

General Guidelines and Policies for Facility Use, Care, and Maintenance of the Three Crosses Church of Benton, Kentucky

A. PURPOSE

It is the commitment and goal of the Three Crosses Church to provide our facilities for use in calling persons into a living relationship with Jesus Christ. We seek to meet the spiritual, emotional, social, and physical needs of everyone in this congregation, community, country, and world. As such, we make our facilities available to church and service groups within and outside our congregation. The guidelines and policies that follow are intended only to protect the facilities from unnecessary and non-spiritual situations that perhaps could jeopardize the sacredness of Christian Faith and worship on our property. The use, care, and maintenance policies are intended to maintain a worshipful, clean, and attractive church. This is God's property and must be treated with great respect.

B. PRIORITIES FOR USE

1. **First Priority** for facility use goes to Three Crosses Church groups using the Fellowship Hall/Sanctuary or the Administration Building as a part of the ministry of the church. This includes groups, work teams, and committees supported through the Family Ministries Council and/or the Administrative Board, as well as member weddings, funeral services, and showers.
2. **Second Priority** is reserved for other Church groups outside of Three Crosses Church immediate congregation. Use by other church groups will be welcome as availability permits.
3. **Third Priority** - Other denominations, ecumenical, social, civic, service, educational and charitable groups will be considered for use based on availability. Formal requests must be made to the Church Office per outlined request procedures attached.
4. Three Crosses Church facilities will be available for church members' personal activities such as family celebrations, or birthday parties as a fourth priority.
5. Three Crosses Church facilities will be available for emergency aid, shelter, etc. when circumstances call for such a need.
6. Three Crosses Church facilities will not be available to partisan political groups.
7. Three Crosses Church facilities will not be available to groups for commercial gain, exceptions approved by the Building Use Committee.

C. SCHEDULING AND REQUESTS

1. The Building Use Committee will consist of The Pastor, Chairman of the Trustees, and Chairman of the Council.
2. The church secretary maintains the calendar for all church activities, including the activities of outside groups.
3. ALL groups/users desiring to use the facilities are to complete the Request to Use the Facilities Form provided for such use.
4. It is expected that usage of the facilities will be terminated by 10:00 p.m., unless special circumstances have been previously approved by the building committee.
5. Scheduling two weeks in advance is preferred for reservations to assist in avoiding church calendar conflicts.
6. See separate fee schedule for cost of using the Fellowship Hall/Sanctuary and other facilities.
7. Request for use of any part of the facilities will be handled in a timely manner with request for use of the facilities answered in three (3) business days.

8. The Building Use Committee using the guidelines will determine acceptability to use our church facility. Any applicant may appeal to the Church Council if the Building Use Committee's decision is unacceptable.
9. The church secretary will have knowledge of the use, care, and maintenance policies and refer to them or church website when informing others.

D. KEYS

1. Church staff and members will have a key to the facility as designated by the trustees.
2. Duplicate keys are not to be made unless approved by Trustees chair.
3. The church secretary is to always maintain a current record of the location of each key.

E. RESPONSIBILITIES

1. All users' members and non-members alike must have respect for other users meeting in the facilities at the same time.
2. A responsible ADULT (21 years or over) must always be with the user group.
3. All users' members and non-members alike shall leave facility areas as they find them. Users should clean up after themselves unless prior arrangements have been made to pay custodial fees. If the user does not return premises in essentially the same condition, as determined by the Building Use Committee, the church has the right to clean the premises and bill the user for the cost of cleaning. All church programs are included.
4. If you feel the need to bring food and drinks into the Sanctuary, please exercise courtesy and care. For example: use an enclosed container.
5. Any user of the facilities or part thereof will check all doors and lights to make sure the buildings are properly secured with lights turned off before leaving the premises. This includes members and nonmembers, committees, choir, etc.
6. Must follow the Safe Sanctuary policy.

F. CHILDREN

1. If children are present during the user activity, they should remain with the group or be always supervised by an adult (21 years or older) or an approved teenaged nursery worker.
2. We encourage parents to keep children from wandering outside or throughout the buildings unsupervised.
3. It is recommended children 10 years of age and under be always supervised by an adult or an approved nursery worker while using the outdoor playground areas.

G. HOUSECLEANING

1. Users are expected to clean the used area(s) each time it is used. TCC custodial staff will not be responsible for cleaning after you leave.
2. All users are expected to clean the used area(s) each time used unless prior arrangements have been made to pay the custodial staff of the TCC. In some cases, payment of the TCC staff will be required.
3. The older tablecloths must be taken home and laundered by church members after each use and returned to the church promptly.
4. The new tablecloths and matching napkins must be dry cleaned and returned to the church promptly at the expense of the church. If the new tablecloths are used for a wedding or bridal shower, the dry cleaning and the cost of the dry cleaning will be at the expense of the bride, groom, or their family.

