



St. Francisville United Methodist Church Facility Use Policy

NON-WEDDING USE POLICY

DEFINITIONS:

Church – St. Francisville United Methodist Church and the United Methodist Church annual conferences, districts, agencies, boards, and local churches.

Church Member – a person who is an active participant in the worship, congregational life and ministry of St. Francisville United Methodist Church.

Church Ministry or Group – a group which operates as a ministry of the Church (e.g., ACTS, youth group, Walk to Emmaus group, VIM, Baton Rouge District Ministry Team)

Compliance Statement – a statement that the group will comply with the following:

- Two non-related adults will be present at all times and will supervise the activities of the children/youth
- No corporal punishment shall be used at any time on the children/youth
- Adults will be background checked by their organization for working with children or youth
- Any injury or claim of sexual or physical harassment shall be reported immediately to the Senior Pastor and the Chair of Trustees.
- There must be a ratio of adults to children and/or adults to youth consistent with that stated in the Safe Sanctuary Policy of St. Francisville United Methodist Church.

Equipment and Furnishings – all equipment and furnishings located at or on the Property.

Governmental Entities – local and state governmental offices (e.g., the Sheriff's Office and DA's office)

Highway 61 Property – the property of St. Francisville United Methodist Church located at 8271 Highway 61 excluding the home located on said property.

Ministry Affiliated With The Church – a ministry not directly under the direction of the Church governance but which is supported on a on-going basis by the Church (e.g., AA, DARE; West Feliciana Food Bank; Girl, Boy and Cub Scouts; Brownies; Families in Need of Assistance)

Ministries Not Affiliated With The Church But Related To Another Church – a ministry under the direction of another church (e.g., a ministry of Grace Episcopal or First Baptist of St. Francisville)



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Non-Profit Civic Groups and Health Groups – groups that are a 501(c)(3) entity under the Internal Revenue Code and which provide for the betterment of life in the community and do not violate the social principles of the United Methodist Church (e.g. Rotary Club, Women’s Service League)

Non-Sanctuary Property – All the property of St. Francisville United Methodist Church located on Royal Street and on Highway 61 with the exception of the Sanctuary on Royal Street.

Other Educational Groups – groups that provide educational information to the public who are not for profit and do not violate the Social Principles of the United Methodist Church (e.g., OLLIE)

Proper Paper Work – a properly completed Request for Use Form, any deposits or fees, and any items required by Trustees as a condition for holding a meeting or event.

Property – All the property of St. Francisville United Methodist Church located on Royal Street and the Highway 61 Property.

Sanctuary – The sanctuary of St. Francisville United Methodist Church located on Royal Street.

West Feliciana Schools – the schools operated under the auspices of the West Feliciana School Board.

PERMITTED USES OF THE CHURCH PROPERTY:

The Church Property may only be used for purposes consistent with the Social Principles of the United Methodist Church. Within such consistent use, The Church Property may be used for the following purposes in the priority set forth in the Priority of Use Policy and subject to the Special Provision regarding Highway 61 Property.

USE FOR RELIGIOUS PURPOSES

All religious use of the property must be approved by the Pastor – this includes worship services, classes, retreats, etc. sponsored by this church or by any other church or religious group. The Board of Trustees will not interfere in such permission.



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USE FOR MEETINGS AND DINNERS

The only meetings and dinners that can be held on the Church Property are those listed in this section.

Meetings and Dinners with Adults

Use of the Church Property for meetings and dinners which include only adults of the following groups is approved and can be scheduled by the Office Administrator after consulting the calendar and receiving the proper paper work.

- Church Ministry or Group
- Ministry Affiliated With the Church
- Ministries Affiliated With Another Church
- West Feliciana Schools
- Governmental Entities
- Non-profit Civic Groups and Health Groups
- Other Educational Groups

Meetings and Dinners with Youth and Children

Use of the Church Property for meetings and dinners which include youth and/or children of the following groups is approved and can be scheduled by the Office Administrator after consulting the calendar. For all events with the exception of a Church Ministry or Group, the event contact will be given a Facility Use Checklist and copy of the Church Property Use Policy.

- Church Ministry or Group
- Girl Scouts, Boy Scouts, Cub Scouts, and Brownies
- West Feliciana Schools
- Governmental Entities (e.g., Sheriff's office, DA's office, etc.)

USE FOR FUNDRAISERS

The only fundraisers which can be held on the Church Property are those listed in this section.



