

## HOLY COVENANT MCC POLICY AND PROCEDURE FOR FACILITY USE

Persons or Groups requesting to use this facility will fill out a form entitled "Facility Use Request of Holy Covenant MCC". The form will include information on those requesting to use our facility as well as the type of event, number of guests, deposit, fee information, rules and regulations for using our facility.

THE BUILDING WILL BE CONSIDERED RESERVED UPON THE RECEIPT OF THE REQUESTED SECURITY DEPOSIT AND A USER AGREEMENT SIGNED BY ALL PARTIES.

The determination of groups permitted to use our facilities will be processed on a case-by-case basis in accordance with the Mission, Vision and Core Values of Holy Covenant MCC.

Holy Covenant will provide a building 'host' from the Board of Directors (BOD) to supervise all events at the Church.

### THE HOST WILL

- Work with group contact person to supervise the event
- Be present at all times during the event
- Open and close facility, check all doors, turn off lights
- Enforce building-use policies and procedures
- Inspect property after event to check that facility is cleaned, decorations and trash are removed
- Inspect the property for damage and report any damage immediately to the BOD
- May do required cleanup as necessary (see fee provisions)

### POLICIES AND PROCEDURES

- Persons or groups using our facilities are expected to respect the neighbors of Holy Covenant MCC.
- Our music system is not available for use except by prior arrangement from the appropriate and authorized persons.
- Candles with open flames are prohibited (except the use of Alter candles and Unity Candles during Weddings / Holy Unions)
- Smoking is not permitted anywhere in the building. However, the garden deck and outside areas may be used.
- Careful use of tape while fastening decorations in our facility is appreciated. No nails, screws or tacks.
- Groups serving food and drink will bring their own food, drink, plates, plastic ware and other supplies.
- All decorations must be removed promptly after the event.
- All areas will be cleaned and trash removed in the time frame requested. Failure to do so will result in a \$25 per hour deduction of Security Deposit.
- All Events shall end no later than midnight.

### GENERAL NOTES

Fees and deposits may be adjusted upon approval of the BOD. However, a minimal security deposit of \$250 may be required of any group using our facility.