

# **Facility Scheduling and Usage of Buildings on Property**

## **The Gate Church**

**Date Revised: January 15, 2015**

*Thank you for choosing The Gate Church whether you are an on-going part of our congregation or are looking for facility rentals in our local community we are excited to serve you. At The Gate Church, we desire to engage, connect, and contribute to our local community by serving the needs of those God has entrusted to us as well as helping meet the facility needs of people or businesses in our local community. Through various activities, services, experiences, and opportunities, and ministries we endeavor to connect people to purposeful living. As an active community of believers, we utilize our facilities for on-going ministry involvement daily while offering a safe place for family reunions, weddings, funerals, soccer practices, and a host of other activities. We offer a broad range of settings and locations both indoor and outdoor to accommodate the demand of our growing church and community.*

*Below you will find our protocol guide. In order to best host all activities it is necessary to develop guidelines concerning the use of all facilities and properties both “in-house” and “out-of-house”. Please check out our guidelines below and make sure we are a good fit for you and your event. If you are an on-going ministry leader at The Gate Church this guide will serve as a compass to the expectations of facility use at The Gate Church. We look forward to serving you.*

### **Policy Statements:**

1. Without exception, ALL activities (be they a church ministry event or personal use) which are to occur **MUST** be scheduled on the church facility calendar maintained by the church schedule coordinator (*Savannah Pearson. She may be reached at [spearson@thegatechurch.tv](mailto:spearson@thegatechurch.tv)*).
2. The attached form must be used for requesting a reservation for use of ALL locations, rooms and outdoor space. You may request this form from the

church schedule coordinator or go to our church website [thegatechurch.tv](http://thegatechurch.tv) and print off the form.

3. If there is a conflict in scheduling, or an attempt is made to use the facility at the same time as another scheduled activity, the reservation made first on the calendar will take precedence over the non scheduled activity. Parties will be encouraged to schedule their event at another time.

*Note: More than one activity is allowable at the church if there is no overlapping of the areas used. Example: An anniversary celebration in The Gate Cafe and a wedding rehearsal in the Church Main Sanctuary.*

4. For purposes of scheduling, the kitchen area is considered part of the MAC Building Café Rental. If The MAC Building Café Rental is reserved, the kitchen is also reserved and no other activities may occur within it during the reserved time.
5. When multiple activities are scheduled at the Church, common courtesy is expected from those involved. Noise levels must be kept to a point where they are not disruptive to other events occurring at the same time.
6. The church does not charge for the use of the outdoor space in most instances excluding outdoor weddings; however, the church will accept donations to help offset expenses incurred (maintenance and security). All outside requests or personal requests will be given a list of locations and spaces that may be reserved and the fees associated with each space. A Gate Church Core Team Member or our Executive Pastor reserves the right to adjust the rentals fees when they deem it appropriate. The fee will never increase within the same year this policy is revised.
7. Clean up after the use of the building is the responsibility of the person/party that makes the reservation or a cleaning fee will be assessed based upon our contracted service provider. Our expectation is that the areas used, including the restrooms, will be left in the condition found either by the renter of the space, responsible staff member, responsible volunteer leader, or by a hired cleaning company of our choice. Any damages may be charged to the reserving party for repairs regardless of the fee assessment and payment options. If damage occurs during a routine ministry reservation the damage responsibility will be determined on an individual case basis.

8. The last individual/party to leave the church building is responsible to ensure ALL exterior doors are checked and locked and the lights turned off. Most often this is the agreeable party on the signature page.
9. The schedule coordinator will make arrangements for access to the building requested. A paid staff member will be present at most MAC building rentals and all Main Sanctuary rentals.
10. If disagreements should occur on scheduling or the use of the facility, the schedule coordinator should be contacted immediately to resolve the situation. If it is found that activities are taking place without being on the calendar, the schedule coordinator will discuss the situation with the party as needed and alert the Executive Pastor's office for assistance if needed.
11. Wedding policies and Funeral Policies are available on our website at [thegatechurch.tv](http://thegatechurch.tv). Please see these policies when planning and wedding or funeral with us. You can always contact our offices at 405.728.7700 for assistance.
12. Any questions concerning this policy should be addressed to the schedule coordinator directly at [spearson@thegatechurch.tv](mailto:spearson@thegatechurch.tv).

*Realizing that the facilities of the church belong to the Lord and the membership of the local church are stewards of His church; it is everyone's responsibility to treat these facilities and grounds with respect and work in agreement with the standard of Faith-based Properties.*

### **Facility Guidelines:**

1. All trash must be placed in the provided trash containers. Please make sure the container has a trash bag liner before using. After your event, take the trash to the dumpster located to the left of the facility. Replace the liner in the container. (Extra liners are kept in the janitorial closet adjacent to the kitchen in the MAC Building and the janitorial closet closest to the café for our Gate Café rentals). All Main Sanctuary or Large facility contracts will automatically have a contracted cleaning fee assessed.

2. If you are in need of tables, chairs, sound systems, tablecloths, or other various items please look over our reservation guide provided. If you are renting but are not an on-going part of The Gate Church a fee for items will be added to your rental agreement. Please do not rearrange or change any furniture locations without prior consent and permission. Our facilities team desires to accommodate your needs as much as possible so please let us know if an area needs adjustments so we may discuss it further.
3. Food should not be left in the refrigerator unless arrangements have been made with the schedule coordinator or the food pantry. If food is left unauthorized a penalty will be added to your agreement or your deposit withheld from reimbursement.
4. All decorations must be removed immediately after your event.
5. Dirty dishes should be washed and returned to the proper storage cabinet for all ministry reservations. Please do not leave dishes in the sink. Any dishtowels used should put in the hamper in the janitors closet for washing at a later time.
6. All counters and stovetop should be cleaned and free from clutter and food particles.
7. Any broken equipment should be reported to the schedule coordinator immediately.
8. Kitchen supplies guidelines that include paper products, coffee, etc....
  - i. *Church related event might use them as needed.*
  - ii. *Community event – please provide your own supplies.*
9. Floors must be swept in your reserved area. Supplies are stored in the janitor's closet.
10. There will be no smoking, use of alcoholic beverages, or profane threatening language will be tolerated on the property and in the occurrence that you are asked to stop in any of these categories and you do not adhere you will be asked to leave the premise. We reserve the

right to ask anyone at anytime to leave The Gate Church campus regardless of the location or agreement.

11. Music will be allowed please remember we are a representation of Christ and in an effort to steward the atmosphere of our campus life we request that music choices be one in accordance with the values and standards Christ himself identified for us and we live out in our Statement of Faith. All secular or culturally relevant music must be discussed with the schedule coordinator.
12. Any youth or children's activities will be overseen by one of our certified CPR staff members. All events engaging children ages 0-18 must be properly chaperoned by an adult (ratio: 1:10) and security personnel for The Gate Church onsite.

*A copy of this policy and the completed form below is to be given to each person who schedules use of the church facility. Please feel free to contact us with any further questions or ideas on how to improve upon our services to you.*