



Non-Profit Building Usage Policy

Hello!

We're happy that you're considering using the facilities of 24church for your non-profit organization / event. This policy outlines building usage for organizations such as The Boy Scouts & Girl Scouts, free exercise classes put on by members of the church, and other events that require little / no clean-up and benefit 24church members or the Pleasant View Community. Building usage for events such as baby showers or Christmas parties are outlined in the Small Event Policy, and larger events such as weddings are addressed in our Wedding Policy. In order to protect the facilities that the God has given us and the time and abilities of our staff and volunteers, we have established the following policies.

Qualifying for Non-Profit Use

- A \$25 refundable, housekeeping deposit must be turned in with this form.
- All building usage must be approved by the church staff prior to the event.
- Persons / organizations may use the building only if a 24church member is present at all times.
- Under this policy, persons / organizations may use the building only for non-profit events. No money may be charged for the event.

Areas that may be used

- Kids church, the two classrooms within kids church, bathrooms, and the front foyer are the only useable areas. (Food and drink are allowed in these areas.)
- The worship center & other classrooms in the church are strictly off limits because they have been set up and sanitized for the upcoming Sunday services.

Guidelines

- Booking must be done at least 30 days in advance.
- A temporary building key will be issued to the church member requesting building usage once the event is approved. This key may only be used by that church member and no one else.
- The \$25 housekeeping deposit will be returned if the facilities are returned to pre-event condition. This includes taking all trash to dumpsters, sweeping and mopping if needed, removal of food from the building, setting up moved chairs, putting back carpet in kids area (if moved), setting-up tables (if moved), wiping down tables, turning off lights and sound system, etc. Please just return things exactly as you found them. If the building is left dirty, or lights are left on, or the sound system / projector are used improperly, building usage may be revoked.
- No alcohol is allowed on the premises.
- All uses of the building must be approved by staff. Usage of the facilities may be refused if it conflicts with scheduled church activities.
- Payment of the \$25 refundable housekeeping deposit must be made by cash or check (checks payable to 24 Church)



Non-Profit Building Usage Request Form

Church Member Requesting Use _____

Type of Event / Organization _____

Date(s) of Usage _____

Time of Event _____

Is this a Recurring Event? yes _____ no _____

Areas to be used: Kids Area yes _____ no _____
Foyer yes _____ no _____

Optional Services Use of sound system / Projector? yes _____ no _____

Telephone # _____ (please provide the number where we're most likely to reach you)

Address _____

City _____ State _____ Zip _____

Questions can be directed to staff members, or Carissa McMaster.
Or call the church and leave a message: 615-746-0024