

SUBJECT: Facility Use	REFERENCE #102
DEPARTMENT: Facility	PAGE: 1 OF: 2
APPROVED BY:	EFFECTIVE: REVISED: 10/2012

POLICY:

Church Facility Use:

The facilities and equipment of Neighborhood Alliance Church exist for the primary purpose of being used by its members, regular attendees, organizations and ministries. Regularly scheduled church meetings and activities of Neighborhood Alliance Church will have first priority in the use of the facilities. There also may be unforeseen emergencies (i.e. funerals, etc.) which will take precedence over any other room reservation. Other church-related meetings and functions would have second priority. Neighborhood Alliance Church reserves the right to restrict use of its facilities at will and/or subject to its beliefs and practices. The event shall be cancelled at any time if the actual usage of the building does not meet with the standards and policies of Neighborhood Alliance Church as set forth by its Elder board

God has blessed us with these buildings and grounds. These guidelines are designed to help us be good stewards of our church home to the glory of God.

- Fee will be determined by the Elder Board and found on the facilities request form
- Please limit your use of the building only to those areas requested by your group. No alcoholic beverages or drugs are allowed on the premises. No smoking is allowed inside the building. Speech and actions shall reflect that you are in the Lord's House.
- Minors must at all times have adequate adult supervision.
- Do not touch the security, fire detectors or heating/air conditioning thermostats unless you have received separate instructions and authorization to do so.
- The sound system in the sanctuary must be operated by one of our Sound Technicians, and they will be compensated separately for their work.
- All decorations must be attached in a manner that will not leave any damage, and they must be removed at the completion of the activity.
- If you reserve the kitchen you will need to supply your own paper products, supplies and food.
 - You may use the Kitchen utensils and dishes as long as they are cleaned and returned to their place afterwards.
- If you reserve the Nursery facilities, children cannot be left unattended, and the rooms must be put in order at the completion of the activity.

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- By signing the facility request form, the person(s) release Neighborhood Alliance Church of Riverton, WY from liability for loss or damage to persons and properties in or on the church property for the duration of the scheduled event, as well as for the duration of all set-up and clean-up for the event.
- The Elder Board will evaluate the fees and policy periodically.
- Facility Use Request Form will be submitted to the church office. Church staff will check the date(s) and a Pastor and one Elder will decide on approval. You will then be notified. If your facility application has been approved, please submit the required fees and any applicable Room Setup instructions.