

GREENBAYFIRST.ORG



# FACILITY USAGE POLICY





# FACILITY USAGE POLICY

GREEN BAY FIRST

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## 1.0 Overview

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The following policy is to ensure that the Green Bay First facilities are:

- Available to effectively carry out ministry objectives and goals through scheduling;
- Protected against loss or misuse through risk management;
- Maintained to extend the life of the facilities through proper maintenance

## 2.0 Groups Eligible

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**GRADE 1: Green Bay First Ministry Events** – Activities sponsored by Green Bay First Ministries.

**GRADE 2: Non-Ministry Rentals** – Activities sponsored by individual Green Bay First attendees and community individuals or organizations.

## 3.0 Groups Ineligible

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Green Bay First reserves the right to decline facility usage from anyone to maintain the integrity of the church facility and beliefs.

## 4.0 General Policies

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All groups must have a responsible and approved person as a supervisor of their event. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the building or on the building grounds.

### 4.1 Reservations

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All events or programs requiring the use of Green Bay First facilities or grounds must be scheduled through the church office.

**Grade 1** facility needs are typically scheduled for the upcoming calendar year during a yearly planning day the previous fall. During this time, event date conflicts are resolved, and ongoing calendar dates are scheduled. Ministry Leaders should submit their yearly events list to their Ministry Pastor by November 1<sup>st</sup>. Additional events needing to be scheduled throughout the year need to be approved through the Ministry Pastor.

**Grade 2** facility needs will be taken on a “first come first serve” basis.

### 4.2 Guests

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The conduct of all persons attending programs or events is expected to be respectful of Green Bay First's facilities.

All children must be either under the direct supervision of their parents or a designated adult (18 years of age or older) at all times. Children are not permitted to roam freely on church property.

The rental user assumes liability for injuries to anyone attending the event and for damages or loss of user's property.

### 4.3 Food and Beverages

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Dining or the serving of food and beverages is allowed in the Café and Foyer areas only, except when specifically approved by the church office and a Ministry Pastor.

All users will ensure the facility is properly cleaned following activities in which food or beverage has been served. See "**Cleaning and Maintaining Facilities**" for more information (**Section 4.5**).

### 4.4 Lost and Found

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Items left overnight within non-storage areas of the building will either be discarded or placed in the lost & found bin located in the Main Office. Items are removed periodically and either discarded or donated to charity. If items need to be temporarily kept in a non-storage area, contact the church office or Ministry Pastor for an appropriate location.

### 4.5 Cleaning and Maintaining Facilities

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All Green Bay First Ministries are expected to leave the building reasonably clean and remove or store all items associated with their program immediately following the event. If a ministry event happens after 4 p.m. on Saturday or before 10 a.m. on Sunday, that ministry is responsible for cleaning all areas they use. This includes vacuuming, bathrooms, windows, etc.

**Ministry leaders** will be responsible for the upkeep of their dedicated space, including storage areas. **Green Bay First Ministries** (Including Sunday and Wednesday programs) must remove garbage bags from garbage cans and place them in the dumpster by the Receiving Dock as well as vacuum each room used after each usage.

Custodial equipment is available providing it will be returned to its proper location following use. Vacuums, mops and other cleaning supplies are located in the Utility Room, adjacent the Sanctuary off of the Foyer. Additional vacuums can be found in the Children's Wing custodial closet.

All **rental users** are expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. If furniture or equipment



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is to be moved or set up, the renter is responsible for both the setup and the teardown. At the end of an event, all furniture and equipment must be returned to the original state.

**Rental users** may leave garbage bags in designated bins.

Janitorial personnel will be responsible for vacuuming, cleaning windows, cleaning bathrooms, removal of garbage and any other “light” cleaning that may be needed.

### 4.6 Decorations

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Decorations are defined as “any materials placed on the walls, windows, floors, and ceilings that were not included in the original building design.”

Duct tape is not allowed for use on walls, floors or woodwork. Masking tape, Scotch tape or poster putty may be used to secure decorations.

Special event posters, signs or tables need approval from the Lead Pastor one month before scheduled advertisement and may be placed only in the designated areas. Unauthorized signage will be removed.

