



# PROCEDURES FOR USING THE CHURCH FACILITY

(including Childcare Policies)

10.3.2010

This booklet describes the procedures which need to be observed when using Faith Church facilities. The following articles are provided:

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## HOW TO SCHEDULE BUILDING USE

To use any part of Faith Church facilities, you need to contact Sharon Frazier 831-3770 Ext. 101, [sfrazier@faithchurch.net](mailto:sfrazier@faithchurch.net). This includes having a ministry table in one of the alcoves on Sunday morning.

We have set a priority schedule in order to resolve any conflicts. Availability is on a first-come-first-served basis within those priorities. Our goal is to accommodate everyone if possible. This may mean that the room or rooms you want to use will not be available, but we will try to find an alternate room(s). The schedule priorities are as follows:

1. Faith Church sponsored / supported ministries meeting weekly
2. Faith Church sponsored / supported ministries not meeting weekly
3. Faith Church weddings+
4. Non-Faith Church sponsored / supported ministries\*
5. Non-Faith Church weddings\*
6. Other programs / groups\*

+ Subject to approval of the church leadership.

\*Events will not be confirmed any earlier than 120 days prior to the event and are subject to approval of church leadership.

To schedule an event/meeting or weekly use of the building, please fill out an Event Scheduling form and turn in to **Sharon Frazier** at least one month prior to the event. The calendar can be viewed on our web site [www.faithchurch.net](http://www.faithchurch.net) and a form can be downloaded. Remember—if you don't schedule the building, it might be unavailable and/or you may not be able to enter or use the building.

When you are planning an event/meeting, please be aware that you will need to provide the following information:

1. Start and finish time
2. Space needs (rooms desired) and set-up diagram (see request form)
3. Person who can open and close the building
4. Person who is responsible for clean up
5. Any special needs (tables / chairs moved / tablecloths / coffee / kitchen etc.)
6. Any special set-up times
7. Communication needs
8. Music/worship leader needs
9. Technical needs

If your event would need to go longer than the time/day you have reserved, you must contact Sharon Frazier – 831-3770 Ext. 101, [sfrazier@faithchurch.net](mailto:sfrazier@faithchurch.net) to see what can be arranged. You cannot assume the room(s) will be available for additional time/day as room(s) may already be reserved by others.

# Event Scheduling Form

Date submitted \_\_\_\_\_

To reserve a room, call the calendar coordinator, Sharon Frazier, at the church office, 831-3770, one month prior to use, or submit this form to Sharon. Forms are kept at Sharon's cubicle and in the Production Office (the room in the office complex where the copier is) in a file pocket on the wall. Reservations will not be confirmed until this form is filled out and returned to Sharon. Give diagram of desired room set-up on back of form.

Room(s) requested \_\_\_\_\_ Event/Meeting/Activity \_\_\_\_\_

Ministry \_\_\_\_\_ Event name \_\_\_\_\_  
Date(s) requested: Set up date (if other than day of event) \_\_\_\_\_ Set up time \_\_\_\_\_ Exit bldg. time \_\_\_\_\_  
Event Date(s) \_\_\_\_\_ Set-up time \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_ Exit bldg. time \_\_\_\_\_

• If this is a weekly or ongoing event, please list dates you **will not be meeting**: \_\_\_\_\_

Short description for information on the web calendar, including cost if any: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact person \_\_\_\_\_ Contact person's phone # \_\_\_\_\_

Cell # \_\_\_\_\_ Church mailbox # \_\_\_\_\_ E-mail address \_\_\_\_\_

Do you want name(s) and phone number(s) shown on the web calendar? \_\_\_\_ Yes \_\_\_\_ No

Number of people attending \_\_\_\_\_ (all children must be in the event, with parents, or in childcare—no exceptions.  
We consider anyone under the age of 17 children.)

