

# **REDEEMER COVENANT CHURCH**

## **FACILITY USE POLICIES & PROCEDURES**

**Effective May 15, 2005**

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## **INTRODUCTORY STATEMENT**

Redeemer Covenant Church has been blessed by our Lord with a wonderful facility. It is the intention of this church to use this facility to glorify God in the following ways:

- A. To provide a place for worship where we can express our love to God.
- B. To provide a place for fellowship for the community of believers to grow closer to one another.
- C. To provide a place for discipleship to help believers become more like Christ.
- D. To provide a place for ministry to meet the needs of God's people.
- E. To provide a place for evangelism to reach others in our community who have not heard the good news of God's Word nor experienced the love of Christ.

No policy can anticipate every circumstance or question. As Redeemer Covenant Church continues to grow, the need may arise and Redeemer Covenant Church reserves the right to revise, supplement or rescind any policy from time to time as it deems appropriate, in its sole and absolute discretion.

## **101 Facility Use**

The use of facilities, grounds, and equipment shall be confined to Christian organizations, educational and service agencies, and other character building groups whose work and purpose is in harmony with the purpose and vision of Redeemer Covenant Church. It is our desire that the property and facility that God has entrusted to us be used to serve the cause of Jesus Christ, His people, our neighbors, and our community. We want this property to experience maximum use for the greatest service according to our vision statement.

## **102 Priority of Use**

1. First priority use of the facilities will be for Redeemer sponsored activities benefiting the members of the church or outreach programs planned by the church.
2. Second priority use of the facility will be for activities planned by Redeemer members but which do not benefit the entire congregation.
3. Third priority use of the facilities will be for activities of other churches and Christian organizations.
4. Fourth priority use of the facilities will be for activities planned by groups with no specific Christian affiliation but which do not conflict with the vision statement of Redeemer Covenant Church.

## **103 Guidelines for Use**

Facility users will leave the facility in as good or better condition than they found it. There will be no smoking inside church facilities or use of alcoholic beverages anywhere on church property. There will be no firearms allowed on church property. There will be no political events held on church property. Revenue generating events shall only be held if they benefit or are in the best interest of Redeemer Covenant Church. No commercial activities with the exception of Mother's Day Out and Pre-school programs will be allowed. Any exceptions to this policy must be reviewed by the Leadership Team for approval.

Adult church members only may check out church equipment after completing a checkout sheet. Equipment checkout is for church sponsored activities only. Some equipment such as sound and audio equipment is not available for checkout. The Director of Administration (DOA) will be responsible for overseeing equipment checkout. Exceptions to this checkout policy may be negotiated through the DOA and the Facilities Board.

## **104 Facility Scheduling**

Hours of operation shall be:

- o Monday – Friday 8 am – 5 pm
- o Saturday – closed
- o Sunday – as determined by programs

Other hours of use may be available if a church member is knowledgeable of the event and accepts responsibility for security.

## **105 Facility Reservation (Other than Weddings)**

Priority Group 1 and 2 users: Call the Office Services Administrator (299.1989) to schedule facility use.

Priority Group 3 and 4 users: Facilities can be reserved no further in advance of the activity than 6 weeks. In special cases involving a long term use of facilities, Redeemer reserves the right to review these commitments if a conflict arises with other church programmed activities. All priority group 3 and 4 users desiring to use the grounds or facilities will fill out the “Facilities Use Application” form. All applicants must be 25 years of age or older. The form should be submitted to the Director of Administration (DOA). Upon approval, the group making the request will come to the church office and pick up an instruction package from the DOA and make any applicable security deposits and pay applicable fees. A church key will be signed out to the group if necessary. The Office Services Administrator will schedule the event on the church calendar at this time.

## **106 Weddings**

Redeemer Covenant has a wedding coordinator who will schedule all details concerning the use of the facility. A brochure is available at the church office describing these services. This brochure is considered part of this facility policy by reference. (Attachment 2)

## **107 Funerals**

Individuals requesting the use of the facility for funerals should contact the Ministry and Worship Administrative Assistant at the church office (299.1989) for scheduling and assistance.