**Green Bay First Ministries** desiring to decorate for a ministry event must remove all decorations at the end of the event.

**Rental users** desiring to decorate for their event must remove all decorations immediately following their event and follow the above-mentioned guidelines.

### 4.7 Audio/Visual

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The Kids Auditorium, Youth Auditorium, Main Auditorium, and Chapel stages, as well as their sound booths and all their contents, are for use by trained Green Bay First sound, lighting and stage personnel only.

The Green Bay First Lead Pastor will coordinate all audio/visual needs. Use of the sound equipment is restricted to trained personnel approved by the Lead Pastor. No equipment may be plugged into or used along with Green Bay First equipment without permission of the Lead Pastor. Contact the church office to request assistance if audio/visual equipment is needed for a ministry event or a rental user.

### 4.8 Lock Up Procedures

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**Green Bay First Ministries** shall designate one person to ensure all entrance doors are locked, all lights are off and that the thermostat program is set correctly (if changed for the event) before leaving the facility.

**Rental users** will have an Event Facilitator designated to unlock and lock doors to accommodate their event.



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### 4.9 Facility Keys

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Facility keys may be issued through the church office for a special event or to ministry leaders. A Key Agreement must be signed before a key is issued.

## 4.0 Safety, Security and Fire Prevention

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- Report all accidents, smoke, fires, serious illness or injury and crime in progress immediately (Dial 911).
- Report all missing or stolen equipment, burned out lights, suspicious persons, unusual activity or safety hazards to the church office immediately.
- No flammable substances are to be stored in the facility. Report all fire hazards or potential fire hazards to the church office immediately.
- Only dripless candles and candles in glass containers may be used within the facility.
- All entrance doors are to be locked when not in use.
- Children are not allowed in the Main Office without parental supervision
- All construction, demolition or remodeling of the facility must be approved by the Lead Pastor.
- Pyrotechnic or smoke generators must be approved by the Lead Pastor.
- Bonfires are allowed in the designated fire pit at the back of the parking lot with Ministry Leader permission.
- Exits will remain clear and unobstructed at all times.
- Rental users will enter and exit using the main entrances only.

## 6.0 Kitchen Use

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### 6.1 Procedures

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Use of the Green Bay First Kitchen will be scheduled through the Church Office.

Kitchen equipment is available for off-site use by Green Bay First Ministries with approval from the church office.

Kitchen supplies including utensils, cookware, glassware and coffee supplies are for use by **Green Bay First Ministries** only.

**Green Bay First Ministries** are responsible for washing and storing all utensils and kitchenware used in the designated areas, as well as replacement of broken or damaged items. Green Bay First Ministries are also responsible for cleaning all surface areas used including counter tops and floors. See **“Kitchen Use Checklist” (Section 6.2)**.



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**Green Bay First Ministries** may use disposable items at no charge for ministry events but must notify the church office as to maintain supply.

**Green Bay First Ministries** desiring to store food within the kitchen must mark the date and ministry name on the food with a black marker. After 30 days, it will be discarded.

**Rental users** will provide all kitchen supplies including utensils, cookware, plates, cups, condiments, etc., for their event. The Rental User will also be responsible for coffee supplies. Rental users must get pre-approval from the church office before storing any food in the facility. All food must be removed from the premises following the end of the rental contract.

### 6.2 Kitchen Use Checklist

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- Schedule kitchen use through the Church Office
- Clean all spills. A broom is located in the kitchen. Additional cleaning supplies are located in the utility closet, adjacent the Sanctuary, next to the Foyer.
- Used dishtowels must be taken home, washed and returned within one week (Green Bay First Ministries only).
- Coffee makers are to be left clean and properly stored
- All equipment used must be cleaned and returned to the proper location
- All garbage should be placed in lined garbage barrels. Extra liners can be found in the utility closet. Filled bags or garbage bags with food should be tied and brought to Receiving Dock (Green Bay First Ministries only).
- The floors should be swept clean or mopped if visibly soiled
- All food, equipment, and decorations not permanent to the kitchen should be removed.