5. Any washcloths or kitchen towels used should be taken home and laundered by a church member. These should be returned to the church promptly. Annotate the items you have taken home to wash and when returned on log in the kitchen.
6. Users shall not make changes in the church facilities other than simple table/chair arrangements. The user is responsible for removing all user decorations immediately after the user activity.
7. All lights should be turned off upon exiting the building. Any adjustments to the thermostats must be returned to the original setting upon leaving the facility.
8. See fee schedule for use of the facilities.

H. DAMAGES

1. All damaged or property lost will be replaced or repaired at the expense of the user group that is responsible.
2. Damage should be reported to the minister or church office immediately or no later than the next business day.

I. REMOVING OR MAKING ADDITIONS TO CHURCH PROPERTY

1. Church property including the older tables and chairs, old table clothes, old silverware, sports equipment, etc. can leave the church facilities only for church-related activities sponsored by church-related groups.
2. Tablecloths, silverware, other kitchen items, and sports equipment are not available for private occasions away from the church except for the wedding or anniversary celebration of church members.
3. Older tables and chairs may be removed from the church for private occasions with first priority going to church-related activities.
4. The new tablecloths and napkins, the punch bowl set, china and new flatware will not leave the church facility for any reason.
5. All property that leaves the church facilities must be signed out through the church office and a record made of the items removed. All items are to be checked in at the church office by staff when they are returned.
6. Church property is not available for uses away from the church for persons or activities not related to church-sponsored groups.
7. Any item donated to the church (furniture, decorations, plants, etc.) must be approved by the board of trustees prior to being placed in the church. The trustees reserve the right to dispose of or donate items that cannot be used.

J. ALCOHOL, ILLEGAL DRUGS, AND SMOKING

1. Use of alcoholic beverages, illegal drugs, and illegal use of controlled substances are not allowed within the church facilities or on the church property.
2. Smoking and use of tobacco products, including e-cigarettes, are not allowed within the church buildings.

K. WEDDING (See separate document.)

L. MISCELLANEOUS

1. Guideline violations will be dealt with promptly by the Building Use Committee. Persistent violation of the guidelines will result in loss of privileges.
2. TCC reserves the right to cancel or terminate activities due to emergencies.

Specific Areas of Church Facility Use, Care, & Maintenance

A. CHURCH ENTRIES AND HALLWAYS

- a. Should be kept clutter free and inviting.
- b. Announcements of events or other items should be delivered to the office for posting.
- c. Any postings and/or decorations must be removed immediately after the event.

B. RECEPTION AND OFFICE AREAS

- a. This is an active and visible area of our church and is to be kept free (as much as possible) of excess clutter.
- b. Personal items (if used) in office areas should maintain a professional image consistent with our church surroundings.

C. SANCTUARY

- a. Should be kept free from any items that are a distraction to worship.
- b. Walls should be kept free of posters, notices, etc. (Announcements are made in bulletins, newsletters, website, emails, postcards, and personal letters.)
- c. Sanctuary use is limited to Christian learning and worship.
- d. Chairs placed along the walls should not touch the walls.
- e. Sanctuary should not be used as a recreational area (Supervised or unsupervised). The Fellowship Hall and MREC are planned for these purposes.
- f. All children and youth must be properly supervised by adults when using the sanctuary.
- g. Use of sound and mechanical equipment is not allowed except by trained members.

D. O.A. & MAUD GANT FELLOWSHIP HALL

- a. This is a designated food and drink area.
- b. All decorations, etc. must be cleaned up or removed immediately after an event.
- c. All activities using balls are not allowed in the fellowship hall. All balls are to stay in the MREC.
- d. Fastening items to walls is limited to tack strips only.

E. MREC

- a. Exercise and athletic programs should be limited to the capacity of the space.
- b. Only recreation equipment approved by the trustees may be used.
- c. Activities inside the church facility using balls of any kind are restricted to the MREC.
- d. All activities must be appropriately supervised.

F. LIBRARY

- a. Library rules should be requested from the Library Committee

G. CONFERENCE ROOM

- a. Leave the conference table and chairs ready for the next meeting.
- b. Clean the table of any papers, etc. that pertain to the meeting.

H. CLASSROOMS (Including youth room and KIT)

- a. Taping items to walls, doors, or woodwork is not allowed. Use boards provided in these rooms for notices.
- b. Leave rooms clutter free after each use.
- c. No items are to be hung on the walls without the approval of the trustees.
- d. Whiteboards should be kept clean and free of personal messages.

I. KITCHEN

- a. See Posted Sheet

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