

Building Use Policies

Please Note - These Rules Apply when using this facility:

No Musical instruments of any kind are to be brought into or used in the building.

No television, videos, movies or recordings of instrumental music may be played in the building unless approved through the Building Facilitator and the elders in advance.

No use of the PowerPoint projectors for the purpose of gaming of any kind.

PowerPoint projector use for any purpose needs to be approved in advance. For this reason the files must be turned in to the office 24 hours prior to being played. (Lectureship and seminar speakers should email their PPT files a week in advance.)

If you are holding a youth event, you will be responsible for where the children roam. Please see that they stay in the designated area for your function.

All Teen and Youth Events require Adult supervision 21 years or older - **No Exception**

The event host will be responsible for the cleanup of personal belongings, of any messes, and for returning the area and any items used back to the condition in which they were found.

You will be responsible for taking the trash to the outside receptacles after your event.

You may be asked to secure the building after your event. Any keys to the building given out will be subject to approval and should be returned to the Building Facilitator afterwards.

Please note that **the building does not heat or cool itself** unless programmed in advance. The thermostats are locked and are to be operated by the Building Facilitator only. Because of the size of the congregation and building we need to schedule events in advance. By doing this we will be able to better accommodate your event without any issues.

The Sunset Facility is reserved for the use of its members only. Any other use must be approved in advance through the Building Facilitator and the elders.

Church Groups with activities held in the building are responsible for the setup, the cleanup and for returning areas and items used back to the condition in which they were found.

Custodial fees may apply for the personal use of the facility such as for Birthdays, Anniversaries, etc. **All events must be approved in advance for availability purposes.**

Users of the building must provide their own paper goods, supplies etc. for personal events.

Feel free to contact your Building Facilitator or the church office with your questions.

Building Use Policies (continued):

SCHEDULING THE USE OF FACILITIES

The use of the facilities is limited to members of the Sunset Church of Christ only.

Members who plan on using the building must schedule the time of use well in advance, complete a Building Use Form, and have the event put on the calendar. All events are subject to approval by the elders of Sunset. There will be no scheduled use of the building on Wednesday and any event on Sunday will be subject to approval. **The elders reserve the right to refuse the use of any and all of the facilities to any and all groups, couples, individuals or organizations.**

THINGS TO CONSIDER WHEN SCHEDULING THE FACILITIES:

- a. All areas of the facilities needed for an event should be listed at the time of the initial scheduling. Time needed to decorate or prepare for the event should be included as well.
- b. Those reserving the facilities must be Sunset members, and will be responsible for any damages incurred and for the removal of any flowers, decorations and personal items after the event.
- c. No furniture should be removed or placed other than by the **Building Facilitator, or in his absence, an elder, preacher or one of the assigned persons in charge.**
- d. No posters, signs, or decorations shall be attached to the walls or furniture unless approved by a church representative (see c. above).
- e. **All food and drinks are to stay in the fellowship hall. No food or drinks are allowed in the carpeted areas of the building. No exception will be made.**

MUSIC:

Music during Sunset's worship services is and will remain exclusively a cappella, including any music embedded in video clips or other recorded music. Recorded instrumental music may be used during non-worship activities such as weddings, funerals, and social events with prior approval of Sunset's elders. **For this reason, and to make sure the digital files are compatible with our equipment, all files must be turned in to the office at least 24 hours before they are scheduled to be played.** Instrumental music that is a part of a video, CD, PowerPoint, Cassette Tape, DVD, Flash Drive, etc. may be used for teaching and instructional purposes in a classroom, but must be approved in advance by the elders.

USER AND GUESTS OF USERS:

The parties using the facilities will act with dignity and respect during the activities. No tobacco or alcoholic beverages are to be used **ANYWHERE ON THE CHURCH PREMISES.**

Apparel worn by all present at the event is to be dignified and appropriate for the occasion.

The user party is responsible for all personal belongings such as purses, garments, shoes, etc., and all items left throughout the building. You as the user party will be responsible for assigning a key person to direct and manage the clean-up after your event. It is advised that purses and anything of value be locked up while you are in the building.

The Sunset Church of Christ will not be held responsible for lost or stolen items.

Keys are not given out for the building unless pre-approved. Reasonable time frames for opening the building for set ups and deliveries will be agreed upon in advance. If the Building Facilitator is required to be at the building at times other than his/her regular work times a \$25 fee will be assessed.

BUILDING USE FOR WEDDINGS:

In addition to the policies listed above, there are additional policies for Weddings.

FEES AND USE TIMES:

For Wedding Events there are fees charged for custodial and other services as follows:

\$125.00 for the set up and clean-up of the auditorium (if used).

\$50.00 for the use of the PA system. (This system is only to be operated by one of the regular operators.) This includes the preparing of your music choices and operating the sound booth according to your needs.

\$150.00 for the set up and clean-up of the fellowship hall including other areas used for wedding events.

It is required that the Building Facilitator be the one to remove, set up, clean and restore the building to its original form as he is most familiar with the building set up. The church pays for custodial services to maintain the facilities, not for the clean-up of personal events. You are required to use the Sunset Building Facilitator and pay the set fees as stated above.

NO EXCEPTION will be made on these requirements.

MINISTER FOR WEDDING CEREMONIES:

The minister of the wedding must be a male member of the churches of Christ.

PLEASE NOTE:

Rice may not be thrown on any of the premises. In lieu of rice, bird seed and bubbles are welcome, **but may be used only outside of the building.**

PLEASE READ, FILL OUT, AND RETURN THE BUILDING USE FORM TO THE OFFICE AS SOON AS POSSIBLE FOR APPROVAL.