

March 2017  
Procedures and Guidelines  
Use of Church Facilities

The A&M Church of Christ (AMCC) is thankful to God for this wonderful church facility that has been dedicated to His glory. It was completed and occupied in May, 2004. The A&M Church of Christ is committed to using the facility in serving Christ and praising God in all that we do. The facility provides great opportunities for the A&M ministries to serve in many ways including an in-reach to the church family and out-reach to the local Bryan/College Station community. The vision statement of the A&M Church of Christ is:

Following Jesus to upside-down living.

AMCC desires that the facility be used to meet the many needs of the church's ministries and functions:

- Adequate facilities for worship services and Bible classes for all ages
- Opportunities for fellowship, caring and encouraging one another
- Christian activities and events for all church families - children to senior adults
- Weddings
- Funerals
- Opportunities for members to introduce friends to the A&M Church
- Planned outreach events to contact and interact with the local community
- At the same time, AMCC feels it is incumbent upon it to exercise good stewardship in the care and maintenance of this facility

**A. Priorities for facilities use**

The priorities, in order, for the use of AMCC facilities are as follows:

1. **WORSHIP ASSEMBLIES AND EDUCATION:**  
Examples include: all worship assemblies, regular Sunday and Wednesday classes, Vacation Bible School, Adult ministry classes such as Ladies Bible Class, workshops, special series, etc.
2. **CONGREGATIONAL FELLOWSHIP:**  
Examples include, but are not limited to: dinners and fellowship meetings, weddings, funerals, Pacesetters ministry, Youth Ministry, AFC Ministry, and wedding & baby showers.
3. **CONGREGATIONAL RECREATION:**  
Examples include various Youth Ministry and University Ministry activities, and recreation nights for families and other member groups and church family gatherings such as reunions, anniversaries and birthday parties.
4. **OUTREACH:**  
Includes a variety of AMCC and non-AMCC activities such as  
Bible study groups                      Recovery groups  
Teachers' workshops                      Marriage & Family workshops, etc.  
Youth outreach                              University outreach
5. **EMERGENCY USE:**  
A special priority is also recognized for emergency use. Part of AMCC's service to the community is its preparedness for sheltering victims of floods, storms, or other disasters. Such emergency

use of the building will take priority over any reservations. During an emergency, the Facility Manager will decide which (if any) reservations are to be cancelled and will contact the person(s) involved about rescheduling the reservation.

Activities will be permitted in AMCC facilities that are consistent with the mission of this church. The Facility Manager in keeping with policies of the elders will determine questions about the appropriateness of a given activity. For any activity an approved sponsor must accompany children and follow YCMP guidelines.

**The Church facility is only available for third party use or rental on a case by case basis.** The facility is not available to "for profit" organizations.

**B. Definitions**

Definitions are provided below for some general terms used in this document.

**Ministry Activities/Events** — Includes worship, teaching, encouraging, and mission outreach ministries, congregational fellowships, and AMCC ministry events, eg.:

Bible classes, small groups, children, youth, university, singles, adults, workshops, funerals, community outreach & special events, church Family/member special events

**Event Sponsor** —

Any Ministry leader, deacon, staff member, elder, or designated AMCC member for ministry activity who assumes full responsibility for using the facility and ensuring all event participants adhere to facility guidelines

**Facility Manager** — AMCC office administrative staff person responsible for facilities. Contact person for all facility reservations

**C. General Guidelines**

For ministry activities to be enjoyable and memorable experiences, all participants should adhere to specified guidelines adopted by the elders.

