

#### NFC FACILITY & EQUIPMENT POLICY

##### Revision January 22, 2014

The Nampa First Church of the Nazarene (NFC) facilities is intended for the use of its church members and ministries. When not in use for ministries activities, the buildings may be used by local groups and individuals on a scheduled basis for spiritual, social, cultural, or recreational activities. NFC programs will have first priority at all times. We do not provide or rent our church facility for community weddings.

Nampa First Church of the Nazarene Church Facilities and Family Life Center is designed to fulfill the overall mission: “A Ministry of Hope… At Home, Across the Street, and Around the World.”

NFC facilities may be used in accordance with the following policies and rules:

1. The Facilities Coordinator will receive all facility requests and *the church staff has the power to deny, accept, or revise any reservations or fees.* All requests will be based on the best interest of the church.
2. NFC is not responsible for accidents, injury or loss of individual property in the facilities or on the church grounds. Lost property will be kept for thirty (30) days, and unclaimed property will be disposed of under the direction of the Church Administrator.
3. The individual or organization that is granted use of the facility will be held responsible for reimbursing NFC for any loss or damage to the church property or equipment caused by such use. All damaged items will be reimbursed to the church at *“Fair Market Replacement Value.”*
4. The person in charge during the event shall be responsible for the general conduct of the activity and its participants and the observance of the rules and regulations governing the use of the facility and its surrounding grounds.
5. Permission for use of NFC facilities will be granted upon the condition that all rules governing use of the facilities will be followed. Permission may be revoked at any time for failure to do so. These rules are subject to change by the NFC Staff/Board.
6. Any request for exceptions to rules or service charges for use of buildings must be presented in writing at the time of reservation.
7. Each Ministry Leader must submit a green sheet two weeks prior to each scheduled event. Every effort must be made to include requested needs in detail. It will be requested by each Ministry Leader to bring to each and every 4 months planning session a green sheet filled out on upcoming events for the next 8 months.

At a minimum, the green sheet should be filled out with the name of the event, date, person in charge, and required facilities areas needed. The Facilities Coordinator will record the green sheet into the Church Master Calendar and return the green sheet to the requesting ministry. The requesting ministry would then keep the green sheet on file and resubmit the green sheet two weeks prior to the scheduled event filled out with every detail required for the event. If for any reason a change is needed after the submission of the green sheet, the only way to get a change made is to submit a NFC Change Order Form to the NFC Facilities Coordinator. All NFC “A” Events must be scheduled at the January Planning Meeting each year. Four-Month Planning Meetings will be scheduled for the last Tuesday of February, May, August, & November. February meeting is for planning March, April, May & June – May meeting is for planning June, July, August, & September – August meeting is for planning September, October, November & December – November meeting is for planning December, January, February & March.

1. When minors use a NFC facility, the group must be under the direction of adult leadership at all times while on the premises. There must be at least two adults present at all times and one additional adult for each seven minors under 12 years of age. For minors ages 13-18, there must be at least two adults present at all times, and one additional adult for each ten minors. Failure to provide this supervision may result in cancellation of the activity.
2. Should the use of facility equipment (tables, chairs, podium, kitchen equipment, etc.) be desired, such a request should be submitted on the Facilities & Equipment Use Form, (Green Sheet.)
3. Church sound, lighting, and associated computers are to be operated only by authorized NFC church personnel. All fees will be billed by the church and are payable to the church. Authorized personnel will be paid through the church office.
4. No keys to any facility areas will be given or loaned out to persons who are not on the NFC key register.
5. Individuals or groups desiring use should ascertain by phone or in person if the date and facility desired is available and then request approval for their event.
6. Group uses that are not a NFC church function must present a copy of the group/organization’s Certificate of Insurance naming NFC as the additional insured party. The church must receive this certificate at least seven days prior to date of event.

Responsibility of Applicants:

1. Groups should plan to enter and leave the facility at the time specified on the Facility & Equipment Use Form.  *All events must plan to be completed no later than 9:00 pm and the premises vacated by 10:00 pm.*
2. Any group renting from the church staying past their designated completion time will be charged additionally.

Group representatives should plan to accomplish the following within the time specified:

* *Put up and take down all decorations*
* *Pick up loose trash in all rooms*
* *Remove all decorations from the church facilities the day of event*

Prohibitions:

1. **No** alcoholic beverages, smoking, or illegal drugs are allowed in the building.
2. **No** pyrotechnics may be used.
3. **No** nails may be used to hang up decorations. Decorating plan must be presented with the Facility & Equipment Use Form and approved in advance of the event.
4. **No** drinks with red dye are allowed in any NFC facility. (These dyes will permanently stain carpets and tablecloths.)
5. **No** dancing is allowed in any NFC facility.
6. **No** rice will be allowed at any wedding and/or any event on campus. Bird Seed is permissible outside of the buildings only.

Nursery:

 In order to protect the investment of both facility and equipment, and to insure a clean, safe, and enjoyable environment for nursery-age children, the following policies and procedures will apply regarding the usage and care of Nampa First Church nursery facilities. A copy of our *POLICY FOR THE SAFETY AND WELL-BEING OF OUR CHILDREN* is attached to the policy.

 *Scheduling and Usage*

* + All scheduling of nursery usage will be done through the Children’s Pastor.

*Personnel*

1. Only approved nursery attendants will be permitted to provide child care within the facilities.
2. All paid nursery personnel will complete a background check, and a signed time sheet stating the exact hours worked for payment. Exact time of check-in and check-out will be stated on the forms. All report forms are to remain at the church.
3. All nursery attendants are to adhere to the stated attendant policies and procedures.

AUDIOVISUAL EQUIPMENT

All audiovisual equipment owned by Nampa First Church will be used solely for the ministry activities of the church. This equipment is not to be made available or to be used for the personal activities of individual members of the congregation or community. Individuals wishing to use audiovisual equipment as part of their ministry program will schedule the necessary equipment through the Facility Coordinator’s office. Any person using AV equipment is personally responsible for returning it to its proper storage place. They are also responsible to meet with an AV tech for training on the requested equipment. Video equipment may only be taken offsite with the appropriate paperwork completed and the permission of the facilities manager.

SOUND/AUDIO VISUAL & LIGHT EQUIPMENT:

Due to the intricate and sensitive nature of the sound, AV, & light equipment, it is the policy of Nampa First Church that only authorized personnel will operate said equipment. ***Absolutely*,** all requirements for ANY sound/AV & Light Equipment for an event will be assigned, scheduled & approved by the Facilities Manager**!! *Absolutely*,** no outside group will touch, use or be left in charge of any sound equipment, AV equipment, & lighting equipment belonging to NFC!!

1. Rental: We are not in the equipment rental business; therefore we will not rent our sound, AV, & lighting equipment to another organization or individual either inside or outside of NFC.
2. Loans: We do not loan our sound, AV, & light equipment to outside organizations, churches, or individuals. Exceptions to this policy must be determined by the Facility Manager only. Requests must be in writing at least one week in advance. The borrower accepts complete liability for the equipment if lost, stolen, or damaged.
3. Use of equipment in-house by staff and/or church members for church sponsored functions: Equipment shall not be moved from one building to the other without written request at least 3 working days in advance of use, and then only with permission from Facility Manager and permission from the Music Minister. If equipment is borrowed by another ministry or department in the church, the borrower accepts complete liability for the equipment if damaged, lost, or stolen. There must be a signature from a budget manager on the request form or permission will not be granted. Failure to obey this policy could result in losing your permission to use said equipment in the future!

NORTHWEST NAZARENE UNIVERSITY FEE SCHEDULE:NNU will not be charged for the use of any NFC Facility area. Although, each time the facility is used, a fee of $10.00 per man-hour for support personnel (custodian) will be charged. If staff supervision is required during the event, an additional $10.00 per hour would be charged to cover the staff person’s time. If sound, video, or lighting Tech’s are required the normal fee of $30.00 per man-hour will be charged.

TICKETED EVENTS: All ticketed events and the ticket pricing must be presented for approval at the time of request and approved along with the facility use. The printing of tickets and the sale of tickets and the collection of monies are the responsibility of the event organizer. Any outside group who deems it necessary to charge a ticket price will also be charged a rental fee as outlined in this policy.

TABLES, CHAIRS, AND LINENS: In the interest of maintaining availability and the quality of the tables, chairs, and linens owned by NFC for the varied programs of the church, it is the policy of the church that these tables and chairs are to be used only for approved NFC church functions. Exceptions may be approved on a case-by-case basis at the discretion of the Facilities Manager.

Furthermore, if an individual or group wishes to use tables, chairs, or linens, this request must be made in advance and a Facility & Equipment Use Form must be filled out completely to finalize approval of the use. The individual or group making the reservation will be responsible for returning the items in good condition by the agreed upon time. Any and all damage to tables and/or chairs will be charged to the person/group using the equipment.

Selected rectangular tables and chairs: May be used for any and all NFC church functions on or off the church premises.

Round Tables: May be used for all and any NFC church functions only on the church premises. May not be loaned to any non-NFC group (churches included).

When requesting the use of cloth tablecloths on your Green Sheet, request by Level number.

***Level 1*** – These tablecloths are kept only for weddings and wedding receptions and will be used only for that purpose. There are forty (40).

***Level 2*** – We have thirty (30) white tablecloths which will be used only for upscale events, i.e. Glitzy Glamour banquets, Girlfriends classy events, etc. NFC Facilities Manager will be the final decision maker on this area.

***Level 3*** – Existing tablecloths used for the past 10 years which are still nice. These may be used by anyone putting on an event for the church, i.e. Youth Auctions, Funeral Dinners, etc.

***Level 4*** – Tan colored tablecloths may be used by anyone for any event.

***Level 5*** – We also have white cloth lace tablecloths (30 round and 4 rectangular) with plastic colored liners and skirting available.

***Care of tablecloths is as follows:***

1. *No tablecloth will be taken off premises for cleaning.*
2. *All tablecloths will be cared for in our kitchen washer and dryer area by an assigned volunteer from your project under the supervision of our Facilities department.*
3. *A sign has been placed by the washer & dryer set with laundry instructions.*
4. *Folding and storage is vital to the care of our units. Always watch for wrinkles. Always watch for stains and spot them before washing!*

We also have very nice plastic cloths available to be used where no laundry is required.

Tablecloth rentals are also available from *NNU (Sodexo)* for only $3.00 each and they will do the laundering.

PLANTS-ARTIFICAL TREES: May be used for any and all church functions on the church premises. ***Plants & Artificial trees may not be moved from building to building without written approval from the Facilities Manager.*** Plants may not be removed from the church premises. Exceptions may be approved on a case-by-case basis at the discretion of the Facilities Manager.

TRANSPORTATION FEES AND POLICY:

All vehicles owned by NFC will be used for program and ministry purposes only. All vehicle usage by program personnel within the church will be on a first-come, first-served basis with reservations being made through the Facility Coordinator and requested on a Vehicle Request Form (yellow sheet).

All requests for Vehicle use will be submitted on a “NFC Vehicle Use Form” two weeks prior to event.

KITCHEN: An approved NFC Kitchen Supervisor must be present for any non-NFC group or individual use and for use of specific commercial equipment. A NFC Reception/Kitchen Coordinator must be hired for use of most of the reception/kitchen equipment. Reception/Kitchen coordinators may also be hired for the convenience of families to assist in reception decorating, kitchen use, etc. The Facility Coordinator’s office will maintain a list of Reception/Kitchen Coordinators.

 *Kitchen Food Policy:*

 . Purchased Food must be marked with the date purchased, and purchased for which event by date.

 . Leftover food must be properly prepared for storage and marked with the date of event, and the purpose for the food.

 . Any food which has arrived at an expiration date will be disposed of without notification.

 *Kitchen User Responsibilities after Event:*

* + Sweep floors
	+ Clean equipment as posted
	+ Properly wash and put away utensils, cookware, and service ware.
* Wash and disinfect counters, sinks, and tables, put dishtowels in marked bins
* Remove all leftover food

*Kitchen Custodial Responsibilities:*

* Mop floors
* Empty trashcans
* Wash dishtowels, rags and aprons

Kitchen Equipment:

The following kitchen equipment may be used by any NFC church group with a named responsible party on request; it requires little instruction for use:

* Coffee makers
* Ice machine
* Microwave oven
* Toaster

The following equipment may be used only by an approved NFC Kitchen Supervisor; it requires extensive training for safe and proper use:

* Convection/conventional ovens
* Meat slicer
* Commercial mixer
* Deep fryer
* Dishwasher

The following equipment may be used only when a NFC Reception Coordinator is hired to

coordinate the event:

* Silver Service items – punch bowl, ladle, & tray; coffee/tea pots & tray; creamer/sugar; serving trays; mint/nut dishes; knife/server; candleholders; stainless silverware;
* Glass hostess trays/cups (300 sets).

Kitchen utensils, Cookware, and Serveware:

 Unlocked utensils, cookware and serve ware can be used on request by any NFC church group with a named responsible party.

Kitchen plates, cups, glasses, nice silverware, etc.

 May be used on request by church groups meeting on the church premises for an NFC church function when a kitchen

 coordinator is present.

WEDDINGS & RECEPTIONS**:** Please see pages 11-12 for a fee schedule. The Wedding/Reception Handbook complete list of policies and a fee schedule are available upon request at the church office.

**NFC FACILITY & EQUIPMENT POLICY**

**RENTAL FEE RATES**

Revision January 22, 2014

NFC Ministries: The only fees payable by these groups are to workers who are hired for their activity (coordinators, technicians).

NFC Church Family/Regular Attenders Use: (i.e. Birthday Parties, Anniversaries, Retirement Parties, Showers, etc.) Compensation for using any part of the NFC Facilities will be at one-half of the listed facility use fees, based off of the Nazarene Churches fee schedule listed in this policy. This amount is charged to cover “out of pocket” expenses incurred by the church for these events (i.e. utilities, restroom supplies, paper goods, etc.). NOTE: This discount does not apply to fees for workers who are hired for their activity (e.g., coordinators, technicians, & youth department representatives).

FACILITY FEES LISTINGS

**Sanctuary**: Includes main auditorium seating, use of foyer and main restrooms & custodial services. Seating Capacity – 1700

Sanctuary Use / Non-Profit Events $1,250.00

Sanctuary Use/ Ticketed Events $1,500.00

Sound Board Fee / Used as a full support system $ 400.00

Sound Board Fee / Used as a “tie in” system only $ 200.00

Sound Technician (must be NFC trained personnel) $ 30.00/hr.

Lighting & Video Technician (must be NFC trained personnel) $ 25.00/hr.

Power Requirement of 240 V Power / Flat Fee $ 150.00

**Recreation Center (Gymnasium):** Includes use of the full gym, all basketball equipment, and all volleyball equipment, scoreboards, restrooms/locker rooms. Showers, tables, chairs, and custodial services.

*(If Kitchen is needed, add $75.00, plus cost of kitchen coordinator)*

Non-Profit Organizations $ 480.00

Nazarene Churches $ 300.00

*Additional charges for items not included in basic rental*:

 Gym Sound System with 1 microphone No Charge

 Full Sound Board $ 200.00

 Sound Technician $ 30.00/hr. (max $150.00)

 Light and Video Technician $ 25.00/hr. (max $150.00)

 Event Coordinator (required for anniversaries, b-day parties, etc.) $ 15.00/hr.

**Ferdinand Hall**: Includes use of the hall foyer, foyer restrooms, and custodial services.

*(If kitchen is needed, add $ 75.00, plus cost of kitchen coordinator)*

Non-Profit Organizations $ 335.00

Nazarene Churches $ 275.00

*Additional charges for items not included in basic rental*:

Event Coordinator (required for anniversaries, b-day parties, etc.) $ 15.00/hr

Sound Board set with 1 microphone No Charge

Full Sound Board $ 100.00

Sound Technician $ 30.00/hr. (max $ 150.00)

Video Technician $ 25.00/hr. (max $ 150.00)

**Classroom / Conference Rooms**: Includes use of the reserved room, closest restroom facility, tables / chairs, and custodial services.

