

# ***Brookline Church of Christ***

## ***Building Use Policy***

### **Introduction**

The Brookline Church of Christ facilities are a gift from God and will be used to support activities that glorify God and facilitate the mission of the church. The facilities are available for church events, member's personal events and select community events with a member sponsor and approval by the church Elders.

### **Utilization Principles**

The Brookline Church of Christ buildings are intended to be fully utilized to serve church ministries and the Brookline/Republic community:

- Worship Services
- Bible Classes
- Fellowship Activities

Additionally, other functions will include weddings, special events, funerals, community and civic activities, and similar activities. All events not related directly to worship or support of church sponsored ministries must secure access to the building and/or meeting rooms at least 2 weeks in advance and a Reservation Form be on file in the office. Often multiple events will be occurring simultaneously, so it is important to treat others with respect and kindness.

Those areas **not** reserved by your group should be considered "off-limits".

When a person or group reserves a room or a facility, the facility must be returned in the condition as it was received. If damage occurs or something does not function properly, please report the problem to the church office at (417-862-0551).

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### **General Building Policy**

#### **Building Keys:**

Keys are provided to the church Elders and staff. Additional keys are issued according to need and subject to approval. If you feel you need to be assigned a key, please see the Elders.

#### **Borrowing Policy**

Items in the building such as song books, tables, chairs, coffeemakers, sweepers, rug cleaners, etc. are not to be removed from the building or loaned out for non-church events.

Items in the shed such as yard tools and mowers are also not available to be borrowed or removed from church property. These items are restricted to be used on the church building and grounds. Kitchen items like plates, paper products, hot & cold cups etc. are for use in functions held at the building only. Exceptions to this would be for all church picnics, camping trips or any other function that includes the Brookline congregation.

Technology equipment is not available for borrowing and must not be removed from the church premises.

#### **Copier/Printer/Fax Use**

The copier & printers located in the building are for staff and teachers use only. Use of these devices should be limited to church material only and are not intended for personal use. If you need assistance see the church secretary during office hours.

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### *Food & Drink Policy*

No food or drinks are allowed out of the Family Life Center except when approved by the church Elders.

### **THE FOLLOWING POLICIES MUST BE ADHERED TO:**

- All events at Brookline must be church sponsored, scheduled through the church office, and have a Brookline member attending or hosting the event/class. **No exceptions will be made.**
- Alcoholic beverages are not allowed on church property.
- Smoking is not permitted inside church property.
- Whenever a request to use the church facilities is made, one person must be willing to accept responsibility for clean-up and/or damages.
- Non-members using our facility **must** be accompanied by a Brookline member for the duration of the event and be responsible for securing the facility once the event is completed.
- Balls and athletic equipment may only be used in the gym or outside.
- Skateboarding is not allowed anywhere on our property.
- There will be no running in the building – other than the gymnasium.
- We cannot support “for profit” events at our buildings.
- Announcements, posters, etc. are not to be attached to the walls with tape, nails, and staples (i.e., if the wall surface will be damaged with attachment or removal, it should not be mounted). Suitable mounting supplies are available in the office or resource room.

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- Kitchen equipment, new furniture, televisions, DVD players, sound equipment, etc. will not be loaned to members or non-members.
- Keys must not be loaned/copied and doors should not be propped open.
- Visitor, Handicap, and Drop-Off parking signs are to be observed at all times. Parking under covered parking areas for extended periods of time is not allowed and your vehicle is subject to towing due to fire code.
- Activities should be limited to the room or areas reserved and should start and complete at the agreed time.
- All reservations are made on a first-come, first-served basis; the priority for scheduling is described later in this document.
- Wedding reservations are taken up to one year in advance and reservations must be confirmed with a completed reservation form.

### **RESTRICTIONS FOR ENTIRE FACILITY**

- ❖ No alcohol, tobacco or drugs allowed on church premises
- ❖ No weapons allowed unless approved by the church Elders
- ❖ No pets
- ❖ No helium balloons
- ❖ No rice inside
- ❖ No flammable items (propane, gasoline, lighters, etc.)
- ❖ No tap dancing or any other activity that could damage the floor
- ❖ No skate shoes or rollerblades

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### ***Damage to the Building or Property:***

- The Brookline church of Christ is not responsible for damage to autos or other personal property while individuals are at our facility. Additionally, we assume no responsibility for injury or death due to accidents. Liability Forms must be on file for those using the gym or playground.

### ***Damage to Church Property and Equipment:***

- Individuals are responsible for repair, cleaning or replacement of damaged equipment, furnishings, carpet, walls, etc. that occur when our facility is in your care. All damages should be immediately reported to the church office immediately between 9:00 AM through 5:00 PM, Monday through Friday. The church Buildings & Grounds Deacon will negotiate repair or replacement of damaged goods.

### ***Trash:***

- All trash will be gathered by the responsible party at the conclusion of the event and placed in the trash bin located on the east end of the building. Also, all materials or items brought to the building for an event must be removed immediately following the event. We will not store rented chairs, tables, etc. from a vendor over a weekend — only the next day.

### ***Event Conclusion:***

- It is the party's responsibility to ensure the facility or room is returned to the condition it was received.

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### **Scheduling Priorities:**

Priority 1: Church wide events (or funerals, funeral dinners/receptions)

Priority 2: Members weddings and receptions

Priority 3: Ministry Events

Priority 4: Members events

Priority 5: Community events

To make priority scheduling effective and provide a definition to the higher levels, the following chart must be used to determine when an activity can be “*confirmed*” and no longer be bumped by a higher priority activity.

