


FACILITY USAGE EXPECTATIONS

FIRST FREE CHURCH - ONALASKA, WI

Issued 08.15.2018

FACILITY USAGE EXPECTATIONS

It is the responsibility of the user to assure that all members of the group are aware of these policies.

BUILDING USAGE EXPECTATIONS

- All set-up, equipment, and space usage must be preapproved by submitting an EVENT REQUEST form through a Pastor or their assistant, upon pastoral approval, and then final approval will be determined by the COMMUNICATION & EVENT TEAM. Please allow 2 weeks for a decision.
- Prior arrangement and instructions on opening and closing facility per EVENT MANAGER.
- ONLY FIRST FREE authorized personnel may operate sound/lighting equipment and a fee will be charged unless special arrangements have been made.
- All decorations should be preapproved by the EVENT and FACILITIES MANAGERS. (see info. below)
- Facility rental, sound/light technician, and custodial fees may be assessed for special events, non-ministry & outside group functions as indicated in the FACILITIES USAGE POLICY.
- Please report any damage or problems immediately to the EVENT MANAGER.
- Groups must provide adequate supervision for their activity. In particular, children/youth may not be left unsupervised while on the premises, inside or outside. Events interested in providing childcare must be pre-approved through the CHILDCARE STAFF SUPERVISOR through the event request process.
- All event set-up items, food, equipment and personal items must be removed immediately following your event.
- Return all areas used to their original set up condition.
- If custodial fees were NOT charged for your event;
 - Clean-up must be done immediately following your event.
 - All trash and recycling must be bagged and put in the outside dumpsters in back of facility.
- NO FOOD is allowed in the following rooms: Worship Center, 208, 210, 220 & 222, The Chapel sanctuary and adjacent rooms with carpet.
- Alcoholic beverages or illegal drugs are not permitted anywhere on FIRST FREE CHURCH's premises.
- Smoking is not permitted within the facility.
- Building usage is restricted to those areas as outlined through the event request process.
- All signage to be posted in the building related to a scheduled activity must be approved in advance through the COMMUNICATION DEPT. Or, requested 6 weeks in advance through submission of a DESIGN REQUEST if the event would like the COMMUNICATION DEPT. to create.
- Movement of furniture or equipment between rooms is not allowed without prior approval through the EVENT or FACILITIES MANAGER.
- Because of limited space, furniture, equipment or staff availability, a request from any group may be denied. All groups using the building must use only the equipment and furniture agreed upon.
- Equipment owned by FIRST FREE is not to be removed from the FIRST FREE premises without permission.
- Animals should not be brought into any part of the building except for working/guide dogs. Any animals on building grounds must be on a leash and the owner is responsible for waste clean up.
- Use of facilities grounds for outdoor activities must be approved through the reservation process, prior to the event. Examples of activities: bon fires, outdoor concerts, sports activities on the grounds or in the parking lot, etc.

KITCHEN USAGE EXPECTATIONS

- Only pre-approved access to the kitchen is allowed.
- Prior to an approved event, the event organizer will meet with the FACILITIES MANAGER regarding kitchen usage and clean up.
- The kitchen is to be cleaned according to the kitchen guidelines posted.

- Leftover food, beverages and any other non-church items you purchased and brought to use in the kitchen must be taken with you following the event.
- Outside caterers will not be granted access to the kitchen.
- No food may be sold or used for fundraising purposes without prior approval.
- If any church-owned kitchen item or equipment is damaged during your group's use, it should be reported immediately to the church.
- For non-ministry events:
 - Purchase and use of all consumables (plastic cups, paper plates, napkins, knives and forks) and food are the responsibility of the group reserving the kitchen.
 - Church coffee-makers are not available for use. If you wish to serve coffee, please bring your own coffee and coffee maker.
- We respectfully ask that you adhere to this policy for the use of FIRST FREE's kitchen. Failure to do so may affect your privilege to use these facilities. If you have any questions about the use of the kitchen or this policy, please contact communication@firstfree.org.

DECORATIONS

- Please do not use any nails, tacks, pins, screws, or adhesives as they are difficult to remove and can damage walls and other surfaces. Ceiling structures are not to be used in any way.
- Please use flameless candles **ONLY**.
- Glitter/confetti is not to be used in any form at any time.
- For safety purposes, please do not allow event participants or attendees to climb on ladders to decorate. If assistance is needed, please ask.
- All decorations must be removed immediately following the event so that the church can be cleaned and returned to the normal worship arrangement.

First Free Church is not responsible or liable for any decorations or belongings that are left in the church building following the event

REQUIRED SIGNATURE

As the Event Organizer, I will attend the entire event. I agree to abide by all the information contained in the FACILITY USAGE POLICY, FACILITY USAGE EXPECTATIONS and all verbal/written instructions given by the FIRST FREE EVENT MANAGER. I indemnify FIRST FREE CHURCH for any loss, damage or injury related to this event. I accept all liability for the event and agree to fully pay for any damage to the FIRST FREE facility, including repair and/or replacement costs. I agree that the Suggested Donation, if any below, will be paid in full by the end of our event.

ORGANIZATION/EVENT

DATE

SIGNATURE

PRINT NAME

PHONE NUMBER

EMAIL

Agreed upon Suggested Donation (Facility Fee)

