



FACILITIES & EQUIPMENT USAGE POLICIES AND PROCEDURES

The facilities and equipment of Fellowship Church exist for the primary purpose of being used by its members through its organizations and ministries to accomplish the mission and vision of Fellowship Church. The facilities and equipment of Fellowship Church have been dedicated for usage to bring glory to our Lord Jesus Christ.

THE FOLLOWING CONSTITUTE THE GUIDELINES FOR THEIR USE

Any usage of the church facility and grounds must be in accordance with the church bylaws, constitution, and statement of faith. It is required that any potential user will not use the facilities for purposes that would demonstrate actions or behaviors which are in any way in opposition to church bylaws, constitution, or statement of faith.

Priority of Usage

The priority of use for the facilities and equipment of Fellowship Church shall be as follows:

1. Recognized Groups & Ministries of the Church

Church Services: Worship Services, Equipping Classes, Congregational Meetings, & Community Groups

Church Related Ministries & Events: Youth and Children's Ministries, Bible Studies, Hugs, JAM, etc.

Regular & Special Meetings: Worship Team Practice, Elders, TLC, etc.

Community Outreach Events: Fall Festival, Elections, Christmas Events, etc.

2. Church Members

Individual Parties & Special Events: Anniversary Parties, Bridal Showers, Baby Showers

Wedding Rehearsals, Ceremonies & Receptions, Dinners, Banquets, Funerals

Informal Church Member Requests: Gym Usage, Luncheons, etc.

3. Outside Groups & Non-Members

All outside groups and non-members are welcome to request facility usage of the church facilities. All outside groups and non-members must meet the following conditions:

- a) Organizations using the facilities must not, in any way, hold to or promote any ideals, values, or goals which are in opposition to church bylaws, constitution, or statement of faith.
- b) Any actions or behavior taking place during usage of the church facility must not contradict the values of our church bylaws, constitution, or statement of faith.
- c) Outside groups and non-members must sign the facility-usage agreement form.



Facility Usage

Requests & Reservations

While church and church-related meetings, functions, and activities have a higher priority in requests for space, outside groups and individuals may request space at least **3 months** prior to the date of the event. A building usage fee may be applicable to the request, and will consistently vary depending on church membership, group size, length & nature of event, equipment needs, and services required.

A facilities request form must be completed by all individuals and groups, other than recognized groups within the church, and submitted to the church offices at least three weeks in advance of the activity. The priority of church-related meetings, functions, and activities by recognized groups and members of the church over outside groups and non-members allows that meetings or events scheduled or requested by the former group supersedes other events up to two months and three weeks prior to any requested date. *Requesting space earlier increases the likelihood that it will be available and that the request will be approved, but does not guarantee approval.*

The church administrator will contact the potential user, or representative, when the reservation is made, to review the conditions, expectations, and needs for usage. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event will be given to the user at the time that the reservation request is made. All church activities and special events will be scheduled on the master church calendar once the request has been approved. *All facility usage requests are subject to church approval. Fellowship Church staff reserves the right to deny any request for facility usage at their discretion.*

Insurance

If approved for facility usage, all outside groups requesting usage of Fellowship's grounds and facilities are required to complete *Facilities Usage Agreement* form. It is required that the group provides Fellowship Church with a proof of liability insurance and list Fellowship Church as an "additional insured" on their policy for any event or activity in which they are using Fellowship's facilities.

Assignment, Renting & Sublicensing

Users may not assign, transfer, or sublicense any of its rights to facility or equipment usage, for profitable gain or otherwise. Any such assignment will void any rights to facility usage.

Safety Procedures & Regulations

Although Fellowship Church will not be held liable for any injuries sustained on the premises; we are concerned for the safety and well-being of all who would use our facilities. In order to minimize the possibility that any individual within a group would incur an injury while using Fellowship Church's facilities, it is recommended that all users review the following guidelines and procedures related to safety.

Occupancy Guidelines

The following outlines the rooms available to all members, non-members, and outside groups for assembly and the approved maximum occupancy for each room per local building and fire codes. These

numbers are reflective of the amount of individuals permitted to stand in a room at once. Due to the frequency of requests for seating accommodations during events, and for the sake of longevity of our facilities and equipment for the future use of our spaces, Fellowship Church's occupancy limit for facilities usage for outside groups is also listed.