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Fundraiser for Church Ministry or Group

Use of the Church Property for fundraisers is approved for any Church Ministry and Group and can be scheduled by the Office Administrator after consulting the church calendar and a form from the Finance Committee approving the fundraiser.

Fundraiser for Ministries Affiliated With the Church

A fundraiser may be held on Church Property with specific prior approval of the Board of Trustees. The Trustees may set conditions for such approval and the group will meet all such conditions in order to hold the fundraiser on the Church Property. Consideration of a request for such fundraiser will only be considered at a regularly scheduled meeting and only if a completed request is received at least 10 days in advance of the meeting. After approval, the Office Administrator can schedule the fundraiser upon receipt of the Facility & Equipment Use Form.

USE FOR A PARTY, SHOWER, REUNION OR ANNIVERSARY CELEBRATION EVENT

The only parties, showers, reunions or anniversary celebration events which can be held on the Church Property are those listed in this section.

Church Member

With the exception of the Sanctuary, use of the Church Property for a party, shower or anniversary event honoring a church member is approved and can be scheduled by the Office Administrator after consulting the calendar and receiving the Facility Use Request Form and \$200 refundable deposit.

Direct Relation to a Church Member

With the exception of the Sanctuary, use of the Church Property for a party, shower or anniversary event honoring a person whose parent; spouse; or future mother-in-law, father-in-law or spouse is a Church Member is approved and can be scheduled by Office Administrator after consulting the calendar and receiving the Facility Use Request Form and \$200 refundable deposit.



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USE FOR OTHER ACTIVITIES AND EVENTS

The property can be used for purposes not listed previously only if it is not prohibited elsewhere in this policy and it complies with this section.

Church Ministry or Group

Church Ministry or Groups are permitted to use the Church Property for purposes not listed previously and not prohibited elsewhere in this Policy with the approval of the Pastor. The Pastor may refer such approval to the Board of Trustees if he/she wishes to do so. Church Ministry or Groups are permitted to use the Sanctuary with the approval of the Pastor. These activities and events can be scheduled by the Office Administrator after the Pastor approves (or the Board of Trustees if referred to them for approval), consulting the calendar.

Others

For the groups listed below, the Church Property may be used for non-overnight purposes not listed previously and not prohibited elsewhere in this Policy with specific prior approval of the Board of Trustees. The Trustees may set conditions for such approval and the group will meet all such conditions in order to hold the activity or event on the Church Property. Consideration of a request for such event or activity will only be done at a regularly scheduled meeting and only if a completed request from is received at least 10 days in advance of the meeting. Upon approval, the Office Administrator can schedule the fundraiser after receiving the Facility Use Request Form and \$200 refundable deposit.

Ministry Affiliated With This Church
West Feliciana Schools
Governmental Entities
Non-Profit Civic Groups and Health Groups
Other Educational Groups



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SPECIAL PROVISION FOR USE OF HIGHWAY 61 PROPERTY

Highway 61 Property can only be used as follows:

Religious Use

The Highway 61 Property can be used for the purposes and in the manner set forth in the Section on Permitted Uses of the Church Property.

Church Ministry of Group

A Church Ministry or Group may use the Highway 61 Property as set forth in Section on Permitted Use of the Church Property with the added condition of having approval from the **clergy** person living in the home on the Highway 61 Property.

Ministry Affiliated with the Church

The Highway 61 Property may be used by a Ministry Affiliated with the Church with approval of the Trustees who shall consult with the clergy person living in the home on the Highway 61 Property. Consideration of a request for such use will only be made at a regularly scheduled meeting and only if a completed request from is received at least 10 days in advance of the meeting. Upon approval, the Office Administrator can schedule the event after receiving the Facility Use Request Form and \$200 refundable deposit.

PROHIBITED USES OF THE PROPERTY

No property or assets of the Church of any kind can be used for any purpose not consistent with the Social Principles of the United Methodist Church or for the following uses:

Political Use

Under no circumstance can the Church Property be used for political campaigns or to promote one side of any political issue. Public information forums with equal representation on a panel with a neutral questioner are permissible and shall have the same priority as Other Educational Groups.



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Profit Making Use

Except as set forth in the section for Use for Fundraisers, the Church Property cannot be used by any group to raise funds or by any profit making venture for any purpose.

