

MONOCACY VALLEY CHURCH

Facilities Use Policy

Guidelines for Monocacy Valley Church

The following will govern the use of the physical facilities known as Monocacy Valley Church.

General Terms and Guidelines

1. Organizations and individuals may request the use of any of the church facilities. Anyone who requests to use the facility must complete the MVC Facilities Request Form and turn it into the office. You will be notified within three business days of the receipt of your application, if it has been approved or declined. Faster turnaround would be available on an emergency basis. Upon approval of the request, the activity will be scheduled.
2. Scheduling of events will be based on the availability of the facility requested. The requesting party is responsible to begin activities promptly and vacate the facility at the designated time. Hours of operation are from 9:00 a.m.-9:00 p.m. Requests for extensions will be considered on an individual basis.
3. One person who is at least 21 years of age must be designated as the responsible party and serve as the spokesperson for the renting party. An attendant provided by the church must be present during any use of the Church facilities. The organization using the facility is responsible for any damage that may occur during the rented period of time and for replacing articles that may be missing.
4. The user of the facility is responsible for set-up and break down of tables, chairs, etc. unless other arrangements have been made. The user of the facility is responsible for leaving the area clean and neat, as you found it. All trash and consumables shall be removed from the building and deposited in the dumpster immediately following the use of the facilities. Prior to vacating the building, the user's responsible person will complete the *Building Clean Up Checklist*.
5. Verification of liability insurance is required for use by outside organizations. For uninsured groups, an Activity Participation Agreement form must be filled out and signed by each person attending the event.
6. The Monocacy Valley Church will not be responsible for any injuries or accidents incurred on the premises. All accidents must be reported within 24 hours in writing to the MVC office.
7. The renter will be responsible for providing equipment and consumable supplies for their activities and events.
8. Nothing may be attached to the floors, ceilings, or walls by means of screws, nails, etc. Masking tape (not scotch tape) is permitted. All decorations/ materials and equipment must be removed at the conclusion of the event, unless prior approval from Monocacy Valley Church has been obtained.
9. **Children under the age of 18 must be under adult supervision at all times.**
10. No intoxicating beverages, weapons, illegal drugs, or illegal activities are allowed in the building or on the property.

11. No gambling of any type is allowed in the building or on the property. This includes the use of casino type equipment, playing games for money or gifts (including Bingo).
12. The use of tobacco products is not allowed in the building. Provision for smoking outside is made on the west side of the building. No open fires are allowed in the building. Open fires on the property require separate approval and must meet fire department and government regulations.
13. No disorderly conduct or profanity is allowed.
14. Any behavior or activity that could potentially result in damage to the facility is not allowed. Any damage that occurs will be the responsibility of the renting party.
15. Dress appropriate to the activity is expected. Regardless, minimal requirements include shorts, shirts, and shoes.
16. All music played must be consistent with the values of the church. Songs promoting illegal drug use and violence are not allowed.
17. Failure of the renting party to enforce these terms and guidelines may result in immediate termination of the activity and the forbidding of the party's use of the facility in the future.
18. Monocacy Valley Church reserves the right to cancel or adjust approved facility use if it conflicts with the ministerial needs of the church.