



MEADOWBROOK CHURCH OF CHRIST POLICIES & PROCEDURES

Policy Number: 05-108
Issue Date: May 5, 2005
Revision Date: August 16, 2012

Subject: Use of Buildings and Equipment

1.0 Use of Buildings and Equipment

- 1.1 Meadowbrook Church of Christ desires to serve the whole person - mentally, physically, socially and spiritually. Our buildings and grounds are a vehicle through which God's plan for our lives and abundant living can be accomplished.
- 1.2 We desire to provide opportunities for continuing growth for those who know Christ and as an outreach for those who do not know Christ. In seeking to serve the whole person, the following policy and procedure will give direction to the planning of activities and the use of our facilities.
- 1.3 In order to provide these opportunities for growth, we seek to accomplish the following goals:
 - 1.3.1 Maintain a distinctive Christian atmosphere
 - 1.3.2 Contribute to genuine Christian fellowship
 - 1.3.3 Glorify God in content and excellence
- 1.4 The Elders and the Church Staff are responsible for interpreting and enforcing policies relating to the use of the church facilities. This policy and procedure shall be reviewed on a yearly basis at a minimum and more often if required.
- 1.5 The policies governing the use of the church facilities and equipment are not intended to be absolute. When not specifically addressed in the following stated policies, approval for use or questions regarding the use and procurement of the facilities and equipment must be submitted to the appropriate staff member before action is taken.

2.0 Reservations

- 2.1 All meetings and activities other than regularly scheduled meetings shall be cleared through the church office at least two weeks before the scheduled meeting is to take place.

- 2.2 The Kitchen Coordination Team¹ must approve use of the Family Center kitchen facilities.
- 2.3 Notification of any special needs, such as furniture arrangement, special lighting, audio-visual equipment, etc. shall be given to the church office at least two weeks before the scheduled meeting is to take place.

3.0 Security

- 3.1 All entrances to the buildings, except when in use, shall be kept locked. No duplication of keys shall be made. The person obtaining permission to use the facilities will be responsible for turning on and off utilities, and opening and securing the buildings.
- 3.2 The Meadowbrook Church of Christ recommends the presence of contracted Law Enforcement Officers whenever campus facilities are in use during evening hours. Reference paragraph 10.8.

4.0 Specific Substances

- 4.1 No food or beverage will be permitted in any part of the building except as permitted by this policy. No tobacco use will be permitted in the building. Alcoholic beverages and other controlled substances shall not be brought into, served, or consumed in any area of Meadowbrook's facilities or property. Any person who has been consuming alcoholic beverages or using controlled substances will be required to leave the premises (if the person is also violating the law by having illegal narcotics or consuming alcohol the police will be notified).

5.0 Use of Church Equipment

- 5.1 Church equipment and supplies shall be used only for Meadowbrook's purposes, except as otherwise stated below.
 - 5.1.1 Use of non-delicate equipment - Church tables, chairs and other movable non-delicate equipment shall not be removed from church property for use other than church-wide activities unless approved by the Director of Operations. Use/removal of any kitchen furnishing/equipment must be approved by the Kitchen Coordination Team.
 - 5.1.2 Equipment - Church office equipment shall only be used by the church staff or under staff supervision, and only for church business. Audiovisual equipment such as overhead projectors, video projectors, and VCR equipment cannot be taken from the church buildings except by the approval of the Audio-Visual Team² or the Media Room Coordinators³.

¹ Kitchen Coordination Team: Marilyn Asbill, Donna Myers

² Audio-Visual: Eric Livingston

³ Media Room Coordinator: Amanda Box

- 5.1.3 Defacing property - Tacks, tape, nails or other defacing articles cannot be used on church furniture or walls.
- 5.1.4 Sound equipment - Only members of the Audio-Visual Team or persons trained and/or approved by the Audio-Visual Team are authorized to operate the sound equipment.

6.0 Use of Facilities

- 6.1 *Use of Family Center (FC)* - Policies for use of the FC are set forth in Section 8.0.
- 6.2 *Use of Sanctuary* - The sanctuary may be used for worship services, weddings, and church sponsored meetings. Non-religious activities cannot be held in the sanctuary except by consent of the Director of Operations. No food or beverages are allowed in the sanctuary.
- 6.3 *Use of Reception Room* – The Reception Room may be used by Meadowbrook members only. Reference paragraph 9.0 for additional policies.
- 6.4 All participants should be conscientious of the need to conserve energy and hold down operating costs. All electrical and mechanical equipment should be turned off when not in use.
- 6.5 Only staff members of Meadowbrook and authorized persons will be issued keys to the buildings. Contact the church office for the proper steps to be taken for checking out keys.
- 6.6 Any use of the church property or facilities is limited to meetings and activities as defined in this policy and must meet current insurance policy regulations.
- 6.7 Scheduling arrangements must be made through the church office.
- 6.8 Anyone 17 years of age and younger must be supervised by a responsible party who is at least 21 years of age.
- 6.9 The church will not assume responsibility for personal equipment and/or belongings left on the campus.

