



SCEFC Church Use Policy

Our Mission: To glorify God by growing a life-changing community of fully-devoted Christ followers in the Centre Region and beyond.

Our Values

The following guidelines for the use of the SCEFC facilities exist in view of our mission and values, and come from a desire to wisely steward the resources God has blessed us with.

The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. We generally try to make our facilities open to the public to approved non-member persons and groups as a way to serve the community.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, or engaging in practices that conflict with the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

If you have any questions about any of the policies, please contact the church office.

Official Church Functions:

Highest priority for the use of the building and grounds belongs to official church functions (regularly scheduled and otherwise). Official church functions include any event hosted by the church at large, or any of the church's ministry teams. Permission to use the facilities is not required for any official church function, and it is the responsibility of the ministry team leader overseeing the event to make sure the facilities are available, in proper condition for use, the area used cleaned and trash removed, and locked at the conclusion of the event. Notice should be given to the church office of any official church function so that it may be placed on the church calendar. If an event is not on the church calendar, the availability of the facilities is not guaranteed.

After official church functions priority will be given to groups using the facilities for activities that line up with our values specifically making disciples.

Guiding Principles for Church Use:

Provided there is no scheduling conflict with any official church function, church members, outside individuals, and outside organizations may request the use of the building and grounds through the following process:

- Members and outside groups requesting to use the facilities must complete a “Church Use Request Form”, a “Church Use Policy Form” and submit these forms to the church office in advance of the event.
- All Church Use Request Forms will be screened by the church’s Administrative Assistant. If the event meets with the Automatic Approval Criteria (below), the Administrative Assistant will approve by signing and make the necessary logistical arrangements.
- Outside requests to use the church can only be made 2 months in advance. Exceptions to this policy will be considered upon request by the church office staff.
- If the event does not meet the Automatic Approval Criteria, the request form will be reviewed by the church office. A decision from the church office staff will be returned within two weeks.
- Agreements for ongoing usage will have a One school year (Aug-June) valid time-limit, unless other arrangements have been agreed upon in a signed Collaborative Agreement.
- Outside groups will be expected to donate a set amount (donation expectations are on page 4).
- A “Church Use Packet” will be given for each requested event and must be returned to the church office. The packet contains:
 - ❖ SCEFC Church Use Policy Form
 - ❖ Event Day Clean-up checklist
 - ❖ Nursery policies for Outside groups
 - ❖ Building Layout
 - ❖ Key assignment form (if needed)

Use of the Facility

Please indicate below which rooms of the church you plan to use for your event.

- Sanctuary (Occupancy Limit: 280, **During Covid Restriction: 28**)
- Multi-purpose Room (Occupancy limit: 116 **During Covid Restriction:16**)
- Kitchen
- Nursery/Toddler Rooms
- Classrooms
- Prayer Chapel
- Library
- Conference Room
- Restrooms

Donation Expectations

Event/Space	church members	Nonmembers
Weddings	no fee	\$300.00
Funeral	no fee	\$100.00
Multi-purpose Room	no fee	\$150.00
Kitchen	no fee	\$50.00
Nursery/Toddler Rooms	no fee	\$50.00
School related use	no fee	\$25 per event

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Automatic Approval Criteria

All the following criteria must be in place for an event to be approved by the Administrative Assistant:

- Event does not conflict with regular church activities or other events already scheduled on the church calendar.
- Event is free of charge, or all revenues raised through the event go directly to an approved not—for—profit organization.
- Event meets at least one of the following conditions:
 - Serves a member of SCEFC who needs the space for personal, family, or community functions (i.e., weddings, birthdays, graduations, recitals, troop meetings, safety meetings)
 - Serves a church or other Christian organization which generally agrees with the EFCA Statement of Faith
 - The event is a recurring event which has previously been approved by the elders
- All forms are filled out completely and signed by the appropriate representative of the organization (including waiver of liability)
- If necessary, donations have been paid, or arrangements have been made for the payment of any appropriate fees.

