

Policies & Procedures Guidelines for Using New Harvest Church Facilities (For Members and General Public Use)

Use of church facilities by church members or outside groups may be determined by the staff member in charge of the church calendar and/or one of the pastors. Reservations are required. Unscheduled use of the buildings is prohibited. The individual making the reservation shall be at least 21 years of age and will be responsible for the implementation of these guidelines. Unscheduled or un-chaperoned use of the buildings is prohibited.

The use of alcoholic beverages or any controlled substance is strictly prohibited on NHC's property.

If church property is damaged, charges for the damages may be assessed and charged to the group causing the damage, at the discretion of the Elder Board.

Individuals/groups shall confine all activity to the area reserved. They are responsible for their own set-up and breakdown of furniture and equipment. A room should be left in the condition in which it was found unless agreed to in advance.

The church staff reserves the right to cancel, postpone, or move to another room any group if it is anticipated that there will be interference with a funeral, another worship service, or special function.

NHC cares deeply about children and we abide by a policy concerning children. Groups must also understand and abide by the policy available upon request through the church office.

The use of musical equipment owned by the church is not allowed without the specific approval of the Worship Director.

Administrative support is not available and the use of the church office equipment is not allowed. All outside individuals/groups are responsible for their own needs.

Decorations for an event may be used if all decorations meet city/county fire regulations.

Prior to leaving, individuals/groups using the facility are responsible for:

- Cleaning up and putting all tables and chairs back to their original position.
- Picking up all trash, including restrooms, and depositing it in proper containers.
- Cleaning kitchen facilities, if used, per instructions posted in the kitchen.
- Making sure there is no smoking or drinking of alcohol on church premises.
- Turning off all lights, including restrooms.
- Check to see that doors have been locked and the alarm set unless prior arrangements have been made.

Members may use the church facilities for family reunions, anniversaries, showers, and birthday parties. There is a usage fee for non-ministry use of the NHC facilities.

All parties are expected to follow the guidelines above, especially regarding clean-up.