Community Room

Approved Maximum Occupancy: **275**

Worship Center

Approved Maximum Occupancy: **675**

Gym

Approved Maximum Occupancy: **485**

Injuries

First Aid Kits: First aid kits are located in both kitchens, copier room, and nursery and are clearly marked.

Liability: Please see our *Facility Usage Agreement*

Fire Safety

In Case of Fire

1. Evacuate all persons from the fire area toward the closest properly marked exits to a common area.
2. Activate system (for Worship Center Kitchen).
2. Call the fire department.
3. Persons trained in the proper operation of hand portable fire extinguishers may stand by if means of easy exits are available.
4. Perform a head count of the persons evacuated.

Kitchen Fire Suppression System: Fires can potentially start in a cooking appliance, the hood, or the duct. In order to prevent minimal damage and injury in such an event, the stove in the Worship Center is equipped with a Pyro-Chem® Kitchen Knight® II Fire Suppression System to control any such fires. When a fire occurs, the fire suppression system should activate automatically. In case of fire, after all persons are evacuated, if the fire control system has not already activated, you may activate it manually by pulling the handle on the manual pull station, or by twisting the handle in the direction of the arrow on the head assembly located at the top of the system storage tank.

After the fire department has been alerted of a fire and the fire has been extinguished, Pyro-Chem should and will be contacted to recharge the system at the expense of the user, after determining the cause of the fire. Under no circumstances should cooking operations be attempted before qualified personnel re-instate the integrity of the fire suppression system.

Fire Extinguishers: Fire extinguishers are located in both buildings, and are visible and clearly marked. Anyone using Fellowship facilities should make themselves aware of their location.

In the event of a discharge by the fire suppression system or any fire extinguishers, all costs associated with the clean-up are the responsibility of the user.

Emergency Exits: All exits are clearly marked. In the event of an emergency, it is recommended that all users seek the closest possible exit in an orderly manner. Six (6) general entrances/exits are available in our facilities. Ten (10) emergency exits are available in our facilities. The emergency exits are also marked on the campus map.

Alcohol, Tobacco, Controlled Substances & Weapons

Smoking, alcoholic beverages, illegal and non-prescribed substances, and weapons are not permitted in the buildings or on the grounds of the church.

Children/Youth

Any children that are in attendance for an event or activity must be under the control and supervision of their parents or adults at all times, and are the responsibility of the group. **Children are not permitted to freely roam the church property.** If any event or activity involves children, youth, or requires child care, Fellowship Church must be ensured that there will be adequate supervision. Furthermore, any outside group requesting usage of facilities must be able to demonstrate use of a child abuse prevention worker screening process that is at least as comprehensive as Fellowship Church's. *For more information on Fellowship Church's child protection policies please see our Child Protection Policies.*

Nursery: For regular weekly ministries all children's or youth activities shall be supervised by a minimum of one nursery approved adult over the age of 18 at all times along with a nursery approved assistant. A minimum of two caregivers must be present at all times. Users must adhere to the nursery room policies and Pennsylvania State child protection guidelines while on the premises. *For more information please contact church offices.*

Building Entrance Keys

Fellowship Church staff, officers, and ministry leaders will each receive one key per ministry upon request. Any and all requests for keys must be made by completing a key request form and submitting it to the church administrator for approval. *Completion of a key request form will not guarantee approval for a building entrance key.* For safety and security purposes, keys will be issued based on needs related to ministries, and at the sole discretion of the ministry leaders. Ministry volunteer key requests must be approved in writing by the ministry leader. Any extra keys requested for a specific ministry by a leader will result in a charge to that ministry. Keys may not be duplicated. Replacement keys will be subject to charge at the ministry's/key-holder's expense.

Key requests for non-ministry related activities will be granted at the administrator's discretion upon submission of a written explanation by the requestor. Any non-ministry requests will incur a key printing fee, subject to approval. Temporary key requests may be granted for church members for special activities and events. Fellowship Church reserves the right to revoke key usage at the discretion of the staff and elders.

