

FACC Facilities Usage for Non-Ministry Church Functions

Policy Updates - September 2006 (For Members Only)

In order to use the FACC facility, there must be a sixty-day request submitted to church office. The approval of your request will depend on the schedule and the availability of space. You will be notified quickly on approval or denial. These are the guidelines that must be followed for safety and security concerns along with the utility usage. There is a donation for facility operation cost.

Please be mindful that 141 Garrett Road is a church and must be respected as such. Most activities other than church services and weddings will be confined to 2nd floor.

If there are any damages to the building, you will be held liable to pay for labor and repairs.

Policy and Procedures -

There will be nothing done in any way to offend our Lord or FACC. There is a donation of \$275.00 that must be made in advance to the order of FACC. This donation includes the following: If you cancel your event your donation will be returned.

Custodian	\$100	Maintains area and cleans the facility once the function has totally ended. Opens and closes, monitors.
Building Usage	\$150	Covers the cost of all utilities
Sound Tech	\$25	Sound Management - for one hour, additional hours will require an additional \$25 per additional hour.

There will be no:

- No more than 150 people on 2nd floor
- No alcoholic beverages allowed anywhere in the church facility.
- No handicapped people carried to 2nd floor
- No vulgar music played
- No non Christian dancing of any type
- No access to any of the Offices

- Food can be brought in already prepared and warmed up.
- Food will be served from the serving area.
- Food will be consumed in dining area only.
- Must provide own serving utensils, plates and forks, Pots, pans, warming pans and equipment.
- Parents must supervise children at all times.
- No children running and jumping
- Playroom can be used but an adult must attend to children.
- No loitering or loud noise outside of the church premises which may disturb the neighbors in Upper Darby.
- All trash must be deposited in the outside trash bin (in the back of the parking lot)
- All belongings must be picked up and removed from the building at the conclusion of the function.

I understand and agree to abide by the aforementioned policies

Signature

DATE