

Church Facility Use Guidelines

**Kettle Falls Seventh-day Adventist Church
(Revised and adopted, January, 2007)**

General Guidelines

1. Church facilities cannot be rented or used, either by members or non-members, unless a *person designated by the church is present to open and close doors and give general oversight to the building's use.
2. No church furniture or other property shall be moved or rearranged without permission of the *designated person.
3. No tacks, nails, or tape shall be used to fasten items to the walls or furnishings without permission of the *designated person.
4. No tobacco, alcohol, coffee, or other drugs are permitted in the building or on the premises. Dancing is not permitted. Movies, videos, and music should be approved by the church board in advance.
5. Modest dress should be worn at all times in all areas of the building. Shorts, tank-tops, and sleeveless attire are not appropriate. It is expected that males shall remove hats and caps when entering the building.
6. Parents/guardians are responsible for the proper decorum and safety of their children at all times, both inside and outside of the building.
7. Users of the church's facilities will be charged for any damage to the building or its furnishings.

***A "designated person" is not needed when facilities are being used by authorized groups such as social committee, personal ministries, etc. It is understood that the leaders of such groups will be responsible for following the facility use guidelines.**

Guidelines for Use of the Kitchen and Fellowship Hall

1. Permission to use these facilities must be obtained **in advance** from the chairperson of the kitchen committee and from the scheduling secretary. Groups will be scheduled in the order in which they apply.
2. Persons granted permission to use the kitchen and fellowship hall should confine the members of their group to those areas and the restrooms only.
3. Except for health education classes, a member of the kitchen committee is to be present whenever the kitchen/fellowship hall area is being used, either by members or non-members.
4. In order to be in harmony with Adventist standards of Sabbath keeping, all food for Sabbath functions is to be **table-ready** when brought into the kitchen.
5. At no time is food to be taken out of the kitchen/dining room area except to an overflow area designated by the one in charge of that function.
6. There is to be **no eating in the serving line** or when not seated at one's table.
7. Small children are to be accompanied by a parent or an adult assigned by the parent when going through the serving line, and are to sit at the same table with their parents or the assigned adult.
8. It is requested that owners' names be on all food containers and that those containers and leftovers be removed from the kitchen after each event.

9. Individuals are encouraged to volunteer to the person in charge to help with cleanup, but socializing in the kitchen impedes the workers in the performance of their tasks. During meals, please do not go into the kitchen except when going through the serving line or to get dessert.
10. A use fee for the kitchen/fellowship hall is charged for private use and is to be paid in advance to the church treasurer. This fee is \$75 and is divided as follows: \$25 for utilities; \$25 for supervision; and a \$25 cleaning deposit. The cleaning deposit will be returned if the areas used are properly cleaned and all guidelines have been followed. An additional fee may be added if use of the facility exceeds three hours.

Kitchen/Fellowship Hall Clean-up Procedures

1. Chairs, tables, and other items should be cleaned and left in the arrangement usually followed for fellowship meals.
2. We do not clean floors following Sabbath fellowship meals except for obvious spills, which should be cleaned up immediately. At all other times, floors are to be left clean. Vacuum the fellowship hall; sweep and mop the kitchen.
3. Countertops, breadboards, sinks, stovetops, ovens, refrigerators, and cupboards are to be left clean. All perishable items are to be removed from the kitchen except those that can be refrigerated for further use.
4. Garbage should be put in the church's garbage container outside the fellowship hall (North side) and new bags placed in the kitchen cans.
5. Pick up trash in restrooms. See that all toilets and urinals are flushed.
6. All doors, both interior and exterior, are to be closed and locked to conform to fire code regulations. Turn off all lights.

General Guidelines for Use of the Sanctuary

Note: These guidelines apply to those who wish to use the sanctuary for special programs such as holiday events, vespers, seminars, musical programs, etc. For those using the sanctuary for a wedding, these guidelines are to be followed in addition to the special wedding guidelines.

1. Arrangements for such use of the sanctuary should be made well in advance with the pastor or the church board, and the date cleared through the scheduling secretary. Except for weddings and other personal use, there is no charge to our members for using the sanctuary in conducting programs for church members and/or the public if proper scheduling procedures have been followed.
2. Permission should be obtained in advance from the church board if items such as books, cassettes, and videos are to be offered for sale. If such permission is granted, items should be offered for sale in some part of the building other than the sanctuary.
3. All music, except congregational singing from the hymnal, should be approved in advance by the church music committee.
4. In order to avoid possible damage to carpet and furniture, placement of flowers, plants, decorations, and props must be approved by the church custodian or head deacon.
5. If candles are used, they must be the "dripless" variety.
6. All exterior exits should be securely locked and all lights off when leaving.

Guidelines for Weddings in the Sanctuary

1. Couples who are both Seventh-day Adventist church members in good standing may be married in the church. For the marriage of such couples, the wedding officiant must be a Seventh-day Adventist pastor with current credentials. The officiant will see that the couple is properly licensed and will conduct the wedding in harmony with Washington State law and Seventh-day Adventist church policy.
2. The church is not available for the marriage of a Seventh-day Adventist to a non-Adventist.
3. Couples where neither is a Seventh-day Adventist may make their request through the pastor and/or the church board.
4. Support personnel for the rehearsal and wedding (sound system, wedding coordinator, custodian, etc.) will normally be assigned by the church board. Exceptions must be approved by the church board.
5. The fee for use of the sanctuary alone is \$75 plus a \$25 cleaning deposit for Kettle Falls church members; \$100 plus a cleaning deposit of \$25 when neither bride nor groom or their parents are members of the Kettle Falls church. Fees should be paid in full to the church treasurer in advance of the wedding.
6. All music should be submitted for review by the Kettle Falls church music committee well in advance of the date of the wedding.
7. In order for the church facility to be ready for Sabbath services, it is not available for wedding preparations such as decorating, rehearsals, and food preparation from Thursday noon to Saturday sunset.

Application

We hereby apply to use the Kettle Falls church facility on _____ and agree to abide fully by the foregoing guidelines.

This application is for

- ____ the sanctuary only
- ____ the kitchen and fellowship hall only
- ____ the sanctuary, kitchen, and fellowship hall

Signed _____ Date _____

Approved by _____ Date _____
(Pastor or church board chair)

Approved by _____ Date _____
(Kitchen committee chair)

Approved by _____ Date _____
(Scheduling secretary)

Appropriate fees have been paid: _____, Church Treasurer.

When completed, return this application to the pastor or church board chairman.