Room Usage Guidelines

Classrooms

The primary use of Fellowship classrooms is for the ongoing ministries of Fellowship, for the purpose of instruction and training of all persons ages 4 and up. As such, all of the items contained within the



classrooms are the property of Fellowship Church and its ministries, to be used for educational and equipping purposes.

Classrooms and may be made available for events and activities. **If classroom needs are required for an event, this must be made know at the time space is requested.** If any of the items contained in the classrooms are required for an event or activity, use of the any items must be made known at the time space is requested.

Fellowship Church is equipped with seven (7) classrooms.

Teen Leadership Council (TLC) Room

While Room 1 (TLC Room) was designed for classroom purposes; it is **primarily used for Fellowship Youth Ministries and the Teen Leadership Council of Fellowship Church**. As such, all of the items contained therein are the property of Fellowship Youth Ministries. Any request to move, remove, or use the items contained in the TLC room requires the sole approval of the Youth Ministry Coordinator.

Community Room Usage

The Fellowship Community Room may be used for any number of events. It is currently equipped with: a screen and projector, audio monitoring equipment and components, a piano, and couches. All furniture and equipment must be returned to their original positions and settings are the conclusion of an event.

Food & Drink

Food and drinks are permitted in the Community Room. Any outside groups requesting to serve food and drinks in the Community Room must provide their own plates, cups, food and beverages. **The paper plates, plastic utensils, and beverages in the Community Room kitchen are for ministry use only.**

Please refer to the Kitchen Usage and Clean-Up sections for specific guidelines on storage and cleaning of food and drinks.

Temperature Control

The Community Room is equipped with a digital thermostat for heating and cooling, with scheduling options. When an activity or event is scheduled in the Community Room, the desired temperature and settings will be programmed for the individual or group using the Community Room. **Users should not attempt to adjust the settings on the thermostat without first being instructed.** *For more information related to temperature control, please refer to the Clean-up Guidelines & Procedures section.*

Gym Usage

The Fellowship Gym is used by various ministries on a regular basis throughout the year. Mondays-Saturdays, the Worship Center is equipped with three basketball hoops and a stage.

The walls of the Gym are also equipped with protective padded panels. While the intended purpose of the panels is to ensure the safety of the user during activities or events within the room, they also function as sound absorption panels. Because Fellowship Church places a great emphasis on music during the worship service, these panels are a vital to enhancing the worship experience at Fellowship Church. **Under no circumstances** may anyone climb, pull, or intentionally employ force upon the panels.

Please refer to the Damage section for more information on the guidelines and policies for damage caused to Fellowship facilities.

Food & Drink

Food and drinks are permitted in the Worship Center. Any outside groups requesting to serve food and drinks in the Worship Center must provide their own plates, cups, food and beverages. **The paper plates, plastic utensils, and beverages in the Worship Center kitchen are for ministry use only.** These items, also known as consumables, may be made available for use upon request for a fee which will be made known when/if the event is approved.

Please refer to the Kitchen Usage and Clean-Up sections for specific guidelines on storage and cleaning of food and drinks.

Temperature Control

The Gym is equipped with a digital thermostat for heating and cooling, with scheduling options. When an activity or event is scheduled in the Gym, the desired temperature and settings will be programmed for the individual or group using the Gym. **Users should not attempt to adjust the settings on the thermostat without first being instructed.** *For more information related to temperature control, please refer to the Clean-up Guidelines & Procedures section.*

Kitchen Usage

There are two kitchens available on Fellowship Church's campus. **If kitchen needs are required for an event, this must be made known at the time space is requested.** In the event that a ministry or outside individual or group requests use of the kitchens, the following guidelines should be adhered to for use of the kitchens and their equipment.