## **108 Nursery and Childcare**

By reference, the Redeemer Nursery/Childcare Policy is incorporated as part of this facility use document. Any facility user groups that offer childcare must abide by this policy. (Attachment 3)

## **109 Fees for Non-Church Program Use of Facility**

It is the intent of the Church's fee structure to not generate income but to create respect for the use of the facilities at Redeemer. However, the church should not be put in a position where it is subsidizing non-church programs without Leadership Team approval. Sufficient fees will be charged to cover custodial services, utilities, and other direct costs.

## **201 Automobile/Van Usage**

See attached policy (Attachment 4). By reference, this policy is made a part of the Facility Use Policy. For van usage, contact the Director of Administration.

### **301 Facility Policy Review**

This policy will be reviewed by the Facility Committee Board every 2 years or sooner as needed. Questions regarding the execution of this policy should be addressed to the Facilities Board.

### **302 List of Revisions**

Date	Revision
11/31/05	Inserted automated Table of Contents to document. Added paragraph beginning "No policy can anticipate ...." to the introductory statement. Modified section headings to coincide with Redeemer Covenant Church style standards for policies. Consolidated attachments (Fees, Wedding, Nursery/Childcare, Passenger Van, and Facilities Use Application from separate documents into one single document. Modified Van Usage policy to reflect the sale of the church van.

## **Attachment 1 – Schedule of Fees for Non-Church Program Use**

These nominal fees are established to cover:

- a. The average time spent by the church custodian in preparing the facility for special use and restoring the facility after such use.
- b. Extra utility costs.
- c. Compensation for wear and tear.

NOTE: Costs to repair excessive damage sustained during use will be billed in addition to these fees.

<u>FACILITY USE</u>	<u>MEMBER FEE</u>	<u>NON-MEMBER FEE</u>
1. Use of one room for a meeting	\$25.00	\$35.00
2. Use of entire Fellowship Hall	\$40.00	\$50.00
3. Use of Kitchen	\$20.00	\$30.00
4. Use of Classroom	\$10.00	\$20.00
5. Use of Redeemer Hall	\$50.00	\$100.00
6. Use of grounds	No charge	\$20.00
7. Facility Use Deposit	No charge	\$100.00

NOTE: Above fees are minimums. Any additional fees will be listed on the Facilities Use Application form.

## **Attachment 2 – Wedding Policy**

This formal policy is currently under development and will be added upon completion.

## Attachment 3 – Nursery/Childcare Policy

### 1. CHILDCARE RULES:

- 2 workers in each room. One must be over 21 years of age and the other at least 14 years of age.
- Background checks must be completed on all workers in the children's areas, paid and volunteer.
- Ratio of children to workers in each room will meet DHS guidelines.
- Rooms must be cleaned and sanitized after each use. (tables, toys, linens, etc.)
- Parents must be on-site to utilize the nurseries (birth thru 3 yr. olds)
- Nurseries are not to go past 8:00PM unless the Church Council has approved a specific exception
- Nurseries are limited to 3 year olds (as of Sept. 1<sup>st</sup> of school year) and under.

### 2. REGULAR NURSERY SCHEDULE:

- **SUNDAY MORNINGS:**

Nursery will be provided by Redeemer for all worship services. Nursery ages are Birth through 3 year old Sunday School. One paid staff will be used in each room when available and volunteers will be used to make up the difference.

- **SMALL GROUPS:**

*Tuesday Mornings-*

Childcare will be provided by Redeemer at the Church for weekday morning Bible Studies. Paid staff will be used when available. When paid staff is not available, participants in the small groups will assist in the nurseries on a rotating basis.

*Wednesday & Sunday Evenings-*

Childcare will be provided by Redeemer at the Church for parents who are participating in an Adult Small Group, a Focus Group, a Bible Study, the Adult Choir, or serving as a Youth Volunteer/Worker or Children Volunteer/Workers during the set programming time (6:00pm to 7:30). We will provide for Choir members to 8:00PM if there is a need. Sunday evenings 5:00-6:30. Children's parents 3 and under must be on site.

