



Guidelines for Using Northside Facilities (Indoor and Outdoor spaces)

Introduction

Northside Church has an active ministry to children, youth, adults, and seniors. Its primary purpose is to carry on the ministry of the local church. Its programs and people will have first priority when it comes to building use. However, Northside Church desires to reach out into the community by offering the use of its facilities.

Building use activities fall under the purview of the Administrative Pastor and the Facilities Superintendent. No commitment for building use is finalized until approval has been given by either the Administrative Pastor or the Facilities Superintendent.

Northside Church has a number of long-standing relationships with several community organizations for ongoing use. Priority is given to these nonprofit groups supported by the church.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, its mission, or its positions. Groups/persons approved to use our facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation. Any group/persons using the facilities of Northside must not engage in activity or speech that would violate the standards or teachings of Northside Church.

Rules and Regulations

Regarding Breakage

All group/persons using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person filling out the Application For Use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which, in the judgment of the Administrative Pastor, has been carelessly or irresponsibly subjected to more than normal wear and tear by the group/persons involved.

Room Setups

All rooms have been designated with a standard room setup. The Administrative Pastor or Building Superintendent will provide each group with a standard for the space they are interested in using. Any setup changes requested by the group are subject to approval and may require the group using the facilities to setup and tear down on their own, returning the space to its original setup.

Alcohol/Tobacco Usage

Northside prohibits the use of tobacco, alcohol, marijuana, and narcotics on church property at all times.

Emergency Scheduling Conflicts

The church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Kitchen

Use of our catering kitchen is available upon request. The kitchen is equipped with a fridge, freezer, warmers, and an ice machine. All tablecloths, utensils, and dishes must be provided by your caterer. Kitchen must be cleaned, and all equipment that was turned on must be off before the end of the event.

A/V Needs

Our A/V equipment is specifically designed to help facilitate worship services. It is not always conducive to an outside group's presentation. If A/V usage is granted with your request all material and needs must be submitted a week before the event to allow proper time for formatting and setup.

Tear down/Clean up

All spaces must be returned to the condition in which they were found unless otherwise approved. Trash must be taken to the dumpster.

Fees

A fee may be assessed for a reservation, to cover the cost of the facility staff, cleaning, supplies, and other cost incurred by the church for the use of the facilities. The fees are nominal and may be waived if scheduled during a time when the facilities are already open. All fees will be discussed before any event is approved. Northside's intent is not to generate revenue but to offset the cost incurred by hosting an event.