

EMMANUEL EPISCOPAL CHURCH BUILDING USE RULES

Emmanuel Episcopal Church (EEC) has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. If no individual is available to staff the building during these off-hours, usage may be denied. The assigned custodian or staff person will serve as the church's representative should questions or needs arise during the event.

To make your event and others enjoyable and non-chaotic, please adhere to the following rules:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Dining or the serving of food is limited to pre-approved designated areas – check with the facilities coordinator or other designated EEC representative.
4. Use of candles is allowed only in designated areas and must be approved by the Communications Director.
5. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.
6. If furniture or equipment is to be moved, it must be done with the permission of the Office Manager to maintain the quality of the building's furniture and equipment and prevent damage.
7. All decorations in the facility and on the grounds of EEC must be approved by the Communications Director or Rector. No items may be affixed to any surfaces without the consent of the Communications Director or Rector.
8. The user will be held responsible for any damage done to church property associated with their event.
9. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
10. Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.

11. When children are in attendance, they must be under the control of their parents or responsible adults at all times and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
12. The following items are not allowed in or on church property: Weapons, Controlled Substances/Drugs (or any illegal substance), or anything or activity that would detract from a Christian atmosphere.
13. Alcoholic beverages may not be used in or on church property, unless specific conditions for their use has been thoroughly described and approved on the EEC Building Use Form.
14. Smoking or use of other tobacco products is not allowed inside of the church buildings.
15. Ministry furniture and equipment (i.e., tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of EEC and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
16. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.