### **Alpha Program:**

We provide a program for children whose parents are involved in Alpha. This program runs from 6:00pm to 8:30pm. We provide childcare for Friday night only on the Alpha Retreat.

### 3. SPECIAL SITUATIONS:

#### **Special Events:**

Childcare will be provided by Redeemer at the church for parents whose children fall in the age range of birth to 3 year old Sunday School for special events such as Congregational Meetings, Redeemer 101, or special called meetings by the Leadership Team by reservation only.

#### **Special Worship Services:**

Childcare will be provided by Redeemer at the church for children ages birth to 3 year old Sunday School for special worship services including Christmas Eve, Living Lord Supper, Tenebrae Service, Ash Wednesday, etc. The Children's Ministry Director must be notified at least 3 weeks ahead of time so as to schedule workers and make special arrangements. Services should be scheduled not to run past 8PM or Council approval for nurseries will be required.

#### **One-time Events by RCC Ministries:**

The Children's Director must be contacted well in advance of the event. (Special dinners, receptions, Student Parent training, etc.) The Responsible Department must use paid staff already approved by Redeemer and fund out of their department. These nurseries will be by reservation only.

### 4. OUTSIDE GROUPS:

If an outside group is wishing to use our facility (such as Emmaus) they must use paid staff already approved by Redeemer and fund the activity themselves. If Redeemer workers are not available for the event, short term volunteer forms must be completed prior to event and approved by Children's Director or Pastor.

## **Attachment 4 – Passenger Van Policy**

[Note: This original policy was adopted by the Council of Redeemer Covenant Church on August 13, 2002. The Redeemer van was sold in 2004. This policy still remains in effect when a van is rented or leased.]

The following safety rules must be employed when using the Church's 15-passenger van or when 15-passenger vans are rented or leased. A copy of this policy must be provided to all approved drivers and a copy must be posted in the RCC Van.

1. No more than 10 occupants, including driver, may be transported. Seats are being permanently removed from Redeemer's van to limit the seating.
2. All occupants are required to wear seatbelts at all times.
3. Nothing is to be loaded on the van roof.
4. Only drivers who are on the approved driver list with our insurance company can drive a van. Effective Jan. 1, 2003, approved drivers must have either (1) completed a Safe Driving course approved by our insurer or (2) have attained a Commercial Drivers License from the state of Oklahoma. Drivers should be well rested, and no driver may drive for more than 10 hours in any 24 hour period, and drivers should change out approximately every 2 hours. Drivers may not use any sedating prescription or over-the-counter antihistamine (or other medication which may cause drowsiness) on days where they are driving.
5. Drivers are prohibited from using or talking on a cell phone while operating the vehicle with passengers on board. However, a cell phone should be on board for use in emergencies.
6. Drivers must obey all traffic laws, including speed limits. The driver is personally responsible for any and all traffic or parking citations, tickets, and/or fines (except those associated solely with the equipment or with insurance certificates).
7. The gas tank should be refilled before the fuel gauge reaches 1/4 tank.
8. Tires should be checked prior to use of the van for wear, damage, and proper inflation. Additionally, tire inflation should be checked at every fueling stop on long trips. Do not operate the vehicle with worn, damaged, or under-inflated tires.
9. 15-Passenger vans may not be used to tow heavy or multi-axle trailers or another vehicle when being utilized in passenger service.

The following operating guidelines should be observed by all drivers:

1. 15 passenger vans have a significantly higher roll-over rate (3 times more likely) when loaded with more than 10 passengers or made top-heavy with baggage, etc. Rollovers generally occur in emergency or panic maneuvers, such as the wheels dropping off the shoulder or simultaneous hard braking and turning in avoidance maneuvers. If the wheels drop off the shoulder, gradually reduce speed and steer back onto the road when it is safe to do so (at significantly reduced speed). Vigilance and "defensive driving" techniques should be utilized to reduce the need for emergency avoidance maneuvers.
2. Make sure all passengers are utilizing their seat belts. Do not proceed without full compliance. You have the authority to pull over and require compliance if necessary.
3. Drive cautiously. Maintain a speed that is safe under the conditions present, and be especially careful on rural and curved roads.