Events Not Meeting the Automatic Approval Criteria

If an event does not meet the Automatic Approval Criteria, the Administrative Assistant will obtain all necessary forms and signatures and refer the request to the church office staff for consideration. The church office staff will consider these events on a case-by-case basis and return a decision within two weeks.

Examples of events which the church office staff would take into consideration (based on the stated purpose of the event, the purpose of the sponsoring organization, and the good that can be done through the event) include:

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- All weddings involving non-members of SCEFC (an interview with the Senior Pastor or an Elder will be required)
- Events by secular or ecumenical groups which may or may not fit with the mission of the SCEFC, such as community service events
- Any overnight event

In all cases the church office staff reserve the right to refuse permission to use the church on the grounds that the event might interfere with or undermine the mission of the church.

The church leadership has decided that no businesses should be conducted at the church.

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Sound Technicians

If you require the use of the Church's sound system only our trained technicians may operate our sound board. You may hire our Sound Technicians for a fee of \$25.00 per hour to operate the sound system, set-up and clean-up. This is contingent upon the availability of our trained technicians. The maximum fee for use of the sound system, set-up and clean-up is \$175.00---Payable directly to the technician.

Requests for waiver of fees will be considered by the church office staff on a case-by-case basis, providing the request is submitted in writing at least four weeks in advance.

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If the request cannot be submitted in writing at least four weeks in advance, the Senior Pastor may choose to waive the fee upon a face-to-face meeting or telephone interview with the requestor.

SCEFC Responsibility Policy for Church Use

While using our church for your event, we expect that you and your guests will respect our facilities. Below is a list of responsibilities:

- ❖ NO DRUGS, ALCOHOL USE OR SMOKING IS PERMITTED IN THE FACILITY OR GROUNDS
- ❖ Masks must be worn during COVID-19 restrictions, unless eating
- ❖ All of your decorations must be created before bringing them to the church. No spray painting, gluing, applying glitter, cutting out paper decorations, etc; are allowed on the premises.
- ❖ Tape, thumbtacks, nails, pins are not allowed on the walls or on the window treatments as well as the window blind and track of the large kitchen blind.
- ❖ If you are using the church during the holiday season and there are decorations in the Multi-purpose room or Sanctuary and you temporarily remove the decorations, it is your responsibility to replace those decorations exactly as you found them.
- ❖ If you have not specifically requested to use our nursery and toddler rooms and there is evidence they were used, a \$50.00 donation will be requested for the cleaning of these rooms to prepare them for our babies and toddlers use. We have several children in our church that are very sensitive to certain foods and products, so it is important to know who is using our nursery rooms.
- ❖ The State College Evangelical Free Church is diligently striving to be compliant with the new Pennsylvania Child Protection Law--Act 153 of 2014. As a user of our facility we are making no representation that we are responsible for your compliance under this law. By signing this form you affirm that you and/or your organization understand that the State College Evangelical Free Church is not responsible for you and your organizations compliance to this new law.
- ❖ Any damages to facility, emergencies, theft or injuries must be reported to SCEFC staff as soon as possible. You will be held financially responsible for any damages to facility or property (i.e. AV equipment, computers, etc.) with the exception of

extenuating circumstances (fire, weather, etc). SCEFC is not responsible for any lost or stolen items from group members or will not be held liable for any injury that results from the event itself (Example: cutting finger while prepping food in kitchen for event). Any lost items found after the event will be put in lost and found in coat room. First Aid kits are in the kitchen on top of refrigerator and at the info desk.

(Signature of Responsible Party)

Date

Contact info:

Printed Name: _____

Address: _____

Cell phone: _____

Email address: _____

Staff **EMERGENCY** #s: (Please dial 911 in the event of a medical emergency)

Angie: 443-605-9796

Chris: 443-605-9636

Keith: 814-769-3469

Cindy: 814-404-9696

Young Scholars Charter School* next door (daytime hours): 814-237-9727

*We have a Memorandum of Understanding for Crisis Mutual Aid with YSCS, offering a temp safe haven for students and staff of YSCS and vice versa SCEFC congregants in case of emergency.

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(document created 4/2015 (cag). Revised 12/21/20 arg)

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