

Rules Governing Use of Church Facilities

Holly Spring Friends Meeting

The following rules shall govern the use of church facilities by all groups who use them:

1. Be responsible for the supervision of the activity being sponsored including the maintenance of order and the safety of the people present.
2. No nails, tacks, or screws should be driven into the floors, walls, ceiling, or any property.
3. No paint, wallpaper, marks, or any other acts that deface the church property should be used.
4. No electrical adjustments or adjustments to heat and air conditioning controls without advance approval of the pastor or the facilities use representative is permitted.
5. Return all property to its proper locations promptly after use.
6. Follow the rules established for the kitchen area use as provided.
7. Permission must be given for use of any supplies, food, or beverages located in the kitchen area.
8. Leave the church premises promptly when its leased term has expired.
9. Leave the church premises, including parking lots, in a secure, clean and orderly manner.
10. Know and comply with all local fire codes.
11. Protect all floors when moving furniture and/or equipment.
12. No long distance phone calls are allowed from the church phone.
13. Possession, use, or sell of alcohol or any controlled substances is not permitted.
14. Gambling, smoking, or possession of weapons is not permitted.
15. No activity, such as dancing, that would cause, or be substantially likely to cause, damage to church property or project the image of unholy character is permitted.
16. Users of the facility must assume responsibility for loss or damage to any equipment or parts of the facility.
17. Outside groups must complete an "**Application For Use Of Church Facilities Form**" with the pastor or church designee in order to receive approval for use by the Monthly Meeting.

Application For Use Of Church Facilities

Holly Spring Friends Meeting

1. Organization/Group/Individual Name _____

2. Organization/Individual's Authorized Representative:

Name: _____

Address: _____

Telephone: _____ (day) _____ (evening)

3. Purpose for which the facility will be used: _____

Date(s) _____

Number of hours _____ Times : _____

4. Identify areas of facility to be used:

Family Life Center including kitchen _____

Family Life Center without kitchen _____

Church Sanctuary _____

Church Basement _____

Other _____

5. Fee to be paid for use of facility: _____

Fee to be determined by Monthly Meeting.

6. Special assistance needed:

7. Special conditions under which the facility is to be accepted:

8. Forward this completed and signed application to pastor, or Monthly Meeting Representative for final approval.

Applicant/Activity Supervisor Date

Pastor/Monthly Meeting Designee Date

Clerk of Monthly Meeting Date