



Refinery Church Building Usage Policy

The Refinery Church desires to come alongside individuals and non-profit organizations who are aligned, or not in conflict with, its mission of leading people to love and follow Jesus for life. The church building is a tool, and we want to steward that tool well. As such, here are guidelines for how usage of the building can be considered by groups outside of direct Refinery ministries.

Building usage will be scheduled through the church office.

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are not in conflict with The Refinery's faith and practice.
2. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

Scheduling Events

Facility use requests shall be made to the church office by submitting the "Church Facility Reservation Request and Agreement" form. The event will be reserved and placed on the church calendar only when the pastor or official designee approves the use.

Fees

Use of church facilities is subject to a use and maintenance fee to pay for the upkeep of church facilities. The fee is dependent on the nature of the event. Church members may not be required to pay a fee for usage depending on the nature of the event. This is because maintenance of the facilities are derived from member tithes and offerings.

Guidelines for Conduct

1. All groups must observe guidelines and conduct in keeping with the policies and standards of The Refinery, a Church of the Nazarene.
2. All forms of tobacco, alcohol, and illegal substances may not be used on church property.
3. The nature of the event must not be in conflict with the standards and practices of The Refinery.

4. The Refinery will be not liable for personal accidents and injuries which occur before, during, or after the event is held.
 - For activities that are athletic in nature, individual participants will be asked to sign a waiver of liability.
5. Groups are restricted to only those areas of the facility that the group has reserved.

Guidelines for Use

1. Any security key card pick up, drop off and training will need to take place during Refinery office hours. Event leader is responsible for church lock up.
2. Guests will be responsible for set up, tear down and cleaning up afterwards with approved cleaning items. All spaces used should be reset to how they were prior to use. (Guests are held liable if any equipment is lost or broken.)
3. Weeknight events should be out of the building by 9pm. Saturday events should be out of the building by 7pm. The facility will not be available on Sunday's.
4. No nails or tacks may be used on walls or furniture.
5. No food in the Worship Center. Water or coffee is OK. Light snacks and coffee and water are OK in the foyer. No colored drinks like red punch, etc.
6. All Refinery supplied AV techs should be paid by the guests holding the event at the rate of \$25 per hour per technician. (Any event requiring AV, must have a Refinery AV tech present).
7. All lights must be turned off and doors locked upon departure.

****Guidelines for Use by Members**

1. Refinery church members may request usage of the building for small celebrations or gatherings that fall in line with our mission as a church.
2. The same guidelines listed for organizations above would apply to usage in these instances as well.