Stoves & Ovens

The stoves and ovens are available for use of any event. **Any non-ministry group or individual wishing to use the stoves or ovens must make their request known at the time the facility is requested.** If a request is granted, proper instruction for the use the Worship Center stoves and ovens may be necessary before use. Buffet pans are available for heating and storage of food served at an event. *Users must provide their own cooking fuel (Sterno) if buffet pans will be used.*

Refrigerator & Freezer

The refrigerator and freezer are available for storage of items that are intended for use at an event. Items that are set aside in the refrigerator and freezer must be clearly marked. After a group or individual's event is finished, **left-overs must be removed from the facility or disposed of properly.**

Clean-up

Any individual or group using the kitchen(s) is responsible for the complete clean-up of the kitchen(s). All dishes, pots, pans, utensil and areas used for the preparation & cooking of food must be cleaned and properly disinfected. **The floor(s) must be swept and spot cleaned after use.** Any trash that is produced by a group or individual during an event must be disposed of properly. Any recyclable materials must be disposed of in the appropriately marked receptacle. Any medium and large cardboard boxes must be

flattened. All trash and recycling is to be taken to their respective dumpsters, located in the back parking lot, and all cans must be lined with new bags. A partial deposit refund may be granted if kitchen(s) are found to be in satisfactory conditions. *Please refer to Deposits & Final Payments for more information.*

Dishes and silverware may be made available for use by a group or individual for certain events. **If used, all items must be cleaned, dried, and returned to their proper places.** This includes but is not limited to forks, spoons, knives, cutting utensils, coffee pots, carafes, and buffet pans.

Use & Borrowing of Equipment

Equipment may be used by groups and individuals when advance notification is given. For outside groups and non-ministry related events, **a written request for use of specific items must be submitted at the time space is requested.** All kitchen equipment is available for use unless marked otherwise.

Equipment may only be borrowed for off-campus use by members. No kitchen equipment may leave campus without the sole approval of the Deacon of Kitchen Coordination or the Deacon of Hospitality, when prior arrangements are made.

Activity Room Usage

If the Activity Room usage is required for an event, this must be made know at the time space is requested. In the event that a ministry or outside individual or group requests use of the Activity Room, the following guidelines should be adhered to for use of the Activity Room and its equipment.

All game tables and video game consoles should be used for their intended purposes. **Any damaged or missing items may result in a charge to the user for the item that is damaged or missing.** *Please refer to the Damage section for more information on the guidelines and policies for damage caused to Fellowship facilities.*

No items may be removed from the Activity Room for any reason. All items must be returned as they were found. Under no circumstances should an outside group or individual use the attic. *The emergency exit is clearly marked and should only be used for emergencies.*

Nursery Usage

The nursery may be made available to any individual or group requesting facility usage. **If nursery needs are required for an event, this must be made know at the time space is requested.**

Computer

The Check-In computer, software, and label printer are intended for the sole use of Sunday morning ministry use. As such, they may only be used by Fellowship approved volunteers for church ministry use. The computer may not be used for personal printing, internet browsing, playing games, etc.

Clean-up

All toys must be disinfected and properly returned to their original place. Any soiled diapers, bibs, and clothing must be properly disposed of and removed from the nursery at the conclusion of any event. If any Fellowship nursery cups are used, they must be washed and returned to their original place.

Set-up Guidelines & Procedures

Furniture & Decorating

No equipment, furnishings, or decorations are to be moved or removed from any of the rooms without permission. Any decorations, methods of decorating, use of and removal of church-owned decorations, and furniture arrangements must be approved by church leadership and Fellowship Church design team.

Church-Owned Decorations

In the event that a ministry or outside individual or group requests use of the Decorations Room and any of the items contained therein, this must be made known when requesting use of a facility, prior to approval.

Wall Hangings

Under no circumstances are nails to be driven into the walls or fixtures.

For restoration of room set-ups, please refer to Clean-up Guidelines & Procedures.

Audio/Visual Technician Booths

The audio/visual technician booth may only be operated by a Fellowship approved technician. If audio or visual needs are required for an event or activity, this must be made known when requesting use of a facility, prior to approval, so that arrangements can be made with an approved technician for set-up, if an event is approved.

Clean-up Guidelines & Procedures

Food & Drinks

Food and drinks should only be allowed in designated dining areas. These areas include the Community Room, The Gym (if the event includes food), and the Activity Room. When food and drinks are provided at an event by a ministry or outside group/individual, it is expected that the user will clean up at the conclusion of the event and leave the environment as clean as it was when provided for the event.

