



## TANGLEWOOD CHURCH FACILITIES USAGE POLICY

### Instructions:

- Please read this entire policy and complete the accompanying form and return it to the church office. (Mail to: 2103 "Rouse Rd., Kinston, NC 28504 or fax to: 252-522-5976).
- Your reservation request is not final until you receive an approved copy of this form from the church office. Please do not advertise your event until you have received confirmation. Please allow up to 7 days for your request to be processed.

### I. GENERAL POLICIES

- A. Any events scheduled must not conflict with the regularly scheduled Tanglewood Church activities.
- B. Priorities for use of space and facilities are in this order:
  - 1) Tanglewood Church sponsored events and activities
  - 2) Non-Tanglewood Church groups will be considered on a case-by-case basis
- C. For-profit activities will not be accommodated by individuals or groups outside of our ministry departments here at Tanglewood Church.

### II. USER REQUIREMENTS

- A. Reservations must be made by submitting a **Facility Request Form** to the church office.
- B. Reservations will not be complete until the **Facility Request Form** has been approved and returned to the person requesting use of the facility.
- C. Groups are responsible for making sure its members do not access or use areas of the facility not included in the **Facility Request Form** reservation.
- D. Any group using the facility must supply all materials for their gatherings. Office machines, office supplies, and consumable kitchen supplies are not available for their use.
- E. Children and youth may not use the building and grounds unless they have adult supervision. If space is required for their attended care, this space must be reserved when the main space is reserved. Any group bringing children must

provide adult child-care for their safety. We are not responsible for unattended children.

- F. The reserved areas will be arranged with tables and chairs as requested at the time of the reservation. If Tanglewood Church is to be responsible for set up and clean up, a fee will be charged.
- G. Nothing may be affixed to walls or furniture in the assigned areas, or along hallways leading to the assigned space without prior approval.
- H. The following is prohibited on all church property: smoking, alcoholic beverages and pets/animals.
- I. If something is broken, you will be responsible for the cost of repair or replacement. If you discover something in need of attention or repair, please notify the church office.
- J. No food or beverage is allowed in the Sanctuary, classrooms, or nurseries, without prior approval.
- K. Collect all garbage into bags and take it to the dumpster.
- L. Please check that all doors are locked, lights off, and air/heat is off or set to original temperature.

### III. MISCELLENEOUS RULES AND EXPECTED CONDUCT

- A. All rooms are to be left in the order in which they were found.
- B. In the event audio/video systems are to be used in the facility, please note that church designated personal are required to operate these systems.
- C. Materials displayed and activities conducted during the building use must be in keeping with Christian ideals and are subject to review. Authorization for use of the facilities may be terminated immediately if materials and/or activities are deemed inappropriate.

### IV. LIABILITY

- A. The individual(s) and /or organization are responsible for any and all damage to any of the facilities, including but not limited to property, equipment or furnishings. The individual(s) and /or organization will be solely responsible and liable for any and all actual costs of repairs and/or replacements of any and all damages.
- B. Tanglewood Church is not liable to any use, organization and/or guest for any accident or injury that may take place while its facilities are being used. The individual(s), organization and/or their guest(s), by having the **Facility Request Form**, certifies and acknowledges that they/it release Tanglewood Church facilities. Furthermore, the using individuals, organization and /or guest(s) agree to indemnify Tanglewood Church for any and all loss from any legal action taken against Tanglewood Church as a result of their/its use of church facilities.

## V. FEES

- A. The user(s) has the option to set up and clean up themselves. A refundable cleaning deposit of **\$100** is required in order to book the facility. The church office will provide a cleaning checklist of items to be preformed. The cleaning deposit will be returned following a satisfactory inspection of the facility. If the church is responsible for the set up and clean up, a fee of **\$100.00** is charged.
- B. In the event audio/video systems are to be used in the facility, please note that church designated personal are required to operate these systems for a fee of **\$150**.