- Each ministry activity using the church facility shall have a designated adult Event Sponsor who is an AMCC member
- Event Sponsors are responsible for understanding the church facility *procedures and guidelines* and ensuring that the ministry activity members are aware of them
- These procedures and guidelines may not be waived for late or major change requests.
- Church leadership and all members assisting with ministry activities must adhere to these guidelines. If you have questions, please ask the Facility Manager
- Any items belonging to AMCC, (including tables, chairs, equipment and furniture) shall not be removed from Church facility without written approval of the Facility Manager

1. **RELEASE FROM LIABILITY:** The use of any AMCC facility or equipment for member or non-member use will be at the risk of the user. The A&M Church of Christ does not assume liability or responsibility for any user, nor does it make any express or implied warranty for any equipment, machinery, fixtures or furniture. The party or parties reserving any part of the facilities for a member or non-member use must hold harmless the A&M Church of Christ from any and all liability for any accident or injury which may occur to anyone while the person, organization or group using the facilities, regardless of the cause, and regardless of the extent or injury or damages.

2. **TIMING OF RESERVATIONS:** Reservations should be made at least two weeks in advance whenever possible. No non-ministry events may be scheduled more than 6 months in advance. An AMCC member's wedding may be scheduled as far ahead as needed, Non-members can schedule weddings no more than six months in advance.

3. **PRECEDENCE OF RESERVATIONS:** All reservations are made on a first come, first serve basis. Any group using a room without a reservation is subject to being asked to vacate that room. In the event a funeral request is made

during a previously scheduled event every effort will be made to mitigate scheduling conflicts and accommodate prior arrangements, but due to the sudden nature and sensitivity of the need, funerals may take precedence over any lower priority events as described in Section A.

4. **STANDARDS OF CONDUCT:** All activities should be consistent with the values of the A&M Church of Christ. Use or possession of alcoholic beverages, tobacco in any form, vaping, illegal drugs or drug paraphernalia are not permitted on premises. Dress Attire should be modest. Dancing practices felt to be lude, provocative, or sexual in nature are not acceptable anywhere on campus. The AMCC reserves the right to ask, or have the event sponsor ask, those who violate this policy to leave the premises.

5. **WEDDINGS:** Weddings must be performed by an AMCC minister or approved guest minister/officiant who will administer the vows. All wedding reservations require a Facilities Use Agreement. No rice, confetti, birdseed, or the like, may be used inside the building. For more detailed information, deposit and fee information, email wedding coordinator [Amanda Nitsch](mailto:avnitsch1@gmail.com) at [avnitsch1@gmail.com](mailto:avnitsch1@gmail.com) .

6. **POLICY ON LIVE AND RECORDED MUSIC:** The church requests that music is appropriate to the occasion. All parties are asked to refrain from playing any music that contains offensive language. AMCC reserves the right to have the event sponsor discontinue any music felt to be inappropriate.

D. **Care of Facilities:**

- All users of any part of the facilities are responsible for taking good care of all facilities as well as all contents whether reserved or not by the user.
- The Event Sponsor is responsible for ensuring payment for the cost of repairing any damages by the ministry activity, caterer, decorator, florist, musicians, guests, or anyone involved with the event.
- Users must reimburse AMCC for its actual costs to repair or replace damaged facilities and equipment that are not in the same condition at the conclusion of the event as they were immediately before the use began. This obligation to pay for and reimburse for repair and or replacement cost is separate and independent of the deposit required for reserving the facilities. Special attention must be given to avoiding damage to floors and walls. Tables and chairs are to be carried, not dragged.
- Users are responsible for cleaning all facilities used immediately after the event. Arrangements, including payment, can be made for cleaning services when reserving the facilities. (see specifics in section M)
- No decorations, notices, or signs can be attached to any wall anywhere in the building. Do not mar the walls with tape, staples, nails, Plasti-Tak, etc. Items can be attached to bulletin boards, or hung from provided hangers on glass surfaces. Decorations must not be tacked, taped, glued, stapled, clamped (with the exception of approved, padded pew clamps), or wired to walls, doors, ceilings, floors, pews, woodwork, or furniture in any part of the facility.
- Only permanent, metal encased or drip-less candles may be used. Protectors must be placed under all candles. The Event Sponsor will be responsible for any clean-up/repair charges.
- Pew clamps must be padded. Bows and ribbons used on pews must be tied to each other.
- Church furnishings shall not be moved to accommodate decorations or activities without prior approval of the Facility manager.
- Event Sponsor must supervise delivery and removal of all event equipment/supply items.
- Items brought in for an activity must be removed from the facility immediately after the event. The janitorial personnel will dispose of all items not removed.
- Food and/or drink must be kept in the area reserved for the event.
- Please refrain from using drinks that contain colors that stain easily (e.g. red Kool-Aid, Hawaiian Punch, etc.)
- Roaming the building is prohibited. **Make sure all lights are out and outside doors are locked before leaving.**