Utilities

Lights: All lights used during an event must be turned off prior to leaving after the clean-up of and event unless otherwise instructed. There are some lights that do not need to be turned off, as they remain on for security purposes. These lights are located in the hallway of the Education Building and the foyer and vestibule area of the Worship Center.

The scene lighting in the Gym is only to be used by Fellowship staff approved visual technicians. If scene lighting is required for an event, this must be made know at the time space is requested.

Heating & Air: Several rooms are equipped with thermostats for heating and cooling particular sections of the facilities. Room temperatures can be adjusted according to occupants needs. When a space is requested, users will receive instruction on how to properly use the thermostats prior to the date of usage. Room temperatures may be adjusted prior to an event if requested and during an event if so desired. **It is expected that users will return the thermostats to the original settings, or the settings requested by Fellowship Church, at the conclusion of an event or activity.**

Kitchen Clean-up

See Kitchen Usage

Lock-up

Unless it is deemed necessary, or in the event that both buildings are in use, **any individual or group using the facilities should only enter and exit each building through a single doorway.** It is recommended that, unless a user is loading or unloading, the kitchen doors, and doors inside the Gymnasium should not be used as general entrances or exits.

At the conclusion of an activity or event, all entrances used must be firmly pulled shut and locked by key.

Restoration of Room Set-ups

If any special set ups are requested by a user requesting use of space, the user is not responsible for room restoration, as it is included in the maintenance fee. If any furniture is moved by the user prior to or during the event without the knowledge of Fellowship Church, it is expected that the user will return any items or furniture to the room and position in which they found.

Damage

In the event that damages occur during an event or activity, the individual or group responsible for the event or activity shall accept responsibility for the damage. If damage is found to be done to a facility, the user may attempt to repair the damage at no cost to the church, within seven days after the event. **If the group or individual responsible forfeits their right to repair the damage, they will be billed for any damage that is done.**

Map of Campus

A map of both buildings may be provided upon request with the requested rooms and exits highlighted.

Facility Usage Fees

Facility usage fees include room reservations, cancellation fees, and utilities for each room reserved. Facility usage fees will consistently vary depending on church membership and the purpose for facility usage. There may also be additional fees for required services related to the use of facilities. *The facility usage fees listed in this document do not reflect the fees related to facility use for wedding activities. For more information related to wedding fees, please refer to the Fellowship Fee Schedule & Agreement for Weddings*

Fee Schedule for Facility Usage:

Non-Members & Outside Groups

Facility usage for one day events: **\$50.00**

Facility usage for events lasting more than one day: **\$40.00** per additional day

Members & Church Related Ministries

Facility usage for one day events: **Waived**

Facility usage for events lasting more than one day: **Waived**

Additional Fees & Honoraria

Custodial: For safety, efficiency, and consistency, it is often necessary for our custodial staff to manage the furniture and equipment arrangements that take place before and after events. The cost to assign custodial staff members to these tasks is included in the facility usage fees. Because the fee is waived for church members, it is suggested that members also consider making a donation to help offset the cost of the room setups for private events. The suggested gift should be **\$20.00** to help offset one hour of set up and one hour of room reset for the event. **Checks should be made payable to Fellowship Church.**

Audio/Visual Technicians: If the sound system or visual equipment is used, an honorarium is customary. Should one be given to the technician, the suggested gift should be reflective of **\$15.00** per hour of service (please take assembly & disassembly into consideration as well.) **Checks should be made payable directly to the technician(s).**

Any other additional fees or costs that may arise as a result of facility usage will be made known to the user prior to request approval. Checks can be made payable to "Fellowship Church."

