

Building Use Guidelines

Purpose: We desire to use our facilities to serve the mission and ministries of Praise and our community. We desire to make our facilities available to groups as much as possible in keeping with our mission and philosophy of ministry.

Principles:

- Because our ministries carry out our mission as a church, we give them priority in using our facilities.
- We desire to make our facilities available to community groups and events as often as possible, so long as they do not interfere with or detract from our mission and ministries, and do not strain our facilities.
- We seek to upkeep our facilities through maintenance and cleaning so that we may maximize the effectiveness and longevity of our facility.
- In order to maintain our facilities, we require that a PCF member be present, though special exceptions can be made if this is not possible, depending on the circumstances.
- In the case of special PCF circumstances, (funeral, etc.), your event may have to be cancelled.
- No approval will be given for use of the facility if the activity is deemed to be in conflict with the beliefs and teachings of the church.

Policies:

- If you need to cancel use of building during your reserved day/time, please call the office 48 hours in advance.
- The nursery is not available for public use.
- Any part of our facilities that you use must be cleaned immediately after the event (see Post-Event Checklist and Evaluation Form).
- Large "props" may not be assembled, installed, or temporarily stored in the church without permission of the Board of Trustees.
- A PCF member or ministry must sponsor the event. Hereafter, this person is referred to as the coordinator. If you are unable to have a coordinator present at your event, you need to make special arrangements with the PCF staff before receiving approval.
- The coordinator must remain on the premises at all times and be responsible for opening and closing the building.
- No smoking is allowed in the building.
- No alcoholic beverages or illegal drugs are allowed on the property.
- Furniture, toys, and equipment should not be moved from room to room without prior approval.
- We anticipate normal wear and tear on equipment and facilities, however if abuse or damage occurs the user will be responsible for the cost of repairs.
- No fee will be charged for usage of the building; however we do ask the users to consider a donation of money, time or talents to help offset the costs of using the facility. Donation checks should be made out to Praise Christian Fellowship.
- A certificate of liability insurance is required unless waived by the church.
- Requests will always be considered secondary to the ministry needs of the church and therefore may result in cancelation with limited advance notice.
- If you wish to move any equipment on the platform, you must make arrangements with the Worship Ministry Director.
- If you wish to use any PCF sound or video projection equipment, your coordinator must have a person qualified by PCF to set up and operate the equipment.
- PCF's kitchen is a "warming kitchen" and cannot be used to cook/bake food.