

Policies and Guidelines for use of Michiana Fil-Am Seventh-day Adventist Church

1. The church is intended for worship, nurture and fellowship. Activities held in the church must be according to the standards of the Seventh-day Adventist Church.
2. As Seventh-day Adventists we believe that the body is the temple of God. Therefore, there will be no smoking, use of alcoholic beverages or recreational drugs on the church grounds.
3. Entertainment videos and dancing are not permitted.
4. Music to be played or sung in the Sanctuary are to be of sacred nature, not originating from secular entertainment.
5. Music repertoire for the event must be submitted before final approval will be given for the use of the church.
6. Existing decorations or furnishings may be moved with approval by the deacon on call. Any medium used to attach decorations must not scratch or damage the surface in any way.
7. In keeping with the fire codes, candles must be lit with a taper or candle lighter; a lit candle cannot be moved; candles at the end of pews must have a hurricane chimney rising 4 to 6 inches above the flame; candles must have drip shields.
8. All transactions, set-up and decorations must be complete before sundown on Friday or begin after sundown on Saturday.
9. Before leaving the church, all rooms must be left clean and furnishings in their original positions. Trash is to be placed in the dumpster outside the church. Lights are to be turned off. Security lights in the hallway and outside are designed to be left on.
10. Michiana Fil-Am Church is not responsible for any items lost, stolen or damaged in the church before, during or after an event.
11. Michiana Fil-Am Church is not responsible for any personal injury to those in or around the church before, during or after any event.
12. The kitchen is intended for warming of foods only. No cooking will be allowed.
13. No red, orange or purple-colored drinks will be served.
14. According to Leviticus 11, only clean meats are to be served; however, vegetarian dishes are preferred.
15. Food and beverages are to be served and consumed in the Fellowship Hall only.
16. Parents or designated adults are expected to be aware of the whereabouts of their children. They are responsible for the behavior of the children under their supervision.
17. Contact persons for usage of the facility are: the head elder, head deacon or church clerk. This committee can give approval for usage but final approval for the activity rests with the Church Board.
18. Deposit and rental fee are expected when the application for rental is submitted.*

Seating Capacities:

Sanctuary: 250 people

Fellowship Hall: 150-180 people

Rental Fees:

Please call for fees. We are adjusting them due to our new facilities.

The Sound system is only to be run by one of the church's official sound booth operators. The rental fee for the sanctuary reflects payment for two hours of time that the sound operator spends in the church.

Checks are to be made out to **Michiana Fil-Am Church**. Please issue two checks: one for the deposit (which will be returned*); the second for the full rental amount.

Mail or deliver checks, application for use and contract for use to:

Michiana Fil-Am SDA Church
Attn: Treasurer
P.O. Box 312
Berrien Springs, MI 49103

* Deposit will be returned when the deacon on call verifies that the premises are acceptable.

Application for use of Michiana Fil-Am Seventh-day Adventist Church

User/Organization: _____

Contact person: _____ Phone: _____

Address of contact person: _____

Church Affiliation: _____

Description of event: _____

If a wedding, minister performing wedding: _____

Church Affiliation of minister: _____

Room(s) requested: _____ Group size: _____

Date(s) needed: _____ Start time: _____ Ending time: _____

Equipment or furniture needed:

Furniture to be removed:

Decorations to be used:

Other needs:

Usage Contract

Please Print Legibly

User/Organization: _____

Person in Charge: _____ Phone: _____

Function: _____ Date: _____

FOR OFFICIAL USE ONLY

Security Deposit submitted:

Yes No

Date: _____

Rental Fee submitted:

Yes No

Date: _____

Contract: I have read Policies and Guidelines for Michiana Fil-Am Church usage and agree to abide by all conditions outlined therein.

If any damage to church property occurs in connection with this function, I agree to be responsible for the cost of damages or replacement, whichever is stipulated by the Michiana Fil-Am Church administration. If any heavy cleaning is required for which the church has to pay an extra custodial fee, or if any other expenses are incurred, I agree to be responsible for any additional charges. I understand that the deposit may be non-refundable if the facility is not returned to the condition it was in when rented to me.

Signature: _____ Date: _____

Please return application, deposit and Usage Contract to the Michiana Fil-Am Church Clerk so the date requested can be reserved.

Michiana Fil-Am Seventh-day Adventist Church Check-out Procedure

User/Organization: _____

Room(s) Used: _____ Date: _____

Contact Person: _____ Phone: _____

- Remove all material or decorations used for event
- Clean all items used (tables, chairs, etc.)
- Clean floors (vacuum, sweep and mop)
- Return furniture and equipment to its original place (includes tables and chairs)
- Place trash in garbage bags and take to the dumpster outside the church
- Turn off lights in rooms used as well as foyers, restrooms and hallways
- Secure tightly and lock entry/exit doors

When Fellowship Hall is used:

- Replace garbage can liners and place trash in dumpster outside
- Clean refrigerator and leave free of any food items
- Clean kitchen surfaces (sink, counters, stove, microwave, etc.)
- Launder used dish towels and/or dish cloths. Return these to the church on the next Wednesday between 7 P.M. and 8 P.M. or on Saturday between 9 A.M. and 1 P.M.
- Remove any stains on any surface, including the carpet, using stain remover for carpet that is under the sink
- Leave furniture in the positions they were found (see diagram in the kitchen)

Please immediately report any problems with appliances or other things in the church to the deacon in charge.

The security deposit will be forfeited if the facility is not left clean and orderly after use.

Inspection completed by: _____

Comments:
