



Nampa First Church of the Nazarene

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NFC FACILITY & EQUIPMENT POLICY

Revision October 14, 2008

The Nampa First Church of the Nazarene (NFC) facilities is intended for the use of its church members and programs. When not in use for program 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.

Nampa First Church of the Nazarene Church Facilities and Family Life Center is designed to fulfill the overall mission: "Changing Lives Around the World and Across the Street". Pursuant to that purpose, we offer the use of our buildings not only to members, but also to those of our community as an extension of Christ-Like love and concern.

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 donated to our Care House ministry.
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. 4 Month Planning Meetings will be scheduled the first NFC Staff Meeting of January, April, & August.

8. 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 possible cancellation of the activity.
9. 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.
10. 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.
11. No keys to any facility areas will be given or loaned out to persons who are not on the NFC key register.
12. 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.
13. Group uses that are not a NFC church function may be required to present a copy of the group/organization's Certificate of Insurance naming NFC as the additional insured party.

Responsibility of Applicants:

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

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

Scheduling and Usage

- A. All scheduling of nursery usage will be done through the Children's Pastor

Personnel

- A. Only approved nursery attendants will be permitted to provide child care within the facilities
- B. 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
- C. 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 / LIGHT EQUIPMENT: Due to the intricate and sensitive nature of the light and sound equipment, it is the policy of Nampa First Church that only authorized personnel will operate said equipment. Those who are authorized include only the head lighting or sound technician or their designees.

1. Rental: We are not in the equipment rental business; therefore we will not rent our sound or lighting equipment to another organization or individual either inside or outside of NFC.
2. Loans: We do not, as a rule, loan our sound/light equipment to outside organizations, churches, or individuals. Exceptions to this policy must be determined by the Facility Manager. 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 personal (custodian) will be charged. If staff supervision is required during the event, an additional \$10.00 per hour would be charge to cover the staff persons time. If sound, video, or light Tec's are required the normal fee of \$20.00 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.

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.

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 function only on the church premises. May not be loaned to any non-NFC group (churches included).

PLANTS-ARTIFICIAL 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 FEE'S AND POLICY: All vehicles owned by NFC will be used for program and ministry purposes only. They are not to be made available or used for the personal activities of individual members of the congregation or community. All vehicle usage by program personnel within the church will be on a first-come, first-serve basis with reservations being made through the Facility Coordinator. All Request for Vehicle request 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 church office will maintain a list of Reception/Kitchen Coordinators.

Kitchen User Responsibilities:

- Sweep floors
- Clean equipment as posted
- Properly wash and put away utensils, cookware, and serveware
- Wash and disinfect counters, sinks, and tables, put dishtowel in marked bins
- Remove all leftover food

Kitchen Custodial Responsibilities:

- Mop floors
- Empty trashcans
- Wash dishtowels

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 serveware 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.

Kitchen paper goods will be provided for any NFC church group for a NFC church function.

Food Items: Food stored in the kitchen by groups for special events must be well marked with group name and event date. Food items in the kitchen should be used only by the person(s) for whom they are designated. If it is not yours, do not use it! If items have not been used within a reasonable amount of time it will be discarded.

WEDDING: Please see the Wedding/Reception handbook for a complete list of policies and a fee schedule

**NFC FACILITY & EQUIPMENT POLICY
 RENTAL FEE SCHEDULE:
 Revision October 2008**

FEE SCHEDULE

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

Personal Use: (Personal Use i.e., Birthday Parties, Anniversaries, & 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., custodial wages, utilities, restroom supplies, etc.). NOTE: This discount does not apply to fees for workers who are hired for their activity (e.g., coordinators, technicians, and youth department representatives).

FACILITY FEES LISTINGS

SANCTUARY: Includes main auditorium seating, use of foyer and main restrooms & custodial services. 1700 seating capacity

	<u>0-4 Hours</u>	<u>4-8 Hours</u>
Sanctuary Use – Non-Profit Events	\$1000.00	\$1250.00
Sanctuary Use –Ticketed Events	\$1250.00	\$1500.00
Sound Board fee	\$200.00	\$200.00
Sound Technician (must be NFC trained personnel)	\$25.00/hr	\$25.00
Lighting/Video Technician (must be NFC trained personnel)	\$20.00/hr	\$20.00

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.

	<u>0-4 Hours</u>	<u>4-8 Hours</u>
Non-Profit Organizations (If kitchen is needed, add \$75.00)	\$360.00	\$480.00
Nazarene Churches (If kitchen is needed, add \$75.00)	\$180.00	\$300.00

Additional charges for items not included in basic rental:

Gym sound system with 1 mic	no charge
Full Sound Board	\$200.00
Sound/Video tech	\$25.00 hr

FERDINAND HALL: Includes use of the hall, foyer, foyer restrooms, and custodial services.

	<u>0-4 Hrs</u>	<u>4-8 Hrs</u>
Non-Profit Organizations (If kitchen is needed, add \$75.00)	\$250.00	\$335.00
Nazarene Churches (If kitchen is needed, add \$75.00)	\$175.00	\$ 275.00
Sound Board set with 1 mic only		no charge
Full Sound Board		\$100.00
Sound/Video tech		\$25.00 hr

CLASSROOM / CONFERENCE ROOMS: Includes use of the reserved room, closest restroom facility, tables/chairs, and custodial services.

	<u>0-4 Hrs</u>	<u>4-8 Hrs.</u>
Non-Profit Organizations	\$ 40.00	\$ 60.00
Nazarene Churches	\$25.00	\$40.00

YOUTH CENTER (The Forum): Includes use of the main youth center meeting area, game room, Java bar, sound system, restroom facilities, tables/chairs, custodial services, and Youth Department Representative on duty during event.

	<u>0-4 Hrs.</u>	<u>4-8 Hrs.</u>
Non-Profit Organizations (If kitchen is needed, add \$75.00)	\$150.00	\$200.00
Nazarene Churches (if kitchen is needed, add \$75.00)	\$120.00	\$175.00
Sound & Video with Operator		\$20.00/Hr
Youth Representative on duty during event. (required)		\$10.00/Hr

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

	<u>0-4 Hrs.</u>	<u>4-8 Hrs.</u>
Non-Profit Organizations	\$ 75.00	\$100.00
Nazarene Churches	\$ 50.00	\$ 75.00

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

	<u>0-4 Hrs.</u>	<u>4-8 Hrs.</u>
Non-Profit Organizations	\$ 75.00	\$ 75.00
Nazarene Churches	\$ 75.00	\$ 75.00
Kitchen Supervisor Fee	\$15.00 per Hr.	
Extra church employee help	\$ 8.50 per Hr.	
Reception Coordinator Fee	\$100.00 per event	