

## 2.1 - FACILITY USAGE

### General Policy

1. This policy excludes usage of the Mission House and the Wedding Policy. These exceptions are governed by the Mission House Usage Policy (*Policy 2.3*) and Weddings Policy (*Policy 2.4*).
2. The priority of Elkdale's facilities shall be for church-scheduled functions.
3. The church reserves the right to refuse the use of its facilities to any group, organization, or individual deemed in conflict with Elkdale's Constitution and Bylaws.
4. The church office controls the scheduling of events. Events are scheduled on a first-come, first-served basis. No event shall be scheduled more than three months in advance.
5. Facilities may not be rented for commercial use.

### Facilities Access

1. Elkdale affiliated groups (e.g. Sunday School Classes, Ministry Teams, deacons, etc.) may use the facilities at no cost.
2. Members of Elkdale may use the facilities for non-church-related activities. A deposit of \$50 is required to secure the event date.
3. Non-Elkdale organizations and individuals may use the facilities for non-church-related activities. A deposit of \$100.00 may be required to secure the event date.
4. Facilities may be used during times of disaster or civil emergency at the discretion of church staff and deacons.

### Scheduling

1. All events may be scheduled by submitting the appropriate Facilities Reservation Form (*Policies 2.1.1 and 2.1.2*) with any applicable deposits to the church office for approval.

### Usage Guidelines

1. At the church's discretion, individuals or organizations using the facilities may be issued a key. A church representative may also provide access. Keys should be returned on the next available business day. Loss of keys may result in additional fees.

2. Individuals or organizations that are issued keys must lock all doors, set alarms, and restore thermostats to previous setting upon exiting.
3. Facilities are rented "as-is." Thus, furniture should not be taken out of designated areas. If furniture in a designated area has been rearranged, it should be returned to its original arrangement when event is over.
4. Facilities should be restored to their original condition when the event is over. All trash should be taken out, tables wiped, and floors swept. If kitchen equipment is used it must be washed and turned off (i.e. coffee maker, tea maker, pots and pans).
5. Prior arrangements must be made through the church office to use Audio/Visual equipment (i.e. projector, sound system) in the Fellowship Hall.
6. Non-reusable supplies (e.g. plates, cups, napkins) will not be provided by Elkdale.
7. Individuals or organizations may incur additional fees as a result of failing to follow these usage guidelines (i.e. failing to clean up, damaging church property).

**2.1.1 - Elkdale Member  
Facility Reservation Form**

Event Purpose: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Responsible person:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please check the spaces you wish to reserve. A \$50 refundable deposit is required for all reservations:

Parlor \_\_\_\_ Fellowship Hall \_\_\_\_ Sanctuary \_\_\_\_

\*Tablecloths are available for an additional fee of \$6.00 per tablecloth.

*I have read and agree to abide by the Church Facility Usage Policy.  
I understand that Elkdale is not responsible for injury or loss of property.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

***For Office Use Only:***

Deposit Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Cash or Check (Check number) \_\_\_\_\_

Deposit Return: Yes or No (*Reason:* \_\_\_\_\_ )

Returned Date \_\_\_\_\_ Returned by: \_\_\_\_\_

**2.1.2 - Elkdale Non-Member  
Facility Reservation Form**

Event Purpose: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time: \_\_\_\_\_

Responsible person:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Please check the spaces you wish to reserve:

\_\_\_\_ Parlor - \$100 (*\$100 deposit due to secure reservation*)

\_\_\_\_ Fellowship Hall - \$200 (*\$100 deposit due to secure reservation*)

\_\_\_\_ Sanctuary - \$200 (*\$100 deposit due to secure reservation*)

\* Tablecloths are available for an additional fee of \$6.00 per tablecloth.

*I have read and agree to abide by the Church Facility Usage Policy.  
I understand that Elkdale is not responsible for injury or loss of property.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

***For Office Use Only:***

Deposit Date received: \_\_\_\_\_ Received by: \_\_\_\_\_

Cash or Check (Check number) \_\_\_\_\_