PRIORITY OF USE

Religious use of the Church Property always receives priority. Other uses of the Church Property are prioritized according to the group holding/sponsoring the event. Groups are listed below in priority of use order. Groups with lower priority of use may have to change their event if a group with a higher priority needs the facilities within 4 weeks of a scheduled date. Conflicts can be referred to Trustees if the conflicting groups wish.

Church Ministry or Group

Member of the church being honored at a party, shower or anniversary event

Member of the church being the parent, spouse or future mother-in-law, father-in-law or spouse of a person being honored at a party, shower, or anniversary event.

Ministry Affiliated With the Church

Ministries not affiliated with this church but related to another church

West Feliciana Schools

Governmental Entities

Non-profit Civic Groups and Health Groups

Other Educational Groups

EQUIPMENT AND FURNISHINGS USAGE

The following are the only times equipment or furnishings of the church may be used:

ON-SITE

Equipment and furnishings located within the rooms requested can be used. No supplies (e.g., food supplies or art supplies) are to be used. No furnishings in the Sanctuary can be moved without the approval of the Pastor.



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OFF-SITE

Except as set forth below, no equipment or furnishings can be used off-site by any Church Member, person or group:

Religious Use

Equipment or furnishings can be taken and used off-site for religious only purposes as approved by the Pastor.

Group or Ministry of the Church

Use of kitchen equipment, electronic equipment, tables, chairs and tablecloths used off-site is approved for any Church Ministry and Group and can be scheduled by the Office Administrator after consulting the church calendar. A detailed list of all items to be used must be submitted along with a Facility & Equipment Use Form.

All kitchen equipment, electronic equipment, tables, chairs and tablecloths must be returned to the proper storage area where found, cleaned and in proper working order. Please report any damaged or broken items to the Office Administrator.

Other Groups

Use of tables, chairs and tablecloths only off-site is approved for the following groups and can be scheduled by the Office Administrator after consulting the church calendar. A detailed list of all items to be used must be submitted along with a Facility & Equipment Use Form.

Ministry Affiliated With the Church

Ministries not affiliated with this church but related to another church

West Feliciana Schools

Governmental Entities

Non-profit Civic Groups and Health Groups

Other Educational Groups



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REQUIREMENTS FOR USE ON-SITE

The following shall apply to all uses of Property, Equipment and Furnishings of the Church On-Site:

Air Conditioning and Heat: The air and the heat are set for your event and should not be adjusted.

Alcohol: No alcoholic beverages are allowed to be present or consumed on Church Property.

Approved Use: Only the rooms, equipment and furnishings requested and approved can be used and then only for the approved use.

Cancellation: If an approved event is cancelled, the Office Administrator is to be notified immediately.

Candles: No candles are to be used on Church Property without approval of the Pastor.

Cleanliness: The Church Property must be completely cleaned after use. The goal is that you leave it cleaner than you got it! All floors shall be swept or vacuumed. Floors shall also be mopped if anything was spilled or if dirt or mud was tracked in.

Decorations: No decorations or signs will be allowed on the Church Property unless previously approved by the Pastor or Church Administrator. The Pastor must approve of any decorations placed in the Sanctuary. If decorations are allowed, no tape, tacks or nails of any kind shall be affixed to the furnishings, walls, ceiling, door frames or floors of the property except for specially approved tape and putty. All decorations and signs must be removed at the end of the event.

Explosives and Firecrackers: No explosives or firecrackers are permitted on the Church Property.

Firearms: No firearms are to be brought on the Church Property except for those carried by law enforcement officials or designated individuals in accordance with the regulations permitting them carrying a firearm.

Food: All food shall be removed at the end of the event. Unless permission is obtained from the Pastor or Office Administrator, no food is to be placed in or left in the refrigerators or freezers in the Fellowship Hall. Those groups which have a designated refrigerator or cabinet/closet space in the Fellowship Hall may leave food in such places but it must be cleaned out periodically.



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Kitchen: If the kitchen is used, the ovens and all burners are to be turned off and pilot lights are to be checked to make sure they are burning. Kitchen countertops are to be completely cleaned and wiped down with disinfectant. All pots, pans, utensils and other equipment used must be washed, dried and put away. Food debris should not be rinsed in any sink except the sink with the large disposal system. All sinks must be cleaned of debris. The grounds in all coffee pots shall be thrown away.

Lights: Lights and fans shall be turned off at the end of the event.