Are you or is someone in your group trained to unlock and lock the building and set the alarm? \_\_\_\_ Yes \_\_\_\_ No

- If yes, name of person \_\_\_\_\_ Phone \_\_\_\_\_
- If **No**, contact the church office to be trained to do so, as the building is locked and the alarm set at 4:00-4:30 on weekdays and most of the weekend.

Person responsible for clean-up \_\_\_\_\_ Phone number \_\_\_\_\_

- Please read clean up items below before signing. *Vacuum cleaners, cleaning supplies, and trash bags are located in the back room and the white storage closet in Kari DiStefano's office (storage closet is behind Kari's office door); the Multi-Purpose Room Storage Room; Furnace Closet 6 (Children's Ministry Mop Room); and in the closet in Room 4.*

**Clean Up Items:**

Sign \_\_\_\_\_

Tables washed	Floor vacuumed	Trash taken to dumpster
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Will any of the following be needed? If so, check and contact the person listed:

- **Kitchen:** \_\_\_\_ Anyone using the kitchen must be trained. Contact Karen Hitchcock, 722-3733, or [ldhitch@hotmail.com](mailto:ldhitch@hotmail.com).
- **Communications:** **Bulletin/Flyer/PowerPoint/Newspaper/Radio/Website etc.** \_\_\_\_ Get **Event Communication Form** from Sharon Frazier
- **Technical needs:** Contact Ryan Yoxthimer, [ryoxthimer@faithchurch.net](mailto:ryoxthimer@faithchurch.net), at least 4 weeks prior to your event. Please see the Technical Ministry Procedure document for details about deadlines and system use.
  - **Microphones (Sanctuary and M.P. Room only)** \_\_\_\_
  - **Transparency projector** \_\_\_\_
  - **TV/VCR/DVD** \_\_\_\_
  - **Computer projection: (choose one)** bringing own computer \_\_\_\_ ; need portable computer \_\_\_\_
- **Childcare** \_\_\_\_ Contact Sandy Howard, 831-3770, ext. 122, or [showard@faithchurch.net](mailto:showard@faithchurch.net)
- **Worship leader or music** \_\_\_\_ Contact Jacob Addison, 831-3770, ext 114, or [jaddison@faithchurch.net](mailto:jaddison@faithchurch.net)
- **Coffee** \_\_\_\_ See Coffee Bar Procedures, on back of form. Contact Harvey Pflug, [hpflug@faithchurch.net](mailto:hpflug@faithchurch.net)
- **\*Tablecloths** \_\_\_\_ To reserve or use, contact Debbie Yoxthimer, 677-0261, or Jean Ostermeier, 831-9083.

\*Tablecloths are to be cleaned by the user and returned to the church in a timely manner.

### FOR YOUR INFORMATION:

- Rooms **may not be set up** more than **one day** in advance of the event.
- Person(s) requesting rooms are responsible for all actions of those attending the event.
- Person(s) requesting rooms are responsible to be sure that only the rooms requested are used during the event.
- All special needs must be approved by the Facilities Manager.

**Church contributions to help defray the cost of utilities would be greatly appreciated, but are not required.**

cc: JA RY SB SH KH

07.07.10

## Coffee Bar Procedures/Special Events

The coffee machine located in the main lobby should be used for large events or gatherings. If your event will be held in the Life Center area, you will need to use the air-pots located under the sink in the **main coffee bar**. To fill the air-pots, you will need to use a pitcher or funnel (also under the sink) to dispense the coffee into the air-pot.

We use a liquid concentrate coffee, which means there is coffee ready to be served 24/7. This type of coffee is more expensive, so please let Sue Berger know if you are going to be using it for a major event so that your ministry can be charged.

The coffee machine in the Life Center is "per cup" and is only for Sunday morning, or a person could grab a cup on the way into an event.