7.0 Use of Facilities and Equipment by Non-Church Members or Groups

- 7.1 The church buildings and property may be used by non-church sponsored groups as stated below.
 - 7.1.1 Use by non-church-sponsored groups is limited to groups whose principles are consistent with the teachings of the church, as determined by the Elders. These groups are limited to non-profit spiritual/civic groups only, unless otherwise approved by the Elders.

- 7.1.2 The person signing for the building key(s) must be present at all times during the activity and responsible for turning on and off utilities, and opening and securing the building.
- 7.1.3 The person or group using the facilities of the Meadowbrook Church of Christ agrees to indemnify and hold harmless and provide all legal defense and related services to the Meadowbrook Church of Christ, its officers, agents, and/or employees from any and all claims, expenses, demands, suits, and/or damages of every kind, nature and/or description resulting directly or indirectly from the use or misuse of the facilities by the person or group.
- 7.1.4 Each non-church-sponsored group shall be in agreement with the items listed above and complete a [Request for Use of Facilities, Appendix A.](#)
- 7.1.5 The non-church sponsored group/activity should submit an application to the church office for approval/disapproval of the event and to determine the availability of dates and times. This request should be submitted in a timely manner prior to the desired date of use (except for weddings. See [Policy & Procedure 05-102](#)).

8.0 Family Center Procedures

- 8.1 The Family Center is a facility of the Meadowbrook Church of Christ and those participating in its activities will be expected to conduct themselves accordingly. No activity will be allowed which is contrary to any established church policy. All members are expected to maintain proper dress and conduct and to respect the true intentions of the policies deemed necessary to open the facility. Proper attire is required and is determined by the event in question. Profanity will not be tolerated. No gambling is allowed.
- 8.2 Each group that uses the building will be expected to clean the building and take out all trash before leaving the premises.
- 8.3 The “Point-of-Contact” person is responsible for turning on and off utilities, and opening and securing the buildings.
- 8.4 Nothing is to be borrowed from the kitchen unless permission is given by the Kitchen Coordination Team.
- 8.5 Activities and use of the building are restricted to the specific area(s) requested at the time of reservation.
- 8.6 No balls or toys are to be brought into the Family Center with prior approval by the Facilities Administrator. Skateboards, bicycles, roller blades, “wheelies” and the like are not permitted in the Family Center.

8.7 Family Center reservations shall be considered in the following priority. Birthday parties by non Meadowbrook members will be considered on a case by case basis. Non Meadowbrook members may not reserve the facilities for birthday parties on the weekends. Weddings for non-members will be considered on a case by case basis in accordance with Policy & Procedure 05-102.

8.7.1 Individual groups, programs, and families within the Meadowbrook Church of Christ.

8.7.2 Non-profit spiritual/civic organizations that may be approved in accordance with this Policy and Procedure.

8.7.3 Other groups that may be approved in accordance with this Policy and Procedure.

9.0 Use of the Reception Room

9.1 The Reception Room may be used by Meadowbrook members only. It is designed and furnished to be used primarily for stand-up, flowing and receiving of adult functions. It is not intended to be used as a classroom or a meeting room. Its primary use is for wedding showers, baby showers, wedding anniversary receptions, and special church functions.

9.2 If meals are served, every effort should be made to limit the attendance to 50.

9.3 Tables and chairs may be moved into the room when meals are served. However, furniture and accessories provided in design of the room should remain in their location.

9.4 No items may be removed from the reception room or the reception room kitchen for personal use or for church functions away from the campus.

9.5 The refrigerator is to be used for storing items related to the scheduled function in the reception room. All items should be removed from the refrigerator after the function.

9.6 The closet in the Reception Room is used for storage of the chairs. It is also an electrical room therefore storage must be kept well organized.

10.0 Process for Reserving Meadowbrook's Facilities

10.1 All applications must be made through the church office during regular business office hours (Monday-Friday 8:00 a.m. to 5:00 p.m.) and must be congruent with the current church calendar.

10.2 Applications are to be picked up by the individual or downloaded from the website and returned or faxed to the church office for approval.

- 10.3 Reserved facilities must be relinquished immediately upon termination of the time reserved and reservations should be promptly cancelled if plans are changed.
- 10.4 All groups must have adequate supervision for their own group. No Meadowbrook staff or church member will be expected to entertain a visiting group. It is suggested that one adult be present for every five (5) students or children.
- 10.5 In the event of a conflict between Meadowbrook events and outside events, Meadowbrook events will take precedence. (Except for Weddings and Wedding Receptions previously booked).
- 10.6 Meadowbrook's Preschool hours take precedence over other recreational or meeting uses and must be considered in all planning.
- 10.7 The facility is closed when the church is closed for inclement weather. Meadowbrook follows the guidelines announced for the Jackson Public Schools during inclement weather.
- 10.8 Meadowbrook recommends that security be obtained for all functions held after 5:00pm. The cost of this security is a minimum of three (3) hours at \$20.00 per hour. If the party waives security, the person or group using the facilities of the Meadowbrook Church of Christ agrees to indemnify and hold harmless and provide all legal defense and related services to the Meadowbrook Church of Christ, its officers, agents, and/or employees from any and all claims, expenses, demands, suits, and/or damages of every kind, nature and/or description resulting directly or indirectly from any problems resulting from a lack of proper security.