

**FIRST CHRISTIAN CHURCH (DISCIPLES OF CHRIST)  
HUNTSVILLE, ALABAMA**

**FACILITY USE POLICY**

**I. PURPOSE**

- A. GENERAL: It is the policy of First Christian Church to make maximum use of our facilities for the advancement of Christ's work in Huntsville. We want to be good stewards and ensure that the property is protected and properly maintained.
- B. PURPOSE: This policy is to ensure that uniform procedures are established and that accurate records are maintained. A completed Facility Request Form (FRF) will be necessary to request permission and schedule use of the facility or temporary loan of church property such as tables, chairs, furniture, pickup truck, etc. That FRF will be approved by the Church Staff or, if necessary, the Church Board.
- C. EXCEPTIONS:
1. For-profit organizations/groups will be denied use of the facility so that the church does not violate its 501(c)(3) status as a tax-exempt organization.
  2. Church members and non-church sponsored organizations/groups with political and/or secular purposes may be denied use. Birthday parties, anniversary celebrations, baby showers, etc. will be approved on a case by case basis, depending on the amount of church expense incurred.
  3. Certain type activities and events which would interfere with regularly scheduled church programs and result in damage to church property, could be denied use. If these were approved for some over-riding reason, the event sponsor would be charged a cleanup fee in advance. The amount of that fee will be determined by the Property Task Group Leader.

## II. ADMINISTRATION AND CONTROLS

### A. FACILITY REQUEST FORM:

1. A copy of the FRF is attached as part of this document. The Responsible Person requesting facility use should complete the form and turn it in at the Church Office. A copy should be retained for their records.
2. For large events, this form should be submitted sixty-days prior to the event, to allow approval action and scheduling to be completed.
3. Any table/chair setup/take down will be done by the Property Task Group, provided a diagram of the layout desired is shown on the form. In some cases it will not be practical to provide this service; i.e., a Mission Family luncheon in the Garden Room after Sunday School class. In these cases, the requestor will have to rearrange the tables and chairs to their desired layout.

### B. STAFF/BOARD APPROVAL CYCLE

1. The staff meets on each Wednesday morning for approval of FRFs and other matters. When the FRF is approved or disapproved, the Church Secretary will notify the Responsible Person.
2. If Board action is required for approval or the requestor wishes to appeal a Church Staff disapproval to the Board, the Church Secretary will notify the Responsible Person of the date of the next Board meeting.
3. After Board action is determined, that decision will be provided to the Responsible Person by the Church Secretary on the next day.

### C. RECORD KEEPING:

1. A copy of the approved/disapproved FRF will be filed for one year for future reference. Any other records, damage reports, fees paid, etc, will be attached to the form for future reference.
2. These FRF forms will be destroyed one year after the date of the event.

**III. FINANCIAL PROCEDURES**

- A. Small, one-time meetings, which do not use extensive church resources, will not have to pay a fee for use.
- B. Larger weekly meetings, which require table/chair setup/take down and extra cleaning, will require a minimum fee of \$10 per day per use, with a maximum annual fee of \$200. This fee will be paid to the Church marked for the Property Designated Fund line item in the budget.

**IV. AMENDING PROCEDURES**

This policy is written by the Property Task Group and will be approved and amended by the Official Church Board. Any proposed changes must be presented in writing to the Board for discussion. Final approval of the change will be at the next Board Meeting. This will allow Board Representatives the time to discuss the change with their Mission Family members.

Exhibit A: Facility Request Form

Approved by the Official Board on: January 13, 2005