Event Type	Days in advance an event can be booked
Priority 1 & 2	Can immediately schedule event with an open date; no waiting
Priority 3	* Can schedule <b>90</b> days out
Priority 4	* Can schedule <b>75</b> days out
Priority 5	* Can schedule <b>60</b> days out

Some events are recurring and require multiple dates for scheduling. **An event can only be scheduled for two (2) times in the same week.** Exceptions to this must be approved by the church Elders.

\* Indicates can only be bumped for funerals/emergencies

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Brookline has been blessed to have two buildings that can be used for serving the church as well as the community. Here are the guidelines for using the church facilities by specific building:

### **Main Building:**

When using the main building, the following policy applies:

- Any worship conducted in the building must be done acappela
- If the event is for Little Youth or Teens, you are responsible for the children. The children must stay in the area designated for the function and must not be allowed to roam the entire facility.
- No food or drink allowed in the main auditorium building.
- Once the event has been completed all chairs and other furniture items must be returned to their original positions and all trash or debris removed.

### **Family Life Center:**

- The Family Life Center is a part of the church buildings and everyone using the facility should conduct themselves accordingly.
- Groups will be held responsible for any damage occurred to the building and/or equipment.
- Protect the floor. Do not wear heeled shoes or shoes that mark the gym floor. An exception is made for activities immediately following church services or for wedding receptions.
- Tobacco, alcohol, drugs or weapons are not allowed in the building at any time.
- Pets are not allowed in the building.

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- Clothing with slogans or advertising not compatible with Christian principles will not be allowed.
- Church Related Activities – there is no fee, but the facility must be reserved through the office.
- Outside groups can reserve this facility for practices/classes.
- Non church sponsored sporting events must provide their own equipment.
- An adult must provide supervision and be responsible for the group as a whole
- Groups for gym rental will only be allowed in the gym. Please enter through the front doors. Restrooms are located down the hallway to the left of the front doors as you enter the building.
- Liability forms must be obtained through the church office, signed by each player (or parent) and given back to the church office before any practices or sporting event can begin.
- Please respect your reserved gym use time and exit the facilities at the time when your reservation is over.

### **Kitchen**

- The kitchen is available for use and must be reserved through the church office. It will be monitored by a staff member who has been trained on the equipment.
- Kitchen supplies such as paper cups, plates, napkins or other similar supplies are only to be used by church ministry events.
- Caterers brought in to provide a service by non-Brookline members will be required to pay a \$50 usage fee for the kitchen and must provide proof of insurance and a health inspection certificate.



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### **Building Use Fees:**

It is the intent of the church to utilize the facilities as much as possible for the glory of God and to serve both the Brookline members and the community. There are costs involved in providing the facilities therefore the following fees are set so that the church may cover the costs of the building. There is no intent to make the facilities “for profit” rather it is to ensure that utility expenses and facility maintenance costs are covered. Costs are broken down between members or non-members and if the event is for a group or an individual. Any group that collects fees or dues to participate in the activity is required to pay a \$25/hr. fee for use of the facility.

1. **Group** (with a member) – If a member has a group such as a basketball team, Boy Scouts, Weight watchers, Financial peace class, etc. and they “lead” the group, then there is no fee for use of the building.
2. **Group** (without a member) – This is for those groups (as defined above) where the member is **not** the leader of the group or if there is no member participating in the event. For this category, there is a **\$25/hr.** charge for use of the facility.
3. **Individual** (member) – For members using the main building or the Family Life Center for personal events such as anniversary receptions, birthday parties, etc. there is no fee. The only exception is if the event requires custodial work to be performed once the event is completed. The request for custodial assistance should be made on the reservation form. If after the event it is determined that custodial assistance was not requested however the facility requires additional cleaning, a \$50 charge will be assessed.
4. **Individual** (non-member) – Any non-member seeking to use either the main building or the Family Life Center for any event other than a wedding ceremony will be charged a \$25/hr. fee and any cleaning fees as requested on the reservation form or if needed once the event is finished.

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Fees for use of the facility for weddings is based on the needs of the wedding and are defined in the table below:

### **Wedding Fees:**

	<b>Members</b>	<b>Non-Members</b>
<i>Main Building - Auditorium</i>	\$0	\$500
Wedding Coordinator	\$50	\$100
Sound Room	\$100	\$100
Custodial Service	\$50	\$50
<i>Family Life Center</i>	\$0	\$500
Kitchen	\$0	\$50
Custodial Service	\$50	\$50

- No musical instruments allowed to be brought into the building for use in wedding ceremonies. Only recorded music will be allowed.

***\*\*The church Elders will evaluate each request to use the facilities and may deny, approve and/or adjust usage fees if deemed necessary\*\****

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### **Facilities Use Request Form**

Event Date(s): \_\_\_\_\_

Event Name: \_\_\_\_\_

Person Responsible for Event: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Room(s) requested for event: \_\_\_\_\_

*(Note: You will not have access to any part of the building other than the room(s) you specifically request.)*

Actual Time of Event: \_\_\_\_\_

Opening Time: \_\_\_\_\_ Closing Time: \_\_\_\_\_

Number of People: \_\_\_\_\_ Frequency: \_\_\_\_\_

Furniture Set Up?  Yes  No

Describe needs *(include diagram if needed)*

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Will you need a clean-up custodian?  Yes (\$50 fee required)  No, we will clean up afterward.

Type of Event:  Church Ministry  Non-Church Ministry

*I have received a copy of the Brookline Building Use Policy and I understand my responsibilities and obligations in using this facility as outlined in the policy. I will take great care to insure the facility is presentable for the next scheduled event.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Office Use:  
Check Number: \_\_\_\_\_ Received On: \_\_\_\_\_ Accepted By: \_\_\_\_\_