



POLICIES AND PROCEDURES

General Guidelines for Use of Facilities

STATEMENT OF POLICY:

Significant financial resources have been invested in St. Andrew's facilities by generous contributions from its members. Therefore, proper care must be given to these facilities to ensure that:

Adequate facilities exist to effectively carry out the ministry objectives and goals.

Such facilities are properly protected against loss or misuse.

Wise stewardship is attained through energy conservation, cost reductions and safety measures.

The life of the facility is extended through a proper maintenance program.

ELIGIBILITY

The programs and activities of special groups requesting building usage must be consistent with St. Andrew's Mission Statement and ministry philosophy. It is understood that the facilities and equipment of St. Andrew's exist for the primary purpose of being used by its members through its organizations and ministries.

Activities and programs are limited to the space that is assigned.

Regularly scheduled church meetings and activities of St. Andrew's Church will have first priority in the use of its facilities. Other church related meetings and functions would have second priority. Groups outside the church may use the facilities when they are not already scheduled for use by some church function.

Facilities are not available to outside groups for fund raising or for profit making activities.

Organizations engaged in partisan political campaigns are not eligible to use church facilities.

A Room Reservation Form must be completed by all organizations requesting to use the facility.

RESERVATIONS AND FEES FOR OUTSIDE GROUPS

A Room Reservation Form must be completed by all outside groups and submitted to the church office one week in advance. No date is placed on the church calendar until the form has been submitted and approved. If the event is not approved, or if a conflict arises, the church office will notify you as soon as possible.

At the end of this document, please see the schedule of building fees, custodial and/or technical service and other financial commitments necessary for the event.

Fees must be paid at least two weeks prior to the event.

The person renting the facility will be responsible for clean up.

Additional time for rehearsals, the moving of equipment in or out, and anything else not covered in this policy or the Reservation Request Form must be approved in advance by a St. Andrew's staff member.

The user assumes liability for injuries to persons attending the event and for damages of loss of user's property.

GUIDELINES FOR USE OF FACILITIES

The conduct of all persons attending programs is expected to be respectful of the environment of the Lord's house.

The use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church. Smoking is not permitted in the buildings.

Dining or the serving of food is limited to pre-approved designated areas.

The user is expected to leave the building clean and remove all items associated with their program immediately following the event. If furniture or equipment is to be moved, it must be done exclusively by church personnel to prevent injury or damage to church furniture and equipment.

The user will be held responsible for any damage done to church property associated with the scheduled event.

When children are in attendance, they must be under the control of adults at all times and are not permitted to roam freely on church property.

CALENDAR REQUEST GUIDELINES FOR ST. ANDREW'S MINISTRY GROUPS

All dates for the Church Calendar must be submitted to the church office at least one week in advance of the activity using either a Calendar Item Submission Form or a Room Reservation Form. Forms are available in the church office, at the Information Table in the church foyer or can be obtained by visiting the church website: www.standrewsomaha.net. All information needs to be filled out completely.

No date is placed on the calendar until the form has been submitted and approved. Requests are scheduled on a "first come, first served" basis.

If the event is not been approved, or in case of any conflicts, the church office will notify you as soon as possible.

PUBLICITY AND PROMOTION

Publicity material in which St. Andrew's name is used must have prior approval by a representative of St. Andrew's staff.

The sale of admission tickets to the event must be handled by the user.

The church expects to cooperate with the user of the facility. However, it must be understood that the ministry at St. Andrew's will always come first.

AFTER HOURS ENTRY INTO FACILITIES

St. Andrew's facilities are open Monday through Friday from 7:00 a.m. to 8:30 p.m. All events must be completed and the building empty by 8:30pm. Arrangements must be made with a staff member for after-hours entrance or exit.

THESE GUIDELINES ARE EXPECTED TO BE FOLLOWED IN ALL AREAS OF CHURCH PROPERTY.

BUILDING-USE FEE SCHEDULE



ROOM	NON-MEMBER RATE	MEMBER RATE
Sanctuary	\$100.00 per hour	\$100.00 per hour
Family Life Center	\$50.00 per hour (2 hr. min.)	\$35.00 per hour
Youth/Music Rooms	\$50.00 per 2-hour period	\$35.00 per 2 hr period
Hospitality Area	\$50.00 per 2-hour period	\$35.00 per 2 hr period
Individuals Classrooms	\$35.00 per 2-hour period	\$25.00 per 2 hr period

Friday night/Saturday

Saturday night/Sunday

Sunday night custodial set-up/tear down fees: \$15.00 per hour

Weekly Scout #308 meetings are exempt from rental fees at the current time.

Non-profit organizations, such as Y-Basketball, are eligible for a 50% discount.

Recognized ministry teams of St. Andrew's Church are exempt from rental fees.

No food or drink allowed in lower level individual classrooms, music or youth rooms.

The kitchen is available only as a serving area. Meals must be catered in and disposable dishes and utensils must be used.

Outside groups are limited to 1 meeting per week.

A Room Reservation Form must be completed by all organizations requesting facility use.