



# ARIMA CHURCH OF THE NAZARENE

## Church Building Use Form

Please complete this form in its entirety and submit to the church office at least two weeks before the event. The request will be reviewed by the Stewardship Ministry and added to the church calendar if and when approved. If there is a scheduling conflict, or the event is denied, you will be notified as soon as possible.

APPLICANT INFORMATION					
Organization/Group/Ministry Name					
Address					
Phone		E-mail Address			
Contact Person Name				Date of Application	
Address					
Phone		E-mail Address			
Are you a member of Arima Church of the Nazarene? YES <input type="checkbox"/> NO <input type="checkbox"/>					
EVENT/ACTIVITY INFORMATION					
Date of Event		Start Time		End Time	
Purpose of Event			Open to Public?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Description of Event					
No. of Attendees		Is there an admission fee?		If yes, how much? _____	
		YES <input type="checkbox"/> NO <input type="checkbox"/>			
Area Requested		Church Hall <input type="checkbox"/>	Library <input type="checkbox"/>	Learning Centre <input type="checkbox"/>	Yard <input type="checkbox"/>
SET-UP DETAILS					
Will food and beverage be served? (see Section D, #6 on reverse)		YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you require the use of the sound system? (Approved technician required)	
				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Clean Up <input type="checkbox"/>		Custodian Required (Fee) <input type="checkbox"/> Group will clean up (Internal Ministries only)		Do you require the use of multimedia/projector equipment? (Approved technician required)	
				YES <input type="checkbox"/> NO <input type="checkbox"/>	
Do you require the use of musicians?		<i>If yes, please specify:</i> YES <input type="checkbox"/> NO <input type="checkbox"/>		Do you require the use of ushers? (Four (4) weeks notice required)	
				YES <input type="checkbox"/> NO <input type="checkbox"/>	
DISCLAIMER AND SIGNATURE					
I hereby accept and agree to the facility use policy of the Arima Church of the Nazarene found on the reverse of this form.					
Signature				Date	
OFFICIAL USE ONLY					
Approval Signature				Date	
Fees Applicable		<input type="checkbox"/> Security Deposit (refundable) \$300 _____ <input type="checkbox"/> Church Hall \$500 _____ <input type="checkbox"/> Library, Learning Centre, Yard FREE _____ <input type="checkbox"/> Custodian (required for use of Church Hall) \$200 _____ <input type="checkbox"/> Sound/Multimedia Technician (per person) \$200 _____ <input type="checkbox"/> Musicians \$200 _____		Notes	
		<b>TOTAL FEES PAYABLE</b>		_____	

NOTE: Persons requesting use of facilities are advised not to use the church's name for promoting events for which approval has not yet been granted.

# **ARIMA CHURCH OF THE NAZARENE**

## Use of Facilities Policy

### **A. General Principles and rules**

1. Other than normal ministry activities members and non members may request the use of the facility for weddings and similar events (no political events)
2. There will be no charge for members but non members will pay fees as listed in the attached schedule
3. The use of the facility by members for personal functions is not a right
4. ACN gives no guarantee as to the suitability or safety of any activity, nor does it accept liability for any loss or damage incurred,

### **B. Use by members:**

1. The individual or group must satisfy the head of stewards that they:
  - a) have the commitment of qualified individuals to operate musical, visual and sound equipment if use is required
  - b) have arrangements in place to have the place returned to normal (cleaned, furniture restored to normal position and decorations removed)
  - c) will be responsible for covering the cost for replacement or repair for any loss or damages.
2. The church member taking responsibility for the event must be on the premises throughout and ensure the building is secured at the end.

### **C. Use by non member or group**

1. A form must be completed and an agreement signed with respect to the conditions under which use of the premises is allowed.
2. There will be a refundable security deposit to cover any loss or damage
3. Use of the facility is only for the specific hours in the agreement
4. It is understood that the user may wish to decorate the facility one day prior to the event and this will be factored into the rental
5. Equipment must not be moved from its normal location unless permission is given to do so. (for eg. musical equipment and pulpit), If chairs are moved they must be returned to their original position
6. Church custodian to be compensated for opening and closing the building.

### **D. Members and non members (including *normal church services, choir/dance and other practice and meetings*)**

1. All signs and decorations must be hung so that they do not damage walls or furnishings. (no adhesive tape must be use to attach signs or decorations to the walls)
2. Decorations must be removed immediately after the function unless approval is given to do otherwise
3. Smoking is NOT permitted anywhere in the Church building or grounds
4. No running or horse playing in the sanctuary except if it is part of a dramatic presentation
5. Users of the Church facilities are requested to respect our neighbors' rights to privacy, and particularly noise levels. All evening events should conclude by 10:00 PM on week nights (Sunday through Thursday) and 11:00 PM on weekends (Friday and Saturday). Exceptions may apply during the Christmas season.
6. No refreshments must be served or consumed in the sanctuary
7. Bible racks situated below sanctuary chairs must not be used as a foot rest

### **E. Managing the facility and church equipment**

1. Stewards committee will appoint persons to the relevant functions to facilitate compliance
2. Only authorized persons (those designated by the Church Board of Directors by virtue of their official positions) may have keys to the Church building.
3. Equipment and furniture belonging to ACN shall not be taken from the church for any use other than church events. Use for church events away from the church still requires permission from the head of stewards. Whatever is removed for such events must be signed for in a register with an expected date and time of return and must not affect the regular church meetings.