Parking lots: The parking area and the immediate surroundings shall be cleaned of all trash.

Phones: Phones can be used but no long distance calls are to be made.

Playgrounds: No playground can be used unless requested to be used on the Facility & Equipment Use Form. Only children under five years of age can use the playground behind the CHASE ministry building. Only children between the ages of five and twelve can use the playground behind the Robb House. **All use of the playground must be supervised by two non-related adults.**

Responsibility for Damage: Event contact person or group shall be responsible for the cost of repair of any damages done to the buildings and grounds or any contents thereof that may happen as a result of their building use. This may exceed the security deposit. Nothing belonging to the Church is to be taken off the church property except for tablecloths for cleaning (see the provision regarding tablecloths).

Security: The Fellowship Hall and Sanctuary are not locked and this should be considered in using the Church Property. The Church is not responsible if personal items are taken. If the Robb House is going to be used, it is the responsibility of the person who requested the use to obtain a key from the Church Administrator prior to the event, to make certain all doors to the Robb House are locked at the end of the event, and to return the key within 48 hours of the end of the event.

Set-Up: At the end of use any rooms used shall be set up in the manner indicated on the Facility & Equipment Request Form.

Sidewalks: All sidewalks should be checked for debris and cleaned of any gravel which has gotten on the sidewalk as the result of use.

Smoking: No smoking is permitted in Church buildings or within 20 feet of any doorway. All cigarette butts must be disposed of in a receptacle.



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Supplies: No supplies in the kitchen; disposable supplies such as paper plates, cups, napkins and garbage bags or art supplies are to be used. This prohibition does not apply to Church Ministries or Groups for religious use of the Church Property. Church Ministries or Groups must inform the Office Administrator of any kitchen or disposable supplies they will need at the time of scheduling the event and no later than 10 days prior to the event; if such timely notification is not received, then supplies cannot be used by the Church Ministry or Group.

Tablecloths: The use of tablecloths is only permitted if this has been requested in advance. All non-Church Ministries or Groups must pay a deposit of \$100. In order to receive a refund of this \$100, the tablecloths must be cleaned and placed in the Tablecloth Closet within 48 hours of the end of the event and be checked in by either the Office Administrator or her/his designee. Church Ministries or Groups do not have to pay the \$100 deposit but are responsible for cleaning and placing the tablecloths in the Tablecloth Closet within 48 hours of the end of the event. Failure to do so will result in not being able to use the tablecloths in the future.

Time Frame: When scheduling an event, adequate time for preparation work and cleanup should be scheduled. Permission is given to use the Church Property only during the time frame requested and approved. No event shall end (including clean-up time) after 10 pm unless prior approval is obtained from the Trustees, which must be requested at least 10 days prior to a scheduled Trustee meeting.

Trash Removal: All trash/garbage must be in bags and put out in the industrial size garbage cans behind the Fellowship Hall and securely closed. No trash/garbage can be left in playground, classroom, Sanctuary or Fellowship Hall cans. New trash bags are to be put in all cans emptied.

Violation of Use: Any group or person who uses property outside of its approved use or who does not comply with all provisions of this policy is subject to having their privilege of using property cancelled, including use for any events previously approved.



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REQUIREMENTS FOR USE OFF-SITE

The following shall apply to all uses of Property, Equipment and Furnishings of the Church Off-Site:

Approved Use: The equipment and furnishings can only be used for the requested purpose and at the place and time indicated on the request.

Cancellation: If the need for the equipment or furnishings changes, the Office Administrator is to be notified immediately.

Cleanliness and Working Order: The equipment and furnishings shall be returned in working order and be cleaned.

Responsibility for Damage: User-groups shall be responsible for the cost of repair of any damages done to the furnishings or equipment. This may exceed the security deposit.

Return of Equipment and Furnishings other than Tablecloths: Equipment and furnishings shall be promptly returned at the time indicated by the Office Administrator on the Facility & Equipment Use Form. Chairs, tables and all equipment shall be put back exactly where they were taken from or in another location if indicated by the Office Administrator on the Facility & Equipment Use Form.

Tablecloths: All tablecloths will be returned clean within 48 hours of an event, or earlier if set by the Office Administrator at the time of approval. A deposit of \$100 is required for the tablecloths. In order to receive a refund of this \$100, the tablecloths must be cleaned and placed in the Tablecloth Closet within 48 hours of the end of the event and be checked in by either the Office Administrator or her/his designee. Church Ministries or Groups do not have to pay the \$100 deposit but are responsible for cleaning and placing the tablecloths in the Tablecloth Closet within 48 hours of the end of the event or earlier if set by the Office Administrator at the time of approval.

