed on holidays.
 - When there is a wedding or wedding rehearsal in the church facility, other rooms in the church can be rented, only with the approval from the wedding parties.
 - Your payment serves as your official reservation. If you have not paid before your event, the space will no longer be reserved.

Usage Guidelines

- Each party is responsible for their own setup, cleanup, and take down.
- **The entire building must be left clean and in the same condition as it was when the user is finished.** All personal items and trash must be removed from the building at the earliest possible time after conclusion of the event.
- The person signing the Facility Use Request form must be present to ensure that the facility is used in accordance with this policy. This person is encouraged to scope out the space ahead of time, speaking with the custodian if necessary, in order to know where to locate chairs, tables, and other needed supplies.
- The using group shall be responsible for any damages or additional services incurred relating to the group's activity.
- All programs and activities should be done in good taste, and special care must be taken to keep the building in good condition. Those using the building shall be responsible for the proper conduct of all those gathered. **For the safety and respect of others, all children must be supervised.**
- No property, including tables, chairs, kitchen utensils, or other church items, may leave the church premises.
- **No tobacco, no alcohol, no profanity**
- **Sunday usages** – Any Sunday rentals, including setup and start time, will have to work around Sunday school, which is from 10:45-11:45 am.

Kitchen Policies

- The kitchens must be left clean and in the same condition as it was when the user is finished.
- No red or purple punch or grape juice anywhere in the facility.
- Please leave dishtowels and cleaning rags for the custodian to clean.
- Please use **paper towels** (not dish towels) to clean up coffee pots and spilled coffee.
- Do not leave any leftover food in the fridge unless it is clearly marked to be used by another group or organization in the very near future.

Child Supervision

- Children and others are asked to use only the room that was rented and the Family Life Center. The FLC must be shared with others using the building.
- Church Nursery Rooms: Please do not allow the children to play in the nursery. Parents may use the nursery for changing and/or a location for their sleeping babies.
- **Parents are asked to keep children from playing in Sunday school rooms, the sanctuary, pulpit area, instrument area, and in the kitchen.**