- Outdoor sports equipment is prohibited in the building. **Any change in the position of the basketball goals (i.e. retracting or lowering) must be arranged through the Facilities Manager.**

E. **Use of AMCC Audio & Video Equipment**

- Instructional A/V equipment located in classrooms (overhead projectors, TV/VCR units, (etc.) is **not** available for non-AMCC events. Use of AMCC sound equipment must be reserved in advance and in writing.
- Only members of the AMCC audio/video ministry are permitted to operate, handle, or move any electronic equipment and connections to furniture items, e.g. TV, monitors, speakers, pulpit, lectern, audio/visual equipment, etc. in the auditorium and certain other facility areas.
- AMCC staff will provide a copy of requests and contact information to approved operators. Event sponsor is responsible for financial arrangements with an approved and qualified operator.

F. **Furniture Setup & Takedown**

- Event sponsors are responsible for furniture setup & takedown by having designated persons prearranged for this task. The Event Sponsor is responsible for assuring proper setup & takedown of furniture.
- For all church facility uses:
  - Please restore rooms to original condition and arrangement of chairs and equipment.
  - **Do not move chairs or equipment to other areas of church facility or away from the facility.**

G. **Guidelines for kitchen usage by caterer**

- **The event must be on the church calendar and the kitchen included in the reservation in order to use the kitchen.** The Event Sponsor is responsible for ensuring that anyone using the kitchen for their event is familiar with the facility procedures and guidelines and is aware of possible liability for any damages to the building and furnishings. The kitchen must be left clean and ready for the next use.

H. **AFC Center Usage Guidelines**

The AFC Center is utilized heavily every week involving AFC Bible classes, youth and adult activities, and Sonshine School. Properly sharing the AFC Center is essential. Precedence for events will be as follows:

- Aggies for Christ (AFC) - The college-age members of AMCC will use the AFC Center each Sunday morning and Wednesday evening during regular meeting times for their Bible class activities and for additional ministry events as required
- Congregational luncheons, dinners and fellowships
- Congregational meetings and workshops
- Other ministry events
- Athletic team events for various youth and children's ministries
- All other events

I. **Other building areas**

A *Facility Reservation* Form must be completed to reserve and use any room on AMCC's campus.

J. **Procedure**

1. **Reserving Facilities**

- a. All reservations must be made with the Facilities Manager through the AMCC office 979-693-0400. No reservation is official until:
  - i. It is placed on the official church CCB calendar
  - ii. The deposit, if any, is paid

- iii. A *Facilities Reservation* Form is completed and signed, if required. Any person who makes a reservation accepts all guidelines as stated in this document, including the release from liability that is printed in Section C— 1 .

