



NEW HOME MINISTRIES

Ministry Events - Policies for Facility Usage

PURPOSE:

The purpose of these policies and procedures are to provide order and consistency in the operations of the New Home Ministries (NHM) facilities for both the 7:30 AM and 11:00 AM congregations. To ensure the smooth operation of all events and activities, it is necessary that all members, ministries, auxiliaries, committees, etc. adhere to these guidelines. If there are questions concerning these policies, you may call the administration office for further clarification.

SCHEDULING OF EVENTS

All ministry approved groups or members desiring to use church facilities for church sponsored events must follow the procedures outlined below in order to schedule an event.

1. Complete a ***“Ministry Events Facility Request”*** form and submit it to the administration office for approval and scheduling. Forms are available from the church receptionist during normal business hours, Monday through Friday.
2. A master calendar for scheduling the use of church space will be maintained in the Church Administration office. Once the request has been approved it will be placed on the church calendar.
3. One individual must be named as ***person in charge*** or ***responsible party*** for all events. Contact information must be given to the administration office for this person.

GENERAL GUIDELINES OF USE

4. Requests should be made in a timely manner, preferably two (2) weeks before the event to allow adequate time for scheduling
5. All groups are responsible for their own set up, take down, and cleanup for each activity or event.
6. Groups using the facilities shall be responsible for ensuring the space used is returned clean and in its original condition after use. All furniture and equipment including chairs should be put back in their proper location.
7. All events or activities involving children or youth (under 18 years of age) must have adult supervision and an adequate number of chaperons depending on the age group. The person in charged must be at least 18 years of age.

8. Groups that charge admission, sell tickets, food or other products for an event, are asked to make a donation to NHM for the use of the facilities to offset wear and tear and help cover utility expenses.
9. The **person in charge** or **responsible party** should report any breakage or malfunction of equipment to the office.
10. The **person in charge** is responsible for promptly notifying the administration office when a scheduled event or activity is canceled.
11. Activities held outside of regularly scheduled services may require onsite security depending on the nature of the event.
12. Not all spaces at New Home Ministries are available for use. These spaces include the office area of the staff and Senior Pastor.
13. Activities should be conducted in a timely manner with consideration of the persons responsible for locking up and securing the facilities. Events should not continue beyond 10 pm, unless special circumstances exist. If events are held pass 10 PM, we ask that the person in charge inform the office of this in advance. Special arrangements must be made for locking and securing the building beyond 10PM.
14. Scheduling of other events such as revivals, seminars, funerals, etc. is at the discretion of the Senior Pastors and may override all reservations previously approved. The **person in charge** or **responsible party** will be notified in the event of a necessary cancelation.
15. Groups sponsoring a regularly scheduled event such as weekly or monthly, need only to submit one request on an annual basis. The request must be renewed at the beginning of each calendar year.
16. All weddings and non ministry related events sponsored by non-members or other outside churches or groups will require a **usage fee** which is determined by the Administrator with approval by the Pastors. These events must be scheduled and approved through the office.
17. Alcoholic beverages and other controlled substances are prohibited on church property. Smoking is prohibited inside and outside all church facilities.

KITCHEN USAGE

1. New Home Ministries accepts no responsibility or liability for any food or beverage prepared or served by any individual or group.
2. The kitchen will remain locked to prevent damage and loss.

3. No equipment should be removed from the kitchen without permission of the Kitchen Committee.
4. No food should be left exposed. Food should not be left in the refrigerator or freezer without permission. Any food left will be discarded if it is deemed unsafe.
5. All groups must perform the following tasks in the cafeteria and kitchen after every activity or event. The tasks includes:
 - Make sure the stove is turned off. Turn off hood vent over stove.
 - Dishes used must be cleaned and put away.
 - Clean out sinks.
 - Turn off air conditioners.
 - Clean all surface areas.
 - Wipe down all tables and chairs.
 - Sweep cafeteria and kitchen floor.
 - Mop kitchen floor.
 - Empty ALL trash cans and take trash to the dumpster. Put new trash bags in every trash can.
 - Lock the kitchen door and all doors leading outside.
 - Turn off all lights

PARKING

1. There should be no parking along the side of the administration building. Parking in this area creates congestion and can result in damage to the building and vehicles.
2. There should be no parking in the front of the church which is designated a passenger loading zone. This area is reserved for dropping off and picking up passengers.
3. Everyone is asked to adhere to the instructions of the parking lot attendants and the security detail when utilizing the parking lot. If there is a disagreement please do not argue but report the matter to the office.
4. No one should park in such a way that restricts or blocks other vehicles from exiting the parking lot.
5. Always lock your vehicles when parked and do not leave valuables in sight, in order to deter persons with criminal intent.



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Ministry Events Facility Request Form

I am a member of NHM and attend the services during: _____ 7:30am _____ 11 am

Name of Ministry, Group or Auxiliary _____

Description of Activity/Event _____

If this is a **ONETIME** activity please indicate the following:

Date of Event _____ **Beg. Time** _____ **End Time** _____

If this is an **ONGOING** activity please indicate the following:

Day of the week: Mon Tue Wed Thu Fri Sat Sun

Frequency of activity: Weekly Monthly Quarterly Other _____

Times of activity: Start _____ Finish _____

Starting Date: _____

Facilities/Room(s) requested (please check):

<input type="checkbox"/>	Sanctuary	<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Upper Room	<input type="checkbox"/>	Learning Center
<input type="checkbox"/>	Cafeteria	<input type="checkbox"/>	Computer Lab
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Parking Lot (Carondelet Street)
<input type="checkbox"/>	Classroom 1 (Child Care Center)	<input type="checkbox"/>	Parking Lot (Administration Bldg.)
<input type="checkbox"/>	Classroom 2	<input type="checkbox"/>	Parking Lot (Rear of Church)
<input type="checkbox"/>	Conference Room (Administration Bldg.)	<input type="checkbox"/>	Other

Person in Charge _____ Contact No _____

Equipment needed/setup _____

I have read the "Ministry Policies and Procedures for In House Facility Usage" and agree to abide by these policies upon approval of this request. I will inform members of the group of these policies and make every effort to insure full compliance.

Signature of Person in Charge

Date

You will be notified within five (5) business days concerning approval/disapproval of your event.

For Office Use Only:

Approved _____ Denied _____ Reason for Denial _____

Approved by: _____ Posted to calendar? Yes _____ No _____

Open/Lock up person _____