

WASHINGTON AVENUE CHURCH OF CHRIST

4001 Washington Avenue ~ Evansville, Indiana 47714 ~ 812-479-9000

Guidelines for Usage of Church's Facilities (Request Forms – Page 3 - 5)

I. Policies for Building Use:

- A. The Activities Center and all the building facilities are to be used to promote the concepts and the values that are associated with the Christian principles found within the Bible. If the Facility Administrator cannot clearly determine if the activity meets the above standard then the request will be reviewed by the eldership before permission will be granted.
- B. Member group(s) from within the Washington Avenue congregation and non-member group(s) (defined as non-religious groups other than churches of Christ) from without will be allowed to use the facility. Note, however, that groups associated with religious organizations, other than churches of Christ, will not be permitted use of the facility. Examples of approved activities:
 - 1. Activities that are in conjunction with regular church events (Gospel Meetings, Bible Series, Youth Rallies, Senior Citizen's, Youth Devotionals, KPT Functions, etc.) can gain permission to use the Church's Facilities.
 - 2. Activities associated with membership edification in which the recipient(s) are in good standing with the church (Baby Showers, Wedding Showers and Receptions, Anniversaries, etc.) must gain permission to use the Church Facilities through the Facility Administrator. Those hosting such activities are responsible for taking the initiative to use the church's public means of advertising the event, if desired. (Note: I. F)
 - 3. Activities that are recreational in nature (basketball, volleyball, cards games, board games, etc.) are subject to availability. Check with the Facility Administrator or church office for availability. (Note: II. B)
- C. There will be no fund raising activities for personal profit or commercial benefit allowed in the facility.
 - 1. Events designed to help support church sponsored activities outside the Washington Avenue budget (examples: WKYC, Christian schools and universities, workshop books, lectureship materials, minister's specialty books) are permissible.
 - 2. Fund raising events that support non-profit organizations will be reviewed on a case-by-case consideration.
- D. There will be no rental charge for use of the Activities Center.
- E. **All events that include musical entertainment must be approved by the WACC eldership. The eldership reserves the right to decline such requests.**
- F. Use of the building sign for member events is acceptable. Non-member groups' use **may be approved upon review of the request**. Requesting member is responsible for scheduling the message set up and removal. Non-members' requests will be scheduled through the church office.

II. Booking Procedure:

- A. Member groups will have first priority when two, or more, requests are made for the same date. Between member groups, it will be given to the first request approved.

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- B. The facility will be available to non-member groups for non-recreational activities only.
- C. User groups must have an adult (21 years old) member of the Washington Avenue church of Christ present at the beginning and end of any usage of the facility.
- D. User groups must complete a utilization request form two weeks in advance of the activity and turn it in to the church office or the Facility Administrator for approval. The Facility Administrator, and if necessary, the elders, will review the appropriateness of the proposed activity before the request for use is granted.
- E. WACC staff members will, to the best of their ability, assist congregational and non-member groups with the set-up of the facility's audio / visual equipment (microphones). User groups are responsible to schedule an appointment through the church office and meet with a WACC staff member a minimum of seven days prior to their event to review available equipment and set-up procedures. **Without this meeting prior to the event, use of the audio / visual equipment will not be permitted.**

III. Usage Rules:

- A. All organized recreational activities within the Activity Center will cease 20 minutes before worship periods and can resume 20 minutes after worship services. There will be no preparation for an activity during the times of worship or Bible classes.
- B. User groups are encouraged to be respectful of church property. No hanging or climbing on basketball goals, basketball rims or volleyball poles. No roller-skates or inline skates shall be used in facility.

User groups are responsible for the cost of any damage done to the facility and / or equipment.

- C. Music used for events **must be approved by the elders**. The **elders** reserve the right to deny such requests. (See II. E. and III. G.2.)
- D. User groups are responsible for set-up, clean-up and leaving the building in the same condition as it was found. All additional chairs, tables and equipment must be properly stored.
- E. Acceptable activities must only include those in which a Christian could participate.
 - 1. No Smoking.
 - 2. No Alcoholic Beverages.
 - 3. No Dancing.
 - 4. No Foul or Profane Language.
- F. Facility Dress Code:
 - 1. Shorts must be knee length as the individual is standing. Tight fitting shorts such as biker shorts are not permitted.

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2. Shirts must be worn at all times. T-shirts, pull over shirts, or button down shirts are preferred. Halter-tops, tube tops, muscle shirts, cut off shirts, see through shirts, etc. are not permitted.

G. Weddings, Wedding Receptions and Funerals:

1. All weddings and funerals conducted in the Washington Avenue building will be officiated (speaking, praying, etc) by Washington Avenue minister(s) or by a minister(s) of the Churches of Christ approved by the Washington Avenue Eldership.
2. DURING THE WEDDING, ONLY ACAPPELLA MUSIC IS ALLOWED. NO INSTRUMENTAL MUSIC, LIVE OR RECORDED IS PERMITTED. During the reception, instrumental music is allowed as approved in the Activity Center. (See II. E and III. C)
3. No rice or seed of any kind is to be thrown inside the building. If rice or seed is thrown outside the building, proper clean-up is required to prevent tracking it into the building.
4. Use drip-less candles or cover carpet when using candles.

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Use of Church's Facilities Request Form

Fill out this page and turn it in to the church office for approval.

Requested Date(s) for Activity: _____ Today's Date: _____

Time Facility Is Needed (Set-up to Clean-up): from _____ to _____

Time of Activity: from _____ to _____

Purpose for the use of the facility:

Minister Officiating: (See III.G.1, Page 3)

Utilization Request: Auditorium	<input type="checkbox"/>	Kitchen Equipment	<input type="checkbox"/>
Activities Center	<input type="checkbox"/>	Recreation Equipment	<input type="checkbox"/>
Upstairs Facilities	<input type="checkbox"/>	Audio / Visual Equipment	<input type="checkbox"/>

Appointment Required (See II E.) ☐

By signing below, the person whose signature appears signifies that he or she is responsible for the group and will see that the building is not misused, that the group will have proper adult member supervision (21 years old) and that the facility will be used in conformity with the expectations presented on the attached guidelines.

Users are responsible for the cost of any damage done to the facility and / or equipment.

Signature: _____

Address: _____

Phone: _____

Email: _____

Approved By: _____ Date: _____

For Office Use: ☐ Date Available ☐ Date **NOT** Available (Explanation) ☐ Keys Issued (Identify) ☐ Special Instructions

Audio / Visual Equipment Appointment: Date - _____ Meeting With - _____ Confirmed Appointment: _____

A / V Equipment Approved for Use: _____

Approved Guest A / V Operator: _____