*(If Kitchen is needed, add $ 75.00, plus cost of kitchen coordinator)*

 **0/4 hrs.**  **4/8hrs.**

Non-Profit Organizations $ 40.00 $ 60.00

Nazarene Churches $ 25.00 $ 40.00

**Youth Center – “The Forum”**: Includes use of the main Youth Center Mtg. area, Game room, Java Bar, Sound System, restroom facilities, tables / chairs, custodial services, and Youth Department Representative on duty during event.

*(If Kitchen is needed, add $ 75.00, plus cost of kitchen coordinator)*

 **0/4 hrs.** **4/8 hrs.**

Non-Profit Organizations $ 150.00 $ 200.00

Nazarene Churches $ 120.00 $ 175.00

*Additional charges for items not included in basic rental*:

Event Coordinator (required for anniversaries, b-day parties, etc.) $ 15.00/hr.

Sound Technician $ 30.00/hr. (max $ 150.00)

Light & Video Technician $ 25.00/hr. (max $ 150.00)

Youth Representative on duty during event-REQUIRED $ 10.00/hr.

Parlor: Includes use of the Parlor, kitchenette, restroom facilities, tables / chairs, and custodial services.

 **0/4 hrs.** **4/8 hrs**

Non-Profit Organizations $ 75.00 $ 100.00

Nazarene Churches $ 50.00 $ 75.00

Additional charges for items not included in basic rental:

Event Coordinator (required for anniversaries, b-day parties, etc.) $ 15.00/hr

Kitchen: Includes use of the kitchen and custodial services ONLY. (Use of any adjoining rooms must be requested separately) **An approved NFC Kitchen Supervisor must be present for any non-NFC group or individual use and for use of specific commercial equipment**.

 A NFC Kitchen Coordinator must be hired for use of any kitchen equipment. Kitchen coordinators may also be hired for the convenience of families to assist in decorating, kitchen use, etc. The church office will maintain a list of Kitchen Coordinators.

Non-Profit Organizations & Nazarene Churches $ 75.00

Kitchen Supervisor Fee $ 15.00/hr.

Kitchen Assistant $ 12.50/hr.

WEDDING/RECEPTION FEE SCHEDULE –

NFC CHURCH FAMILY ONLY

(We conduct weddings for NFC families only – no community weddings)

The intent of our church is to provide both a beautiful and well-furnished environment for weddings. We want to minister at these special times of celebration. It is for this reason that the church offers specialized talent in the persons of coordinators, technical specialists, custodians, etc. The following fees are charged:

 Calendar Confirmation Fee/ damage Deposit $ 100.00\*

 ***\*This damage deposit will be applied to your fees upon satisfactory inspection of the facilities after the wedding by the Facilities Manager. The cost of any damaged items will be deducted from the deposit at fair market value.***

**NFC Church Family/Regular Attenders Use**: The fees below are charged to cover “out of pocket” expenses incurred by the church for these events (i.e. utilities, restroom supplies, paper goods, etc.). NOTE: This discount does not apply to fees for workers who are hired for their activity (e.g., coordinators, technicians, & youth department representatives).

 Room Rental Rates:

 Ferdinand Hall $ 137.50

 Gymnasium $150.00

Chapel $ 37.50

Parlor $ 37.50

The Forum $ 87.50

 Kitchen $ 37.50

 Required Workers:

Wedding Coordinators *(work in teams of two)* $15.00/hr. per person

Kitchen Supervisor: $15.00/hr.

 Kitchen Assistant *(depending on size of event, may not be neede*d): $12.50/hr.

Custodial Fee (up to 5 man hours) $ 75.00

 (*Additional hours at $15.00 per man hour as needed)*

 Sound Technician $ 30.00/hr. (max $ 150.00)

 Lighting/Video Technician $ 25.00/hr. (max $ 150.00)

 Tablecloth Rental $3.00/each

 Chair Back Cover Rental $0.25/each

***\*Individuals involved in your wedding such as musicians and clergy are the direct responsibility of the bride and groom. You may discuss customary honoraria with our Wedding Coordinator.***

**Guidelines for Receptions held in NFC Facilities are available at the Church office**