

# Highland View Church of Christ



## Guidelines for Planning Events For Church Members and Their Guests

### BE PREPARED

#### OUR SCHEDULING CHECKLIST

Please use this checklist to assure availability of the services and facilities you need

- Check availability of specific facilities and schedule with our church secretary at least 4 weeks in advance. Sign and submit your reservation agreement.
- Discuss audio-visual, projection, and video equipment needs with David Cunningham at least 4 weeks in advance
- Arrange with secretary to access the reserved area/item when needed (borrow keys or meet contact).
- Include time to set up prior to, clean up, and lock up following event. Ask for details.
- Leave name and contact info with secretary. Call to verify details as date approaches.

YOUR EVENT IS IMPORTANT. LET US HELP YOU MAKE IT SUCCESSFUL!

### Facilities Potentially Available

The facility resources of Highland View Church of Christ are used to support the Lord's work. When possible we try to share these resources for fellowship activities and certain private events such as showers, weddings, and other gatherings. You must schedule in advance; some have a cost. Our secretary manages the schedule, and you are responsible for pre-arranging support services if needed.

#### Facilities (equipment and support listed separately)

- Main lobby
- Auditorium
- Multipurpose Room (Gym)
- Kitchen and Appliances (including ice machine)
- Puppet Room and Stage
- Playground and nursery facility
- Providence House

#### Vehicles

- Bus or van

#### Equipment and Services

- Auditorium projection and sound systems
- Auditorium live webcasting
- Multipurpose Room sound system
- Video making and photography capabilities
- Kitchen supplies (available only for selected events)
- Folding table and chairs
- Television and video players

Your kind attention to advance planning, scheduling, and good stewardship in cleaning up and securing the facilities will allow us to continue sharing these resources.

# HIGHLAND VIEW CHURCH OF CHRIST

## POLICY FOR USE OF FACILITIES

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### Auditorium, Providence House, Multi-Purpose Room and Vehicles

#### GENERAL

1. This policy applies to the use of any facility by members of Highland View or by non-members for any purpose other than for Sunday morning and Wednesday evening assemblies and continuing church functions such as the Retired Men's Meeting, Fellowship Meals, Teen Activities and Small Group Meetings.
2. To schedule a facility, call the church office and ask to be placed on the calendar. Events not written onto the calendar are considered not to be scheduled. Use for recognized ministries of the church (*official use*) can be scheduled at any time. Use by members of Highland View Church or members of their immediate families (*non-official use by members*) can be scheduled up to a year in advance. Other use (*use by non-members*) can be scheduled up to 6 months in advance. If questions arise regarding which category of use applies to a specific occasion, the elders will make the decision.
3. In case of scheduling conflicts, the order of priority will be: (1) official use, (2) non-official use by members, and (3) use by non-members.
4. In general, the facilities are not to be used for commercial activities or for an event that is for personal profit. An exception may be made if the for-profit event is to raise donations for missions, benevolence or education. In some cases where educational activities supported by the church require a charge for attending, approval by the elders must be obtained before scheduling.
5. After any use of the facilities, the scheduling person is responsible for insuring that the facility is properly restored to its normal condition, and that any garbage generated is placed in the dumpster.
6. Arrangements must be made for someone to lock the facility and to set the alarm before leaving.
7. A signed copy of this procedure and the appropriate deposit (if required) must be given to the church secretary before permission to use the facilities will be given.
8. Chairs, tables and other furniture must not be removed from the building without prior agreement from the elders.
9. Any non-official use or use by non-members of the auditorium must be approved by the elders.

## AUDITORIUM

### Wedding Facility Prices

- Members. There is no charge for weddings scheduled for members of Highland View Church or members of their immediate family. The family is responsible for cleaning and restoring the building to its normal state in a timely manner to assure facilities are prepared for other scheduled events.
- Area Churches of Christ. For members of area churches of Christ, there is a charge of \$50 for use of facilities. The person scheduling the wedding is responsible for cleaning the building and restoring it to its normal condition immediately after the wedding.
- Others. The charge for weddings which do not involve members of a church of Christ is \$100. The person scheduling the wedding is responsible for cleaning the building and restoring it to its normal condition immediately after the wedding.

### Regulations

1. Events must be scheduled 4 weeks in advance. Reservations must include
  - a. Rehearsals
  - b. Set up and preparation for the event
  - c. The event itself
  - d. Take down and cleaning after the event
2. There is to be NO FOOD in the auditorium under any circumstances. Food for events must be served and consumed in other areas reserved for that purpose.
3. Only refillable, dripless candles may be used on the premises. No regular candles are allowed.
4. Use of instruments for live music in any of the facilities requires prior approval of the elders. All musical instruments must be removed immediately after the event as part of the cleanup.
5. If podium furniture is moved, it must be repositioned as part of the clean-up.
6. Objects and furniture attached to the floor are not to be moved.
7. Any decoration attached to the pews must have all rough edges (wire, wood, metal), covered. No thumb tacks or staples are to be used in the furniture.
8. Rice is not to be thrown; bird seed is permitted, but may be thrown only outside the building.
9. All floral decorations are to be removed as part of the clean-up procedure.
10. Smoking and serving/consuming alcohol are **prohibited in all parts of the facility**.

