



Ephesus Seventh-day Adventist Church Facility Use Guidelines

The church is not just another public building, but rather a place especially dedicated to the worship of God. All people using the church facilities must, therefore, conduct themselves appropriately. Conduct unbecoming a house of worship will, at the pastor's discretion, cause cancellation of the event without prior notice.

Request and Approval Procedure

1. The building will be scheduled on a first come, first served basis.
2. Interested user must submit the correct form to reserve the date.
 - To use the facility for a funeral, please submit the Funeral Request Form.
 - To use the facility for a wedding, please submit the Wedding Request Form.
 - To use the facility for any other purpose, please submit the Facility Use Request Form.
3. The Secretary will then check the church's calendar for conflicts. No events will be scheduled prior to 2:00 PM on Saturdays so as not to interfere with worship services.
4. The request will then go to the Church Board for review. (Funerals will be approved by the pastor.)
5. Once approved, the requesting user will be notified, and the deposit must be paid.

Right of Refusal and Modification

- Ephesus retains the right to allow or disallow use of resources for any purpose or for no purpose. That is, Ephesus may deny a user for reasons not explicit in these rules, but for which the Church Board finds sufficient. Further, Ephesus retains the right to modify, relieve, or reinforce any provision when, in its sole judgement, circumstances warrant such action.
- Ephesus may terminate an event in progress when, in its sole judgement, continuation presents harm to persons or to resources under its control. Such harm may be tangible or intangible.
- Organizations renting church facilities must provide a Certificate of Insurance indicating that the minimum limit of liability is \$1,000,000. The policy must specifically state that the Ephesus Seventh-day Adventist Church is named as an additional insured.

Set Up

- A tour of the building and facilities may be arranged ahead of time, but a user may not enter/use the building at any time other than those scheduled and paid for (i.e., no drop-ins).
- No tape, pins, nails, tacks, screws, or other items that could cause damage shall be used in any part of the church, including on furniture, equipment, walls, or finished trim.

- Pulpit furniture may be moved with prior approval. However, no furniture may be removed from the building. The piano, organ, and hymnals are not to be moved.

Conduct

- Group leaders are responsible for keeping group members within their designated area.
- Church staff may frequently monitor all rooms.
- Youth ages 17 and younger must be supervised at all times by at least one responsible adult.
- If children are found causing a disturbance or not being supervised, parents or guardians will be asked to remove them from the facility.
- Disrespect to church staff or not following facility rules will result in an escort from the facility.

Clean Up

- User is responsible for all clean up. If the usage space is not returned to its original condition (tables/chairs not put away, trash left out, etc.), the deposit will be retained to offset the clean-up costs incurred by the church.
- User, attendees, and caterers must set up and clean up within the requested rental times. An additional fee will be assessed if the timeframe is not adhered to.
- Trash must be disposed of in the dumpster located in the back of the parking lot.
- All spills on carpets, floors, or tables must be cleaned up immediately.
- All tables and chairs must be returned to the appropriate cart, closet, or original configuration.
- User is held responsible for any and all damages and costs for repairs, including any costs exceeding the deposit amount. User must notify the church of any damage incurred during their use of the facility.
- Should staff note any damage to the facility or its equipment, the user will be notified and requested to repair same within two weeks. If not done, the church will hire a contractor to do the repair with expenses charged to the user.
- User using the sound system, organ, kitchen facilities, or theater must be accompanied by a church representative that is trained in the use of such equipment. User must pay the church representative the fee that has been established.
- User renting the kitchen is expected to leave the kitchen clean, with all appliances turned off. Any required additional clean-up will be billed accordingly.

Closing and Securing After the Event

- User must exit facility by end of requested reservation time, with any and all supplies or equipment they brought for use at the event.
- User is responsible for securing the facility before departing as follows.
 - If user is responsible for children or youth, user must stay until all children or youth are picked up by parents or a responsible party. User must also stay until all toys, athletic equipment, etc., are picked up and put away in their proper place.
 - Turn off all interior lights.

- Lock all interior and exterior doors and ensure that they are correctly locked.

Prohibited Items

- Smoking, both inside the facility and within 25 feet of any door
- Alcohol and other intoxicating substances
- Firearms, except for certified and authorized personnel
- Pork or shellfish being served on the property
- Food and beverages within the sanctuary
- Wax candles, unless they include wax-catching saucers beneath them
- Rice, bird seed, and confetti
- Animals, except seeing eye or service dogs

Cancellation Policy

- By Church: Ephesus reserves the right to cancel any reservations or scheduled events at its sole discretion. Should the space become unavailable for use, the church will provide a minimum notice of 30 days before the event. The church shall refund all monies provided within 30 days of the cancellation date.
- By User: All cancellations and changes will be eligible for a refund of the rental fee according to the following schedule.

| Days Prior to the Event | Refund Amount |
|--------------------------------|----------------------|
| 14+ | 100% refund |
| 7-13 | 75% refund |
| 3-6 | 50% refund |
| 1-2 | No refund |

Weddings

- Only simple weddings (i.e., weddings for which the church will not be decorated) will be scheduled on Friday evenings or Saturdays.
- The deposit includes one rehearsal.
- Decorating is permitted on the evening before the wedding or the day of the wedding only. No decorations are to be up during regular church service hours.
- Three rooms will be made available as dressing rooms on the wedding day: Classrooms #2 and #3 for women and Classroom #1 for men.
- All wedding and reception music, including the processional and recessional music, must be sacred, and it will be carefully scrutinized for suitability by the church Wedding Coordinator. Please provide lyrics along with the song suggestions. All music must be approved at least one month prior to the wedding. NO “dance” music is allowed on church property.