Violation of Use: Any group or person who uses equipment or furnishings outside of its approved use or who does not comply with all provisions of this policy is subject to having their privilege of using property cancelled, including use for any events previously approved.



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FEES ASSOCIATED WITH USE

St. Francisville United Methodist Church sees as part of its ministry the providing of space for events which increase the quality of life for all individuals in our community and which build up the community as a place for holy living. Thus, fees are not charged for any use other than Weddings.

SECURITY DEPOSITS ASSOCIATED WITH USE

All meetings, dinners and events other than that of a Church Ministry or Group or use for a party, shower, reunion or anniversary celebration event allowed under this Facility Use Policy require a deposit. Groups which use the property for regularly scheduled meetings are not required to put down a deposit (i.e. Boy Scouts, AA, WFPSO, Triad, DARE, etc.). Groups which are using the building for a meeting only that will have less than twenty people are exempt from the deposit.

Upon approval, deposits are due at the time St. Francisville UMC Facility and Equipment Use Request Form is submitted. All deposits will be returned, less any damages, within 15 days after an event. Deposits can be made by check or by cash given to the Office Administrator. The check shall be made payable to St. Francisville United Methodist Church.

A separate deposit is required for tablecloths.

<u>FACILITY USE REFUNDABLE DEPOSIT</u>	\$200.00
<u>TABLECLOTH USE REFUNDABLE DEPOSIT</u>	\$100.00



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WEDDING USE POLICY

Church Member - a person who is an active participant in the worship, congregational life and ministry of St. Francisville United Methodist Church.

Direct Relation to a Church Member - a person whose parent, future mother-in-law, future father-in-law, grandparent, sibling, aunt or uncle is a church member.

Non-Member – a person who has not officially joined the Church or is not affiliated with the Church or any of its members.

We offer the Sanctuary and Fellowship Hall for use with certain responsibilities and requirements:

- (1) You must request use of our facilities for a wedding through the Office Administrator in the church office at 635-3763. It must be approved by the Pastor. Nothing can be held until this is done.
- (2) Once approved, you must complete the St. Francisville UMC Facility and Property Use Request Form and submit it to the Office Administrator along with payment of the Maintenance Fee, \$200 deposit and the Certificate of Insurance for the event.
- (3) An appointment will be made with the Pastor to discuss the details of the wedding and to schedule Pre-Marital Counseling.
- (4) The Church provides a Wedding Facilitator that will contact you 2 weeks prior to the event to coordinate details regarding the Open/Close of buildings, audio/visual use and to go over the requirements for cleanup.

EQUIPMENT AND FURNISHINGS USAGE

- No furnishings in the Sanctuary can be moved without the approval of the Pastor.
- No food or beverages are allowed in the Sanctuary.
- Use of the audio/visual equipment must be approved by the Pastor. Arrangements for the use of audio/visual equipment must be coordinated with the Office Administrator.



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REQUIREMENTS FOR WEDDING USE

The following shall apply to all uses of Property, Equipment and Furnishings of the Church:

- **Air Conditioning and Heat:** The air and the heat are set for your event and should not be adjusted.
- **Alcohol:** No alcoholic beverages are allowed to be present or consumed on church property.
- **Approved Use:** Only the rooms, equipment and furnishings requested and approved can be used and then only for the approved use.
- **Cancellation:** If an approved event is cancelled, the Office Administrator is to be notified immediately.
- **Candles:** No candles are to be used on Church Property unless approved by the Pastor.
- **Cleanliness:** The Church Property must be completely cleaned after use. All floors shall be swept or vacuumed. Floors shall also be mopped if anything was spilled or if dirt or mud was tracked in.
- **Decorations:** No decorations or signs will be allowed on the Property unless previously approved by the Pastor. If decorations are allowed, no tape, tacks or nails of any kind shall be affixed to the walls, ceiling, door frames or floors of the Church Property except for specially approved tape and putty. All decorations and signs must be removed at the end of the event.
- **Explosives and Firecrackers:** No explosives or firecrackers are permitted on the Church Property.
- **Firearms:** No firearms are to be brought on the Church Property except for those carried by law enforcement officials in accordance with the regulations permitting them carrying a firearm.
- **Food:** All food shall be removed at the end of the event. Unless permission is obtained from the Pastor or Office Administrator, no food is to be placed in or left in the refrigerators or freezers in the Fellowship Hall.
- **Kitchen:** If the kitchen is used, the ovens and all burners are to be turned off and pilot lights are to be checked to make sure they are burning. Kitchen countertops are to be completely cleaned and wiped down with disinfectant. All pots, pans, utensils and other equipment used must be washed, dried and put away. Food debris should not be rinsed in any sink except the sink with the large disposal system. All sinks must be cleaned of debris. The grounds in all coffee pots shall be thrown away.
- **Lights:** Lights and fans shall be turned off at the end of the event.
- **Parking lots:** The parking area and the immediate surroundings shall be cleaned of all trash.