**Unofficial calendars kept by church staff members or volunteers are without authority to guarantee reservations.** AMCC ministry and committee groups who wish to ensure the use of a specific room at a certain time must make a reservation, otherwise they are welcome to reserve and use any unoccupied and unreserved meeting room in the building.

b. **Keys**

- i. Keys must be Picked up and/or arrangements for having rooms unlocked by office or janitorial staff must be made during AMCC office hours.
- ii. Staff members are not available to open rooms or the building outside of AMCC office hours.
- iii. Users are not to copy or loan keys given to them by AMCC staff.
- iv. Keys are to be returned to the AMCC office no more than three (3) business days after the event.
- v. **Outside doors may not be left propped open during an event.**

K. **Fees**

**Deposits and costs for AMCC events**

AMCC members do not pay a fee to use the facilities for ministry uses as outlined in the Introduction and Section A. *Priorities for Facility Use*. They may, however, be asked to pay a deposit and/or fee before such events as weddings (specifics can be found in the *Procedures and Guidelines on Use of Church Facility for Weddings* document) and other "special-type" events when the building would not normally be in use (private dinners, reunions, etc.). The refundable deposit is \$100.00 and will be paid at the time of reservation. Members must also be aware that if any damages or extra cleanup result from an event for which a fee/deposit was not required, the member will still be held responsible for those costs. If damages exceed the deposit, all additional costs will be billed to the event sponsor.

**Deposits and costs for non-AMCC events:**

Fees for building use by non-profit organizations are considered on a case-by-case basis by the Facilities Manager. Non-profit organizations may also be asked to pay a refundable \$150.00 deposit.

**For fee schedule see separate document *Facility Use Fee Schedule***

**Wedding Fees:**

See document *Wedding Fee Schedule*

- L. **Conditions for Deposit Refund:** Deposits are refundable only when: (a) the rooms are left in good order, floors clean, and tables and chairs returned to their proper places; (b) no damage is done to the building or equipment; and (c) keys are returned to the AMCC office within 3 business days of the event. Persons who fail to take care of the building and its equipment will forfeit not only their deposit, but also the right to use the AMCC facilities in the future.

- M. **Facility Cleanup Guidelines:** Facility cleanup is required after each ministry activity. The facility areas used for ministry activities shall be completely/properly cleaned prior to leaving the facility. This applies to all small and large activities regardless of what type of event or when the event takes place. The Event Sponsor shall assure a clean facility before departure. Two options are provided to assure proper facility cleanup: (a) cleanup by the ministry group themselves, or (b) prepayment for cleanup by janitorial services.

**As a rule, janitorial cleanup charges will be required for activities scheduled on weekends after the Church facility has been cleaned for worship services, and also for special events requested by an AMCC family or member.**

- a. **Ministry Cleanup Option:** The ministry sponsoring the event has the option of performing facility cleanup to certain inspection standards. The Facility Manager will provide cleanup procedures and instructions to the Event Sponsor. Event members are asked and encouraged to take responsibility for proper cleanup after their event with designated persons prearranged for cleanup duty.

**If the facility cleanup is inadequate and does not meet inspection standards, future requests may be denied without a prepaid janitorial cleanup arrangement.**

- b. **Janitorial Cleanup Option:** The event sponsor has the option of paying the janitorial service for cleanup of the areas used. The janitorial cleanup includes the specific rooms used and the adjoining hallways. The charges do not include cost for utilities or profit for the Church.

Facility Cleanup Charges: \$75.00 + \$15.00 per hour for any extra cleaning.

- N. **Facilitator:** An AMCC member or designated representative must be present during the entire duration of any events using the facilities of AMCC. If a community group does not have an AMCC member participating in their event a facilitator may be scheduled through the church office.
- O. **Childcare:** Any childcare, supervision of non-related minors, offered or any groups of minors in the AMCC facilities must adhere to YCPM guidelines. All adults responsible for non-related minors must have completed YCPM or equivalent training and documentation must be on file with the church office at least 48 hours prior to the event. Failure to provide this documentation will constitute an agreement by the event sponsor that no childcare will occur.

**Amendments and Revisions:** This document will be reviewed annually by the Facilities Committee and revised as needed. Comments and recommendations regarding these procedures and guidelines will be welcomed and appreciated. Please provide any suggestions to the Facility Manager, Kylar Christison, or send an e-mail to [kylar@amchurch.net](mailto:kylar@amchurch.net)

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