



FOUNDATION CHRISTIAN FELLOWSHIP CHURCH

The Use of Church Property & Facilities Policies & Procedures

The church's use of its property and facilities has priority. Other groups to include religious, charitable, community service, and for-profit organizations and individuals may use the property and facilities subject to our approval and the provisions contained in this policy. The Church retains the privilege of terminating, with reasonable notice, any lease agreement with any group or individual using the facilities on a recurring or nonrecurring basis. Any and all leased space may be reclaimed at any time by the Church when needed for unanticipated events (i.e. a funeral.)

Cancellation Policy:

When circumstances require cancellation, please notify the Church office at 540-288-2009 or info@foundation-ministries.org as soon as possible but no later than 48 hours prior to the event.

Non-recurring Events:

Active members of the congregation may use the fellowship space—subject to availability for non-recurring family and social events (family reunions, receptions, etc.) for a fee. Others (inactive members and non-members) may use the facilities for a fee with priority going to active members.

Weekly or Other Recurring Uses:

The church property and facilities are available on a continuing basis for profit and non-profit groups. Verification of liability insurance may be required.

Weddings & Funerals:

The church is available for both wedding and funeral services for members and non-members. There is a fee for weddings. There is no fee for funerals.

Rules of Conduct

No alcohol,

No Drugs

No smoking within 30 ft. of the church (smoking should be done outside and out of view of the church)

No fighting

No running in the building

Only designated areas in the church can be used unless the Tenant acquires a prior permission from the Pastor or a designated person

The Lessee is responsible for any damage done to sound equipment, children's equipment; any damage done to the exterior and interior of the church building or any other piece of property owned by the church

The Lessee is responsible for the supervision of all your guests in attendance, and solely responsible to replace and fix anything that is damaged in the church

The Lessee is responsible to clean-up any spills, the carpet, trash, food left by your guest and the building must be left in the condition it was found

Deposit of \$100.00 for members and \$100.00 for non-members must be paid at time of application

Deposit will be returned upon satisfactory inspection of the building by Pastor or designated person

Upon completion of event the Lessee must wait for a designated person from the Church to arrive before leaving

FCF Facility Use FEE SCHEDULE

WEDDING FEES:

	<u>Member</u>	<u>Non-Member</u>
<u>Sanctuary</u>		
Security Deposit	\$100	\$100
Usage Fee	<u>N/C</u>	<u>\$200</u>
Total Usage Fee	<u>\$100</u>	<u>\$300</u>

Fellowship Area/Sanctuary

Up to 3 hours	\$100	\$150
4 to 6 hours	\$130	\$180
All Day	\$150	\$200
Security Deposit	\$100	\$100

Sanctuary Rates

Up to 3 hours	\$50	\$100
4 to 6 hours	\$65	\$130
All Day	\$75	\$150
Security Deposit	\$100	\$100

(Your \$100 security deposit will be returned after the event if no extra work is needed – cleaning, repairing damage, etc). In cases of long term usage it will be returned after your contract ends.