## 7.0 Green Bay First Building Usage

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### 7.1 Green Bay First Ministry Usage Procedures

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A Ministry leader is responsible for the following:

- Contact your Ministry Pastor to request approval for your event and to reserve a room and necessary equipment
- If needed, secure a building key from the church office before your event
- Follow the “**Facility Usage Policy**” when using the facility

After building use:

- All food, equipment, and decorations not permanent to the location should be removed. The area should be returned to the same condition as before use.





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- All garbage should be placed in lined garbage barrels. Extra liners can be found in the utility closet. Filled bags or garbage bags with food should be tied and brought to receiving area.
- Clean all surfaces used including counter tops and floors
- If using the church kitchen, follow the **“Kitchen Use Policies” (Section 6.0)**
- **Follow “Lock-up Procedures” (Section 4.8)**
- Report any maintenance issues or damages to the church office immediately

### **7.2 Green Bay First Rental Procedures**

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To use Green Bay First facilities, the rental user is responsible for the following:

- Complete and return the “Event/Facility Request” form and deposit. Rental dates will be confirmed upon receiving all forms and fees.
- Follow the **“Facility Usage Policy”** when using the facility

After building use:

- All food, equipment, and decorations not permanent to the location should be removed. The area should be returned to the same condition as before use.
- All garbage should be placed in lined garbage barrels and may be left in designated bins.
- If using the church kitchen, follow the **“Kitchen Use Policies” (Section 6.0)**
- Report any maintenance issues or damages to the Event Coordinator immediately
- Ensure that no alcohol is permitted or consumed on any part of the church property. This includes all buildings, parking lots and any church-owned property.
- The facility must be vacated by 10 p.m. on any rental day.
- All activities pertaining to the church facility usage must be in line with the Green Bay First Constitution and Bylaws and may not conflict with the doctrine, beliefs, and values of Green Bay First.

### **7.3 Green Bay First Rental Policies**

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Rental expenses are not included in our annual budget, resulting in the need to charge a rental fee. These fees are used for general maintenance, janitorial services, utility costs and accompanying staff hours.

All **rental users** are to adhere to the **“Facility Usage Policy.”** Users will be held responsible for any damage to the church property associated with the scheduled event.

Rental dates will be officially confirmed after all forms and fees have been received.



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### 7.4 Forms

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**Rental users** must complete a **“Facility Rental Form” (Separate Document)** and provide a **“Certificate of Insurance”** when applicable.

### 7.5 Fees

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All usage fees are to be paid through the church office. Checks can be made out to **Green Bay First**.

Fees will be based on the **“Green Bay First Rental Fee Schedule” (Section 8.0)**

A minimum of 50% of the rental balance is required to complete the rental forms and reserve a date. All fees must be paid in full at least two weeks before the event.

**All deposits are nonrefundable.**

### 7.6 Weddings

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Set up and tear down for both the wedding ceremony and reception are solely the responsibility of the renter. The moving of equipment must be approved through the church office.

The wedding rehearsal must be on the night preceding the wedding ceremony unless otherwise approved.

Rice is not permitted on the church grounds. Alternatives such as birdseed or bubbles may be used outside of the building.

Smoking or drinking alcoholic beverages is not permitted at any time on the church property.

Those desiring to be married at Green Bay First will need to complete the **“Wedding Form” (Separate Document)**.

## 8.0 Green Bay First Facility Rental Fee Schedule

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All rental times are recorded as **“daily”** and for weddings include both the rehearsal (one day prior) and ceremony unless otherwise negotiated.

These fees do not cover any honorariums for the pianist, officiating pastor, etc.

### 8.1 Rental Fees

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- Main Auditorium – \$750/day (Audio and Video Available)
- Lobby/Foyer – \$150/day



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- Kids Auditorium – \$200/day (Audio and Video Available)
- Youth Auditorium – \$200/day (Audio and Video Available)
- Kitchen – \$150/day
- Café – \$150/day (Audio and Video Available)
- Lobby + Kitchen + Café – \$300/day
- Chapel – \$300/day (Audio and Video Available)
- Meeting Room/Additional Room – \$50/day
- Banquet Tables – \$10 each
- Audio Tech – \$30/Hour
- Video Tech – \$30/Hour
- Custodian – \$30/Room
- Event Facilitator – \$20/Hour