### Machine Maintenance ('making coffee')

- If light is blinking on the machine, the bottle of coffee is empty.
- Turn the handle in the front of the machine to the left to open the door.
- Remove the empty box and throw it away.
- Additional liquid coffee boxes are kept in the small refrigerator in the main coffee bar.
- Make sure you are replacing with the correct type (regular or decaf).
- Shake the box 10-15 times, tear the perforated part off, pull the plastic spout out until the orange ring is flush with the top of the box.
- Insert the box with spout facing down into the slot.
- Close the door and test to make sure it is working.

### Supplies

- All supplies are kept in the cupboards at each coffee bar.
- Paper towels are under the sink.
- Supplies are put away during the week and not to be left on the counter tops except Saturday and Sunday.

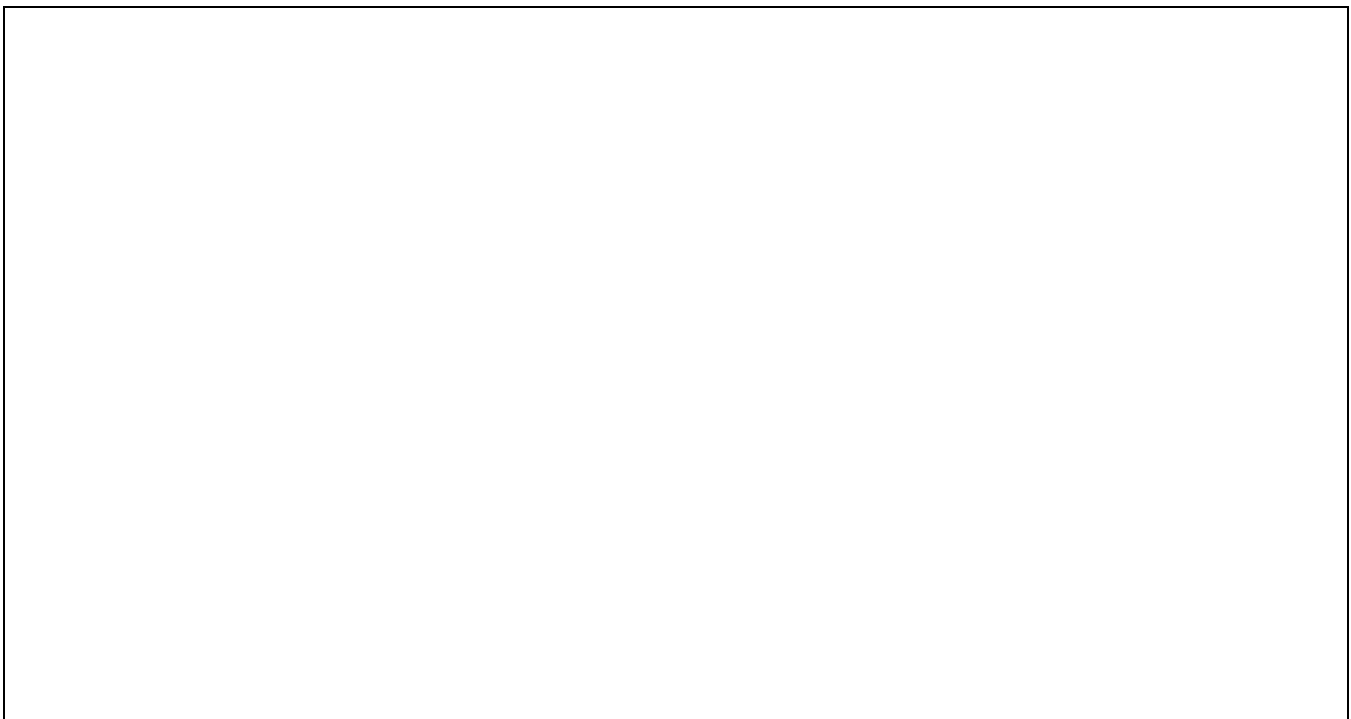
### Event/Meeting Usage

- Let me know 2 weeks in advance of the scheduled date so that we will have enough coffee and supplies on hand.
- Email me approximate number of cups of coffee used so that your ministry can be charged for the cost.
- Four 24-cup air-pots are kept under the sink of the main coffee bar. Please try to gauge how much coffee will actually be used when filling these up. The coffee is expensive and we don't want to waste it.
- Cups, creamer and sugar can be used but please be sure to return containers. There are carts in the kitchen you can use if needed.
- When finished, please wash the air-pots in hot water and return to cupboard **under the sink**.
- Replenish creamer, sugar, cups, etc from supplies in cupboards.