Deposits & Final Payments

In order to ensure a reservation of the requested facility for the day(s) and time(s) of events, a **25% deposit** is required within **one week** of being notified of the church's approval of the date and usage of the requested facilities. The deposit is 25% of the combined facility usage, maintenance, custodial, and any other fees applicable to facility usage. The remainder of the fee is due **no later than two weeks** before the day of the event for which facility usage is requested. **All checks for required fees can be made payable to "Fellowship Church"** and should include **"Building Use Fees" in the memo line.**

Honorariums for services may be paid directly to the individuals, for whose services are provided, on the day of the event. If the kitchens are used, deposits may be partially refunded if expectations for kitchen clean-up are met. *Please refer to the Kitchen Usage for more information.*

Special Events & Requests

Weddings

Any couple who desires to use Fellowship Church's facilities for wedding activities may request spaces for usage up to **12 months** but no later than **3 months** prior to the wedding date. Forms related to facility usage for wedding activities are available and all applicable forms must be completed before a request can be approved. The priority of church-related meetings, functions, and activities over outside groups and non-members allows that meetings or events scheduled or requested by the former group supersedes other events up to two months prior to any requested date. Requesting space earlier increases the likelihood that it will be available and that the request will be approved.

The administrator will contact the potential user, or representative, when the reservation is made, to review the conditions, expectations, and needs for usage. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event will be given to the user at the time that the reservation request is made. All wedding activities will be scheduled on the master church calendar once the request has been approved.

For requirements, expectations, fees, and other details please see the Wedding Policies & Procedures packet.

Outside Vendors

If any individual or group requesting usage of Fellowship Church facilities plans to use an outside vendor for their event, for any reason, this must be made known at the time of the request. All outside vendors must be approved prior to their arrival on campus. The approval of an event does not necessarily guarantee the approval of a vendor. An exception may be made for vendors working in conjunction with the regular ministries at Fellowship, though it is recommended that notification is given to the administrator by the ministry at least two weeks prior to the event. All vendors are subject to Fellowship Church facility and equipment usage policies and procedures and are the responsibility of the individual or group hosting an event.

The following is a set of guidelines and procedures for specific third party vendors.

Food Vendors

Any food vendors, including caterers, are subject to Fellowship Church facility usage and kitchen usage guidelines. As such, all kitchen stoves, ovens, preparation areas, dishes, and utensil usage must be in accordance with their respective guidelines. For more information, please see *Kitchen Usage*.

The possession, providing, and serving of any alcoholic beverages is not permitted by any food vendors on Fellowship campus.

Musicians/DJ's

The use of live bands or DJ's on Fellowship campus for wedding receptions and other events is permitted. Any music played must, in some way, reflect the mission, vision, and values of Fellowship Church. All musical selections for any event must be approved in advance by the pastoral staff and should not contradict the values, beliefs, and Statement of Faith of Fellowship Church.

Animal Vendors

The provision and use of animals for events on Fellowship campus must be handled by certified animal trainers. With the exception of registered service animals, no animals are to be permitted inside the buildings. It is the responsibility of the owners and trainers to maintain the behavior and appetite of any animal provided. Any animal mess must be cleaned and properly disposed of at the conclusion of an event.

Tents

The placement, position of any tent or canopy to be used for an event must be pre-arranged with the Facilities Manager once usage is approved and before procurement of equipment. The vendor must be able to ensure the safety and stability of their product before use.

Equipment Usage

Usage & Borrowing

All equipment found in Fellowship's facilities are designed for a specific purpose and should be treated as such. Each piece of equipment should only be used for the specific purpose for which it was designed and in the specific way that it was designed. While some equipment is stationary, other pieces of equipment and furniture may be re-arranged, moved, removed, made available for use, and borrowed upon request.

Most requests to borrow equipment must be made by completing an Equipment Request Form and submitting it to either the respective ministry leader or department head. **Any intention to use Fellowship equipment during an event for which facility usage is requested must be made known at the time of the request.** Any fees related to borrowing must be paid at least one week prior to pick up. Any item that is approved for borrowing must be returned within two business days. All returned items must be inspected by the ministry head prior to leaving campus and upon return.

Office Equipment

Copier(s): The general purposes of the copiers at Fellowship Church are to satisfy the clerical and communicative needs of the staff and ministries of Fellowship Church. The copier in the main copy room is not intended for personal use. In the event that personal copies must be made, it is requested that the user donate **\$1.00** to help offset the overage charge that may be a result of any additional copies. Copies are to be limited to the exact number of copies needed by the user.

If the paper supply becomes low or empty in a tray as a result of making copies, it is requested that the user replenish the paper supply immediately after use.

