

## HILLSIDE CHRISTIAN CHURCH POLICIES AND PROCEDURES FOR USE OF CHURCH FACILITIES

We thank God for the facilities that God has entrusted to us, and we want to share these facilities with our community. With the type of facilities that we have we can accommodate meetings for worship, education and a variety of other activities which enhance personal development.

Each group that uses the facilities is asked to share in the cost of utilities and upkeep. It is not the intention of the church to make a profit on building usage. The reimbursement rate is set to the amount that it costs the church to allow the facilities to be used. We also ask that each group share in the responsibility for maintaining the facilities in readiness for use by others and to protect them from vandalism or abuse.

We have rooms or areas which are compatible with many different types of activities and we'll be glad to consult with you to determine the best area and accessories available for your activities. When the best area for your need has been determined, we ask that you complete a reservation form and turn it in at the church office. This will help us avoid conflicts in reservations.

### POLICIES

- A. CONFIRMATION.** No confirmation will be given without a signed reservation form being submitted to the church office and all fees paid.
- B. PRIORITY.** The following order of priority will be used.
  - 1. Final authority for all booking will rest with the church office.
  - 2. Hillside Christian Church sponsored activities.
  - 3. Weddings, funerals, etc.
  - 4. Religious, benevolent, charitable or community service.
  - 5. Educational, cultural, and personal development activities.
  - 6. Recreational or social activities.
  - 7. All other.
- C. CONDUCT.** The auxiliary buildings and grounds are an integral part of the structure housing the sanctuary. These buildings, like the sanctuary, are dedicated to the glory of God to further the promise of His Kingdom on earth. Conduct in these buildings is expected to be in harmony with Christian teaching.
- D. SMOKING.** Smoking is not permitted in any building at any time. Smoking is only permitted outside of all buildings.
- E. PHONE.** A phone is provided in all buildings for emergency use only!
  - 1. These phones are not to be tied up for long periods of time.
  - 2. The making of any long-distance phone calls is strictly prohibited.
  - 3. If a long distance phone call is logged during your use time, the user will pay the cost of the call, applicable taxes, plus a \$10 service charge.
- F. SAFETY AND SECURITY.** The church attempts to keep its property in safe operating condition. Any unsafe condition requiring repair or remedy should be reported at once to the church office.
  - 1. Adequate marked exits are provided for each building.
  - 2. These exits are to be kept clear and unlocked whenever the building is in use.
  - 3. Halls will remain clear at all times.
  - 4. Evacuation should be the first consideration in case of fire.

5. Reporting the fire should be the second consideration.
6. The third consideration should be the use of extinguishers provided the operator does not expose himself to any risk.

**G. UTILITIES.** Every reasonable step will be taken to conserve utilities.

1. Unnecessary lights will be turned off.
2. Heating/air conditioning will be confined to the areas actually being used.
3. Heating/air conditioning will be turned on before the rental event only as long as necessary to adequately heat/cool the building for use but under no circumstance will it exceed two hours.

**H. CLEAN UP.** Users will be responsible for restoring facilities including grounds, to a clean condition after use.

1. Garbage is to be deposited in proper containers or hauled away.
2. Restrooms will be kept in a clean condition.

**I. DAMAGE.** If any damage occurs to the buildings and/or furniture during the time the building(s) is being used, the user will assume responsibility.

1. The church may only be used by non-Hillside groups during hours that a staff member is present in the facilities.
2. The facility may be used only by church groups [when a staff person is not present] when one member of the auxiliary has accepted responsibility for the facilities used and cleared the meeting through the church office.

**J. DECORATIONS.** Fastenings requiring penetration of walls/woodwork or adhesives harmful to surfaces will not be permitted.

1. Users will remove all decorations promptly after use.
2. Only dripless candles may be used.
3. No hymn book may be used to level or increase height of furniture.