Please contact me if you have any questions or need assistance.

Harvey Pflug, [hpflug@faithchurch.net](mailto:hpflug@faithchurch.net)  
831-3770 – Ext. 105

***Please give a detailed drawing of your room set-up below.***



**Event Communication Form**  
**Must be completed for church-related events, on or off campus**

Name of Event \_\_\_\_\_ Ministry \_\_\_\_\_

(i.e. Adult, Youth, Caring, etc)

Date(s) \_\_\_\_\_ Time (s) \_\_\_\_\_

Check one:

\_\_\_\_\_ One time event    \_\_\_\_\_ Weekly event    \_\_\_\_\_ Monthly event    \_\_\_\_\_ Annual event    \_\_\_\_\_ Other

Describe event in 25 words or less

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Intended audience? \_\_\_\_\_ (i.e. women, men, grade school, etc.)

Is this event open to the community?    \_\_\_\_\_ yes    \_\_\_\_\_ no

Cost of event? \_\_\_\_\_ Is pre-registration required?    \_\_\_\_\_ yes    \_\_\_\_\_ no

Location \_\_\_\_\_ Room #(s) \_\_\_\_\_

If at church, have you turned in Event Scheduling form?    \_\_\_\_\_ yes    \_\_\_\_\_ no

If off-campus, list address \_\_\_\_\_

Childcare provided    \_\_\_\_\_ yes    \_\_\_\_\_ no    If so, for what ages \_\_\_\_\_

If at church, have you arranged childcare through Children's Ministries?    \_\_\_\_\_ yes    \_\_\_\_\_ no

If at church, have you arranged for technical needs through Ryan Yoxthimer with one month's advanced notice?

\_\_\_\_\_ yes    \_\_\_\_\_ no

Have you contacted Jacob Addison for worship leader or music needs for this event?    \_\_\_\_\_ yes    \_\_\_\_\_ no

\*\*If you change your event or it is cancelled—you must notify Sharon Frazier in the church office ASAP.    \_\_\_\_\_ Initial here

Where you would like this event advertised.

Please understand that all listings are based on space available and may be edited at will.

Check all that apply. Please note and adhere to all the deadlines.

- |   |   |
|---|---|
| <input type="checkbox"/> Bulletin   | Deadline – 4:00 p.m. Wednesday before Sunday distribution                         |
| <input type="checkbox"/> Website Calendar   | Deadline – 4 weeks before event   |
| <input type="checkbox"/> Flyer in mailboxes   | Deadline – 10 days before Sunday distribution                                     |
| <input type="checkbox"/> Community newspapers/radio   | Deadline – 6 weeks before event   |
| <input type="checkbox"/> Pre-recorded verbal announcement<br>(Limit of two verbals – indicate dates desired _____ ) | Deadline – 4:00 p.m. Tuesday before Sunday announcement                           |
| <input type="checkbox"/> PowerPoint slide rotating between services   | Deadline – 4:00 p.m. Wednesday before Sunday announcement                         |
| <input type="checkbox"/> Postcard/ letter *   | Deadline – two weeks before event   |
| <input type="checkbox"/> Flyer/poster in building   | Deadline – bring to office one week before posting                                |
| <input type="checkbox"/> Table in East or West Alcove   | Deadline – schedule with office one week before (maximum use of table is 3 weeks) |
| <input type="checkbox"/> Facebook Event   | Deadline – at least one week in advance of event                                  |

\*Creation is responsibility of event coordinator, but office is always willing to assist.