## Church Facilities Usage Form

GENERAL INFORMATION		
Today's Date	Contact Person	Contact Phone
Organization		
Function	Expected Attendance	
Event Date	Hours Needed	
Set-up Date	Hours Needed	
Facilities Needed: <input type="checkbox"/> Sanctuary <input type="checkbox"/> Family Life Center <input type="checkbox"/> Chapel <input type="checkbox"/> Kitchen <input type="checkbox"/> Education Building <input type="checkbox"/>		
Other (list)		

EQUIPMENT NEEDS			
<input type="checkbox"/> Sound System Player/TV/DVD/VCR	<input type="checkbox"/> Mics (#)	<input type="checkbox"/> Instrument Inputs (#)	<input type="checkbox"/> CD/Cassette
<input type="checkbox"/> Computer and Projector			
<input type="checkbox"/> Tables (& Chairs)	# of Round Tables	# of Rectangle Tables	# of Chairs

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Signature of Event Contact

Date

OFFICE USE ONLY		
Comments		
Deposit	Fees Paid	Date
Request Received By	Date	

Approved by

Date



## Facility cleaning checklist

GENERAL INFORMATION		
Event Date	Contact Person	Contact Phone
Organization		
Function		

**Mopping Formula:** 1 cup PineSol +  $\frac{3}{4}$  mop bucket of water

### **Family Life Center:**

- Empty all trash cans (even if not full), and put new bags in cans.
- Take all trash to dumpster (located outside at back of Family Life Center).
- Arrange tables back to their original set-up & wipe clean with Windex.
- Sweep all floors
- Return chairs to chair rack located in hall near bathrooms.
- Turn off all lights before leaving (even in restrooms).
- Adjust 4 thermostats to 80 degrees.
- Turn off power strip to sound board if used during the event.

### **Restrooms in Family Life Center**

- Wipe mirrors, countertops & sinks down with Windex.
- Flush all commodes and wipe commodes & seats with.
- Sweep floors.
- Mop floors thoroughly.
- Empty trash cans (even if not full), put new trash bag in cans.
- Take all trash to dumpster (located outside at back of Family Life Center).

**Floors & commodes  
MUST be cleaned, even  
if they don't look dirty!  
This is necessary for  
disinfecting!**

### **Kitchen**

- Empty trash cans (even if not full), put new trash bag in cans.
- Take all trash to dumpster (located outside at back of gym).
- Wipe down all countertops, sinks & carts with Windex.
- Wash, dry & put away all dishes and utensils.

- Sweep floor.
- Mop floors thoroughly.
- Adjust thermostats to 75 degrees.

## **Chapel:**

- Empty trash cans (even if not full), put new trash bag in cans.
- Take all trash to dumpster (located outside at back of Family Life Center).
- Return chairs to original set up (110 chairs total. 4 sections. Stage left section has 5 rows of chairs, with 5 chairs per row. The (2) Center sections have 5 rows, with 6 chairs per row. Stage right section has 5 rows of chairs, with 5 chairs per row.
- Vacuum floor.
- Adjust thermostats to 78 degrees.

## **Nursery Area:**

- Empty trash cans (even if not full), put new trash bag in cans.
- Take all trash to dumpster (located outside at back of gym).
- Straighten chairs
- Toys wiped down with disinfectant wipes and returned to proper place
- Cut off all TVs.
- Vacuum floors.

## **Education Building:**

- Empty trash cans (even if not full), put new trash bag in cans.
- Take all trash to dumpster (located outside at back of gym).
- Straighten chairs.
- Cut off all TVs.
- Vacuum floors.

### **Restrooms in Education Building**

- Wipe mirrors, countertops & sinks down with Windex.
- Flush all commodes and wipe commodes & seats.
- Sweep floors.
- Mop floors thoroughly.
- Empty trash cans (even if not full), put new trash bag in cans.

**Floors & commodes  
MUST be cleaned, even  
if they don't look dirty  
This is necessary for  
disinfecting!**

- Take all trash to dumpster (located outside at back of Family Life Center).

*Thank you for your cooperation in cleaning the church facility. Our goal is for the building to be properly cleaned and arranged for the next function scheduled.*

**I agree to clean the facility used according to this checklist, and will pay \$25.00 if the cleaning does not meet the approval of the Church Building & Grounds Maintenance Director.**

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Signature \_\_\_\_\_

Date \_\_\_\_\_