

FACILITY USE POLICY

FOR RANCH CHAPEL AND THE FAMILY CENTER

GENERAL POLICY: The use of the facilities and furniture of Ranch Chapel are the responsibility of the Trustees and the Ranch Chapel Board. Scheduling of events is based on CHAPEL ACTIVITIES and will be determined by the Trustees and the Board. Regular services and activities of the chapel have priority over all community uses. At this time, no regular weekly or monthly events will be authorized EXCEPT BY THE RANCH CHAPEL BOARD.

STANDARD OF CONDUCT: These facilities should be respected as a place of worship and service, no matter what the current activity may be. Opening prayer shall be held for all gatherings held in the sanctuary. All events are expected to meet a high standard of conduct that prohibits the use of tobacco, alcohol, drugs, running and profane or angry language. The buildings are not suitable for ball games, high impact recreation or sports.

USING GROUPS: The Family Center is available for receptions following weddings or funerals held in the Chapel and for private receptions. No use will be permitted for commercial seminars, sales events or political meetings. Family gatherings for non-church families will be considered on an individual basis.

FEES: For the rental fees, please see the Facility Use application. The fee for a sound technician or musician, if needed is \$40.00 per event. Fees may be waived if the Ranch Chapel Trustees or Board decide to support the event as a service to the community. Janitor fees cover minor cleaning as needed and replacement of supplies, i.e. toilet paper, paper towels, cleaning materials etc.

BUILDING AND CONTENTS: Use of the Chapel or Family Center is limited to the first floor only. Offices, computers and copy machines are off limits. Tables, chairs, and other contents are not to be removed from the buildings. Each group is responsible for leaving the building in a **CLEAN AND ORDERLY CONDITION**. The walls are not to be used for posting any items. Each Group is responsible for damages or losses that occur while using the facilities. The trustees will inspect and assess the damage, if any, to provide a cost of the needed repairs.

KITCHEN USAGE: the kitchen is to be used only for warming food, NOT FOR COOKING FULL MEALS. NO RED COLORED DRINKS OR RED COLORED FOOD WILL BE USED. There is a restaurant-style dishwasher available. It is to be used only by an APPROVED operator.

APPLICATION: A minimum of 15 days is required for scheduling after receipt of the completed application. Upon approval, a copy of your application will be forwarded to you. The listed deposit/fee should then be paid within four days. Office hours are Tuesday through Friday, 9 a.m. until 1:00 p.m.

Revised 3/3/06