Do you have a picture, logo, or graphic for this event?    \_\_\_\_\_yes    \_\_\_\_\_no

Do you have any other media, such as video, radio announcements, etc? If so, what?

Please understand that the following are church office policies.

- 1) Do not place any communication tools (flyers, brochures, posters etc.) anywhere in or on the church property (including mailboxes) without notification/approval of the church office.
- 2) Do not tape flyers in restrooms or on any glass (windows, doors, mirrors etc.) in or on church property.
- 3) Contact church office for posting any communication tools (flyers, brochures, posters etc.) in or on church property or in mailboxes.
- 4) Advertising for non-church related events must be approved by church office and is restricted.

Please initial that you have read the above policies \_\_\_\_\_

Contact person \_\_\_\_\_ Phone # \_\_\_\_\_

Signature

07.14.09

## **HOW TO USE THE RESOURCES AVAILABLE THROUGH THE OFFICE**

The first goal of the office is to support the ministries of Faith Church. Realizing the size of the church and the many ministries, it would be an almost impossible task for the office to do everyone's work. Understanding that our church is an equipping church, we would encourage each ministry to see if there is someone in their group who would be willing to do some of the administrative work for them. But, when the need arises for you to use the office, we ask you to remember a few things:

1. It is necessary for us to prioritize the order in which we complete the office work.  
These priorities are as follows:
  - a) Urgent church work for the week (Bulletin, Sunday School etc.)
  - b) Ministry Staff work for church (letters, youth work, small group, children's, etc.)
  - c) Ministries' work for church (Connections, Men's, Women's, Singles', etc.)
  - d) Pastor's non-church work
  - e) Ministries' non-church work
2. The more time you can give us to complete the project the better.
3. Please turn your work into the office to the attention of Sue Berger, 831-2770 Ext. 103, [sberger@faithchurch.net](mailto:sberger@faithchurch.net). She will then divide the work up among the associates to be sure it is accomplished in a timely manner. We can assist you or make for you many communication tools, but should you decide to do them yourself, you must contact Sharon Siepel, Communications Coordinator, 831-3770 Ext. 112, [ssiepel@faithchurch.net](mailto:ssiepel@faithchurch.net), for parameters in design, size etc. Please turn all your completed communications into the office for distribution on Fridays. Follow the deadlines on the Event Communication Form page 5.
4. If someone from your ministry is coming in to use the copier or risograph, it is important that they check in with one of the ministry associates to determine which machine would be the best suited. Also, please feel free to use any office equipment in the production room & kitchenette, but do not remove them from the office area, (ex.: scissors, staplers, 3-hole punch, tape dispensers etc.). NOTE: there is also a copier in the new Life Center at the end of the Adult rooms' hall and in the Childrens' Supply room, (15), if you are at that end of the building and need a copier.
5. To use any part of Faith Church facilities, you will need to contact Sharon Frazier 831-3770 Ext. 101, [sfrazier@faithchurch.net](mailto:sfrazier@faithchurch.net). You will then need to complete the Event Scheduling form and Event Communication form, if applicable. Nothing will be scheduled until forms are completed and returned to the office. Also, see "How to Schedule Building Use" in this brochure.
6. The church office does have a fax machine. The number is 831-4162.
7. Office hours are Monday-Friday, from 8 am to 4:00 pm.
8. Special Information  
If you are having a large event, a direct phone line can be set up for your calls or a voice mail box with a message that your ministry can use for receiving & returning calls. It is imperative that you meet with Ryan Yoxthimer a minimum of 2 weeks prior to the event to discuss all pertinent information.

**When you are using the building you can help by being aware of the following information:**

## **CLEAN-UP**

You will need to clean the area you use when you are finished. If you change the room set-up, all chairs and tables must be returned to where you found them. Trash must be collected and put in dumpster, windows closed and lights turned out. Please don't leave any papers, paper products, food or drink behind or place it in another area of the building for "someone else to use". Your thoughtfulness is appreciated, but we cannot use or store these items. Please take them with you or put them into the trash dumpster. Please check the clean-up list on the Event Scheduling form.

