

RPCNH POLICY ON USE OF CHURCH FACILITIES
BY THE CHURCH'S COMMUNITY AND FRIENDS

The Deacon Board, in recognition of the responsibility to use God's property fully and appropriately, has issued the following guidelines for the use of the church's facilities and equipment.

- Friends of the congregation or community groups who wish to use the building or equipment must ask for and obtain permission in writing from the Deacon Board prior to using the church's facilities.
- The individual or group is responsible to leave the building in good condition and to pay for supplies used and any damage to the building or equipment.
- The individual or group will reimburse the church for custodial service or make sure the building is as clean as you found it.
- The Deacon Board may require a member of the congregation to be present during the function and be reimbursed for their time by the individual or group.
- The use of alcohol or tobacco is not permitted on church property and the building is not to be used for political purposes.
- If the use of the piano is requested, the Deacon Board may require that it be tuned at the expense of the individual or group.
- Use the following checklist to make sure your clean-up is complete:
 1. Rooms used are cleaned and ready for use the next day.
 2. Restrooms:
 - Commodes are flushed.
 - Windows closed and latched
 - Faucets turned off.
 - Lights turned off.
 3. Garbage bags are deposited in dumpster and new liners are put in the cans.
 4. All lights are off; all doors are bolted or locked

Date Needed _____ Time _____ to _____ Number Expected _____

Name of Individual or Organization _____

Person Responsible _____

Address _____

Street _____ City _____ State _____ Zip _____

Telephone(s) _____ Email _____

Home _____ Work _____ Cell _____

Facilities Requested: Entire Building _____ Auditorium _____ Fellowship Hall _____ Kitchen _____

Nature of Function _____

Check One: Clean Rooms Ourselves _____ Custodian Clean _____

Signature of Requester _____

Approved _____

Deacon Board

Date