### Audio/Visual Equipment

Only authorized personnel are permitted to operate the Audio/Visual equipment and lighting controls. Please circle or fill in the answer to the questions below:

- Do you need microphones? YES or NO
  - If yes, circle type and how many of each
  - WIRELESS \_\_\_ CORDED \_\_\_ MIC-Stand \_\_\_ LAPEL-MIC \_\_\_
- Do you want to present any media (music, video, slideshow)? Circle all that apply;
  - Music – CD DVD digital device (iPod, laptop, jump drive) Audio Cassette
  - Video – VCR DVD digital device (iPod, laptop, jump drive) Internet
  - Software: PowerPoint Other: \_\_\_\_\_
- Do you want the event to be recorded in any format? VIDEO DVD BOTH NONE
- Do you wish the event to be webcast live over the internet? YES or NO
- Do you need assistance with floor-level still photography or videography? YES or NO

## MULTI-PURPOSE ROOM

1. If the multi-purpose room is to be used in conjunction with other facilities, each facility being used must be scheduled. For example, use of this room for a wedding reception can be included with the wedding, but both the auditorium and the multi-purpose room must be scheduled.
2. The person scheduling the event is responsible for cleaning and restoring the facility to its normal condition, arranging for locking and unlocking, and control of the alarms.
3. All garbage and other debris must be removed.
4. If the kitchen is used, participants must supply all their own products.
5. Food and drink are allowed in the multi-purpose room and in Providence House only. No food or drink should be carried to any other part of the facility.
6. No food is to be left in the refrigerator. The one exception is food being used by the Feeding the Flock program.
7. Adult supervision is required for use of the facility. Adults must insure that activities are appropriate and are not destructive to the property. Failure to enforce responsible behavior could result in one person or an entire group not being allowed to use the facility and/or one person or an entire group will be expected to fix or reimburse any destruction done to the property within a reasonable period of time of one (1) to fifteen (15) days.
8. If any audio/visual equipment belonging to Highland View or assistance in their use is needed (microphones, music or film presentations, or creation of video or photographs) in the MPR, please fill out that section above under "auditorium" and check here. \_\_\_\_\_

## PROVIDENCE HOUSE

1. If the Providence House is being used in conjunction with other facilities, each facility must be scheduled separately.
2. The person scheduling the facility is responsible for cleaning and restoring the building to its normal condition as well as arranging for locking and unlocking the door and controlling the alarms.
3. All garbage and other debris must be removed.
4. If the kitchen is used, participants must supply all their own paper, food, storage, and cleaning products.
5. No food is to be left in the refrigerator.

## POLICY FOR USE OF THE BUS AND VAN

1. The van and bus are for official use by ministries of the Highland View Church of Christ. Any other use must be approved by the elders in advance of their scheduling.
2. The vehicles should be scheduled by calling the church office and having an entry made on the church calendar. If the requested use is not entered onto the calendar, it is deemed not to be scheduled.
3. Every attempt will be made to honor the schedule, but it must be recognized that schedules made far in advance might have to be changed based on priority use. The vehicles are primarily for use in youth activities where transportation is essential, and where activity dates are often not known until shortly before the event. If your scheduled use of the vehicle is bumped, the secretary will contact you.
4. Any use of a church vehicle requires a driver approved by the leader of the Transportation Ministry. This is important for insurance purposes.
5. The person scheduling the vehicle is responsible for removing trash and cleaning the interior after each use, as well as assuring an adequate supply of fuel for the next user.
6. Any mechanical problems observed must be reported to the Transportation Ministry Leader promptly.
7. The person scheduling the vehicle is responsible to assure that driver and riders will conduct themselves according to Christian principles, following local traffic laws and behaving in a well-mannered way. The driver is responsible for all traffic or parking citations issued during the vehicle's scheduled use.

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**I AGREE TO ABIDE BY ALL THE ABOVE STATED PROCEDURES APPLYING TO THE PROPERTY I AM USING, AND TO BE RESPONSIBLE FOR RETURNING THE PROPERTY TO ITS NORMAL CONDITION.**

**Requester's Name** \_\_\_\_\_

**Contact Information**

**Home Phone** \_\_\_\_\_

**Cell Phone** \_\_\_\_\_

**Email** \_\_\_\_\_

**FACILITIES REQUESTED** \_\_\_\_\_

**REQUESTED DATE** \_\_\_\_\_