## **EMERGENCY PHONE NUMBERS**

If there is an emergency of some type while you are in the building, please contact one of the following people:

Dianna Townley	239-6095
Mitch Ostermeier	831-9083
Dick Lehman	831-4015

## **HEAT AND AIR-CONDITIONING**

The HVAC system is controlled by a computerized system that will be set in advance for you. The system is set for the week on Sunday. The temperature is set to maintain as close to possible a comfortable temperature when the zone is fully occupied. The zone is set to come on early enough to be comfortable at the time you have requested. If there are wild temperature swings during the week of your event, the room may not be comfortable for you. Please do not change any thermostats in the rooms at any time.

In order for the HVAC system to function properly, all classroom and nursery doors must be closed when those rooms are not in use. This is also required by the fire code since these doors are designed to serve as a temporary fire stop. Please do not leave any of these doors propped open when you are finished. These requirements do not apply to the New Life Center rooms.

## **CHILD CARE POLICIES**

To reserve the childcare room, you must check with Sharon Frazier in the office, 831-3770, ext. 101. If it is available, you may schedule it with her. Please only use the room assigned for childcare which is Room 13. If you need additional rooms because of the number of children, contact Kari DiStefano, Elementary/Childcare Coordinator at 831-3770, ext 106 or Sandy Howard at 831-3770, ext. 122. All childcare at the church is coordinated through Kari or Sandy and each ministry has a liaison person who actually sets up childcare for that particular ministry from the list of approved and trained workers. We have specific ratios to be followed and there must be two approved and trained workers in **every** childcare situation. All children who are not in childcare are to be with their parents.

If you need to set up a specific childcare situation for your ministry, contact Kari or Sandy for how to go about setting up childcare for events scheduled on the church calendar. You will need a childcare handbook and a list of approved and trained workers (adults and teens) to work out the details with Kari and Sandy.

We appreciate your cooperation with these policies because of liability issues that affect us as a church.

## HOW TO LOCK UP THE BUILDING

1. You are responsible for locking your ministry area when you leave for the day or after your event. When leaving make sure you secure the areas of the building you have been using, including the office, classrooms, restrooms, halls, and lock the doors. Turn off all lights in these areas also. Even though a door may be locked, please make sure it is also tightly closed (as some do not shut all the way).
2. Please **do not leave the building unlocked** even if you are leaving just for a short time.
3. If you are the last person to leave the building you must set the security alarm with the code given to you when you reserved the room.
4. Page through the building by dialing \*10 – asking if anyone else is in the building and if so, tell them to call you back at whatever extension you are calling from.  
If no one calls you back, lock the door, drive to the other end of the building to see if any cars are there.....if there are none, go into the building, look at the motion detector to be sure it is not showing motion and set the alarm with the code you have been given.
4. Should you cause an alarm to sound, please call Dianna Townley – 239-6095.

**\*\*These procedures are for your safety as well as safety of others who use the building.\*\***

## HOW TO SCHEDULE EQUIPMENT USAGE

If your ministry needs audio/visual equipment for an event, please contact Sharon Frazier in the church office at 831-3770 or sfrazier@faithchurch.net to reserve rooms that have the items you need or instructions to be equipped.

No equipment or furniture should be removed from the church building. This includes tables and chairs.

## HOW TO USE THE AUDIO /VISUAL SYSTEM

If you need to use the sanctuary Audio/Visual system, contact RYAN YOXTHIMER, Technical Ministry Coordinator at 831-3770 Ext. 124, ryoxthimer@faithchurch.net at least four weeks in advance of your event. He will schedule a person for your event. If you fail to contact him in the allotted time, we cannot guarantee the use of the Audio/Visual system. Also see Faith Church Technical Ministry Procedure and Guidelines (Updated 7/12/03) for more details.

Faith Church does not permit the operation of any equipment in the sanctuary by untrained personnel.