Audio & Visual Equipment

Only Fellowship approved technicians may operate audio and visual equipment and components during an event or activity. **If audio or visual needs are required, this must be made known at the time space is requested, prior to approval.** Once the event or activity is approved, an approved technician may be provided. If a group requiring technical services is approved for facility usage, it is customary that they will provide an honorarium to the technician. For recommended honorariums see *Fee Schedule for Facility Usage*.

No audio or visual equipment may leave campus without the sole approval of the Worship Pastor and Deacon of Worship Technology, respectively. *While a request may be granted, it is not typical.*

Tables & Chairs

When advance notification is given, tables and chairs may be provided for events and activities that are held at Fellowship Church. Furniture may be set up by the individuals or groups using the facilities if advance notification is given. In such cases, it is expected that any tables or chairs be returned to their original positions. **If any room transitions need to be done prior to an event, a fee will be charged to non-members for custodial services.**

Tables and chairs may be borrowed **by members** if requested in advance. No more than **six (6) round tables, two (2) 8" rectangular tables, and forty (40) chairs** may be borrowed at one time. A return date will be imposed upon any individual or group requesting use of tables or chairs for off campus events.

If any table or chair that is the property of Fellowship Church is damaged at an event, either on campus or off campus, a replacement fee will be charged for each piece of furniture damaged. It is expected that the responsible parties will pay **\$260.00** for each round table, **\$100.00** for each rectangular table damaged and **\$51.00** for each chair damaged. If an item is borrowed and found to be damaged, the borrower may attempt to repair or replace the damaged item within seven days of the due date of return. Any item that is damaged must be repaired or replaced to the satisfactory working order as agreed to by the Trustee Board.

Athletic Equipment

The athletic equipment and items on campus may be available and used according to the specific purpose of each piece of equipment. Athletic equipment that may be available for use includes: basketballs, Wiffle Ball equipment, bowling equipment, and rubber playground balls. For all intents and purposes, the bounce house is included in this category of equipment usage.

Athletic equipment may not leave the facilities except in the case of a specific Fellowship ministry function at another site. Any athletic equipment that is used by an individual or group must be returned to the proper location in which it was found in the equipment storage room located in the Worship Center.

Mechanical Items

The mechanical items at Fellowship Church that may be available for use are the lawn mowers, weed-eater, floor buffer, and snow blower. Equipment may only be borrowed by members and may not be borrowed unless prior arrangements have been made with the Facilities Manager. **The mechanical items are to be used primarily by the maintenance staff.** Any request to use a mechanical item on a date that may interfere with a regularly scheduled use or maintenance of an item will not be granted.

If any mechanical items are approved for borrowing, a deposit of **\$75.00** is required. The deposit will be partially refunded when the item(s) is/are returned in good working condition. If the item(s) is/are not returned in satisfactory working condition as agreed to by the trustees, no refunds will be granted. Within seven days of the due date of return, any item that is damaged must be repaired by the borrower to satisfactory working condition as agreed to by the trustees in order to receive a partial refund. Any item that is lost must be replaced with a like new item by the borrower. Any fuel used for operation of mechanical items must be replaced by the user.

Kitchen Equipment

See Kitchen Usage

Portable Baptistry

Please see someone from the church staff for information on usage and borrowing.

Outside Equipment

Any group or individual attempting to use or provide equipment that does not belong to Fellowship Church must notify Fellowship Church prior to the provision or operation of the equipment. **Any intent to use outside equipment must be made known at time that specific facilities are requested for use.**

Any outside equipment must be approved for use and inspected for safety by Fellowship Church before it can be made available by any individual or group who may use Fellowship facilities. Fellowship Church will not be held responsible for lost or stolen equipment or for damage that may occur as a result of use of the equipment.

Outside equipment includes: heavy machinery, audio equipment, visual equipment, vendor booths, cooking tools, carts, and stations, any item producing an open flame, and sports equipment. Sports equipment includes but is not limited to, baseball bats, soccer nets, and hockey sticks. Absolutely no roller blades, roller skates, scooters, skateboards, or cleats are allowed in the Worship Center.