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- **Playgrounds:** No playground can be used unless requested to be used on the Facility and Equipment Use Form. Only children under five years of age can use the playground behind the CHASE ministry building. Only children between the ages of five and twelve can use the playground behind the Robb House. All use of the playground must be supervised by two non-related adults.

Responsibility for Damage: User shall be responsible for the cost of repair of any damages done to the buildings and grounds or any contents thereof that may happen as a result of their building use. This may exceed the security deposit. Nothing belonging to the church is to be taken off the Church Property.

Security: The Fellowship Hall and Sanctuary are not locked and this should be considered in using the Property. The church is not responsible if personal items are taken.

Set-Up: At the end of use, any rooms used shall be set up in the manner indicated on the Facility and Equipment Use Form.

Smoking: Smoking is not permitted in Church buildings or within 20 feet of any doorway. All cigarette butts must be disposed of in a receptacle.

Supplies: No supplies in the kitchen; disposable supplies such as paper plates, cups, napkins, garbage bags or any other supplies are to be used.

Tablecloths: The use of tablecloths is only permitted by Church Members or their immediate family if this has been requested in advance. Tablecloths must be cleaned and placed in the Tablecloth Closet within 48 hours of the end of the event and be checked in by either the Church Administrator or her/his designee.

Time Frame: When scheduling an event, adequate time for preparation work and cleanup should be scheduled. Permission is given to use the property only during the time frame requested and approved. No event shall end (including clean-up time) after 10 pm unless prior approval is obtained from the Trustees, which must be requested at the time the event is scheduled and at least 10 days prior to a scheduled Trustee meeting.

Trash Removal: All trash/garbage must be put out in the industrial size garbage cans behind the Fellowship Hall and securely closed. No trash/garbage can be left in playground, classroom, Sanctuary or Fellowship Hall cans. New trash bags are to be put in all cans emptied.



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Violation of Use: Any group or person who uses Property outside of its approved use or who does not comply with all provisions of this policy is subject to having their privilege of using the Church Property cancelled, including use for any events previously approved and is subject to forfeiture of any and all deposits.

MAINTENANCE FEES ASSOCIATED WITH USE

<u>Wedding-Sanctuary Only</u>	\$500.00
<u>Wedding-Sanctuary/Fellowship Hall/Robb House</u>	\$800.00

All fees must be paid in full prior upon to avoid cancellation. Any cancellation by the applicant must be made by contacting the Church Administrator.

Maintenance fees paid to St. Francisville United Methodist Church to cover the cost of staff, heat, air conditioning, and wear and tear on the building.

SECURITY DEPOSITS ASSOCIATED WITH USE

All events or use for a wedding celebration allowed under the Facility Use Policy require a deposit. The amount of the deposit is \$200. Deposits can be made by check payable to St. Francisville UMC. Deposits are due at the time the Facility and Equipment Use Form is approved. All deposits will be returned, less any damages, within 15 days after an event.

EVENT INSURANCE

Event insurance is required for all events held on Church Property and a Certificate of Liability Insurance must be submitted to the Office Administrator upon approval of the event to avoid cancellation. You may contract this through your local insurance agent. Non-profit and community service organizations are excluded from this requirement.

WEDDING FACILITATOR

The Wedding Facilitator is responsible for the following:

- Coordinating with the event contact person to arrange the Open/Close of Church Property buildings.
- Explain the requirements for clean-up after the event.
- Inspect Church Property upon completion of the event for cleanliness and damages.
- Coordinate with the Worship Media designee if any audio/visual equipment has been requested.