**K. KITCHEN.** The kitchen is not for general use and must be specifically requested.

1. No food or drink is permitted in the sanctuary or chapel at any time.
2. Groups within the church may use the kitchen for fund raising or social events. However, the auxiliary shall appoint one individual that will be responsible for the care, setup and cleanup.
3. Items in the kitchen may be used if permission is given by the church office in advance.
  - A. Some of the kitchen equipment may be used outside the building by an auxiliary group of the church.
  - B. Non-Hillside auxiliary groups are not permitted to use equipment outside the church facilities.
  - C. Non-Hillside groups may not use the kitchen without the employed supervision of the Church Hostess, or her assignee.
4. All equipment must be used properly and for its designed intent.
5. Any group using staples from the pantry must report to, and pay the Hostess for these items. (Prices will be posted on the bulletin board found on the east wall of the kitchen.)
6. Each group must clean the kitchen and put away all dishes and equipment used.
  - A. All dishes removed from dishracks, whether used or not, will be run through the dishwasher before being returned to the dishracks.
  - B. A person can be obtained by the Hostess to wash dishes upon request, however the group must absorb the cost.
7. Groups are responsible for all left-over food. (If food is left in the refrigerator, it will be disposed of at the discretion of the Hostess.)

**L. EQUIPMENT.** Each group will be responsible for setting up and putting away their own equipment.

1. **The use of office equipment and supplies.**
  - a. Church office equipment may not be used at any time by any group without the supervision of church

- staff.
- b. The photo copier may be used on a limited basis by church auxiliaries when approval is given by the church office.
- c. Supplies used (paper, postage, envelopes, etc.) will be charged to the department, auxiliary or group using the supplies.
- d. The church will not provide sporting equipment for any non-church group.
- e. The custodian will make available to all groups routine equipment (chairs, tables, etc.) necessary to conduct a meeting.
- f. The church no longer lends equipment, such as tables and chairs.

2. **Musical Equipment.**

- a. Handbells and hand chimes shall not be loaned.
  - 1. The handbells shall be under the supervision of the Director of Music.
- b. Pianos and Organs (Not the Pipe Organ) may be used only in the areas where they normally reside and may not be moved to other areas to accommodate users.
  - 1. The pianos shall be under the supervision of the Director of Music.
- c. Organ (Pipe Organ) may be used by users only after the person(s) designated to play has been approved by the church office.
  - 1. The organ shall be under the supervision of the Director of Music.
  - 2. The church organist shall be under the supervision of the Director of Music.
  - 3. The organ will be locked at all times except when in use.
  - 4. The Church Organist and/or Music Director shall be allowed to use the organ(s)/pianos to give lessons. (Instruction times shall be cleared through the church office.)
- d. Choir robes will not be loaned or used by any non-church group.
  - 1. The Director of Music shall see to the care and supervision of the robes.
- e. Choir music (Sheet and Hymnals) shall not be loaned.

3. **The use of Electronics**

- a. No outside group shall be allowed the use of the church's electronic equipment (computers, TV's, VCR's, Record Players, etc.) without special permission of the church office.
- b. The sound system may be used in the sanctuary and fellowship hall but only when operated by church staff.
- c. No electronic equipment may be removed from the church facilities.

4. **Ownership of Equipment**

- a. All equipment purchased by church auxiliaries or given to the church by individuals shall immediately become the property of the church without restrictions.
- b. No one person, group, or class shall have exclusive use, jurisdiction, or control over any area or equipment of the church.
- c. The church office shall keep inventory of all equipment.

**M. KEYS**

- 1. Key distribution shall be kept to a minimum and consistent with the number of persons requiring a key.
- 2. The Senior Minister and/or the Executive Committee shall determine those persons needing permanent keys to the building, to any area, or to the equipment.
- 3. The Office Administrator shall retain a signed record of all keys dispersed.
- 4. No key shall be duplicated without authorization from the Executive Committee, and a record made of it.
- 5. Those persons having keys shall be reviewed once a year by the Senior Minister to determine their current need for the keys in their possession.
- 6. If a key is no longer needed by an individual, it shall be returned to the church office.
- 7. Keys may be checked out for temporary use through the Office Administrator, and must be returned promptly.

8. Keys shall not be loaned to outside groups.

**N. AREAS OF USE**

1. Most areas are open to be used and the church encourages areas suitable for particular needs to be utilized.
2. Recreational activities shall be confined to the Fellowship Hall and the gym.
3. Food and drink are not allowed in the sanctuary and chapel.
4. Church offices shall never be used as meeting areas.
5. The sanctuary and/or chapel shall always be available for weddings and funerals.
  - a. All policies and procedures of the congregation shall be followed and honored.
  - b. Outside ministers may officiate at the request of the family and in consultation with the Senior Minister.

**O. LIBRARY.**

1. The library exists for the education and pleasure of the entire congregation.
2. It is open at all times the church is open for borrowers to check out or return books, by using a simple checkout system that does not require an attendant.
3. No book fines are charged, but it is suggested that books be kept no longer than one month.
4. Borrowers should be responsible to replace books lost or damaged beyond use.

**P. PARKING LOT**

1. The parking lot is for the use of the people of Hillside Christian Church.
2. The parking lot shall not be used to store vehicles without prior approval.

**Q. USE TIME.** Use time is the time between the starting (opening the door) and ending (closing the door) of the users time.

1. No confirmation will be given with less than 24 hours notice of desire to use the facilities.
2. Confirmations may be given only from the church office.
3. Opening time will start at that time which has been confirmed by the church office in advance.
4. All reimbursement rates must be paid in advance of unlocking the doors.
5. Users will be ready to leave the facilities at the time that they indicated in advance.
6. Users will be charged twice (2x) the regular rate for each fifteen (15) minutes that they stay over their closing time.

**R. LIABILITY.** The church is not responsible for any personal injury incurred during the course of any activity not directly conducted or sponsored by the church.

**S. COMMUNION TABLE.** The Communion Table may not be removed from its place in the chancel without the permission of the church office.

1. The candlesticks may not be removed from the Communion Table without the permission of the church office.
2. Placing items other than normal appointments on the Communion Table is to be avoided.

**T. CHURCH VEHICLES.**

- A. The principle purpose of the van(s) and bus is to provide transportation to and from the church and for church related activities.
  1. One van or bus must always be available for church use on Sunday.
  2. The van shall be driven only by responsible persons at least 21 years old having a valid driver's license. The church office must have a copy of valid driver's license.
  3. Church groups who wish to use the van for their activities must schedule use in advance with the church office.
  4. Persons returning the van keys when the church is closed shall lock the keys in the glove compartment and lock the doors. (The Church office shall retrieve the keys the next day.)
  5. When the van is taken on out-of-town trips, it is the driver's responsibility to have the tank filled before returning the van.

- B. The use of the van or buses by non-church related groups shall be discouraged.
  - 1. One van and/or bus may be loaned out to other church related groups when scheduled and approved by a majority of the Executive Board.
  - 2. Hillside should be reimbursed in full by mutual agreement for operating costs.

### **PROCEDURES**

- A. Fill out reservation forms and return to the church office.
- B. All reimbursement rates must be paid to the church office at the time the reservation is made.
- C. All checks are to be made out to HILLSIDE CHRISTIAN CHURCH.

### **GUIDELINES FOR RESERVATIONS AND SET-UP FOR CHURCH ACTIVITIES**

The following guidelines are presented as an aid to those who are responsible for the scheduling and follow through on all church activities:

- 1. All church activities should be scheduled at the scheduling meeting in January (any additional activities should be placed on the master calendar in the office as soon as a class, department, or committee makes this decision...or removed if canceled.) Conflicting activities should not be scheduled unless no other alternative is available (unfair for minister or staff to make choices of which to attend). This applies not only to social activities but also important committee meetings! Always check the master calendar before a date is set and publicized. Nothing should be scheduled when an all-church activity (i.e., fellowship dinner, Spring Tea, bazaar, etc.) is involved.
- 2. Set-up and information procedure:
  - A. All activities that occur once a month should have a basic set-up on file in the church office (i.e., D.W. luncheon, S.A.L.T., etc.). This remains the same all year unless otherwise changed by the chairperson. Included on this set-up sheet are:
    - 1.) A basic set-up for approximate number of reservations. (Any changes should be made in a timely order to allow for the set-up to be changed.)
    - 2.) Type of program and equipment required, placement of mike, piano or organ, lighting, stage (if needed) and the time when the tables will be set and decorations put on.
  - B. Any class or department should have one person responsible to get the above information to the church office
  - C. The church hostess will call the church office to retrieve the number of reservations that are listed in the reservation "blue" notebook. This will allow ample time for shopping and advanced preparation.
  - B. For all-church dinners (fellowship), reservations should be secured and tabulated early enough for the church hostess to plan effectively. It works well for sheets to be passed in the Church School classes for these dinners the two Sundays prior to the date. A representative of the Membership Department should be responsible for compiling the reservation list for fellowship dinners. Any dinner activities on a Monday should have reservations reported by Friday noon. Sunday before a Monday night dinner is too late for the bulk of the reservations. Some may be added at this time, if possible!
  - C. Any organization using the kitchen should contact the church hostess before the event regarding their needs.
  - D. Organizations not requiring the assistance of the church hostess should be responsible for securing their own reservations. However, they should be reported to the church office (see 2A) for set-up purposes.

### **GUIDELINES FOR USE OF CHANCEL AREA**

#### **A. COMMUNION TABLE.**

- 1. The Communion Table may not be removed from its place in the chancel without the permission of the church office.
- 2. The candlesticks and chalice may not be removed from the Communion Table without the permission of the Church office.
- 3. Placing items other than normal appointments on the Communion Table is to be avoided.
- 4. Funerals and the Spring Tea do not constitute a reason to move the Communion Table.

- B. PIANO.** The grand piano is not to be moved from the upper chancel area without professional movers moving the piano and returning it to its place.

1. Moving the grand piano across the parquet floor in the chancel area is to be avoided.
2. The Senior Minister and the Director of Music shall decide on the permanent placement of the piano in the chancel area.

**C. ORGAN.** The organ console shall be locked when not in use.

1. Only those who have permission from the Minister(s), Director of Music or Organist may use the pipe organ.
2. The Senior Minister and the Director of Music shall decide on the permanent placement of the organ console in the chancel area.

**D. OTHER MUSICAL INSTRUMENTS.** All musical instruments are welcomed in the chancel area as long as they do no harm to the chancel furnishings, structure, and maintain the dignity of the church.

1. In special services where additional instruments are used, the Director of Music shall place them in the chancel area.
2. The Director of Music shall avoid displacing regular participants (Lay Readers, Children's Sermon, etc.) in the worship service.
3. The chancel area for every worship service should be attractive, have balance and be useful for the whole service. The Senior Minister shall have final approval for the placing of any and all instruments in the chancel area.
4. The moving of all instruments and their placement shall be supervised by the Director of Music.

**E. GENERAL USE.** The sanctuary, and especially the chancel, is at the center of our worship of God and, therefore, everything done, spoken, sung, and performed should be done with grace and dignity.

1. Any performance, drama or concert that is conducted in the sanctuary shall reflect respect and dignity for the worship of God.
2. Programs other than those designed to be worship should be previewed for their appropriateness.

**CHARGES FOR USE OF THE FACILITIES<sup>1</sup>**

(All Hourly Rates)

Area To Be Used	Special Groups <sup>2</sup>	Individual & Others
Sanctuary	60.00	Not Available
Chapel	60.00	Not Available
Fellowship Hall	50.00	60.00
Gym	50.00	75.00
Parlor	Not Available	Not Available
Community Room	25.00	50.00
Classrooms	35.00	75.00

A1, A2, 13, 28, 30, 31, 46/48, 50 (three room maximum)

(The user may select from 1 up to 4 rooms & share the cost with other groups if meeting at the same time)

These are subject to revision at any time.

3. Reservations: before Friday preceding the week of the activity, signed by someone to be contacted in case of questions.

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<sup>1</sup> These rates include activities, events and use other than Funerals, Weddings, Receptions, Birthdays, Graduation, Baby Shower, Bridal Shower and Church Events.

<sup>2</sup> Charitable, Cultural or Religious