

Augusta First Church of the Nazarene
Use Policy for Non-Church Functions
Revised 10/2020

The Church Board encourages the appropriate use of the facility, grounds, and equipment by all church members and friends. The following is a list of guidelines that will help the office maintain an accurate calendar, in order to ensure the maximum use of the facilities and fairness to all. This policy applies to the use of the Sanctuary, Fellowship Hall, Kitchen, Classrooms, and all outside property and grounds. This also includes tables, chairs and any other Church owned equipment.

- **All Church functions will take priority over any personal use.**
- **There will be no personal use of the building or equipment during scheduled service times.**
- **No scheduling before 1:00 PM on Sundays**
- **Place all trash in the dumpster**
- **Return thermostat to minimum temperature**
- **Clean and Vacuum ALL rooms after use, if needed.**
- **Return ALL items to proper place**
- **To reserve the sanctuary for a wedding, there is a \$25.00 charge which must be paid in the office in advance to cover the cost of custodian service.**
- **There is an additional security deposit of \$50 that will be refunded after the event, if all conditions of use (cleaning, no damage to property, etc.) have been met.**

Select	Reservation Type	Suggested Donation
	Current/Regular Church Attendee	\$0 plus \$50 refundable security deposit
	Family/Friend of Current Church Attendee	\$75 plus \$50 refundable security deposit
	General Public (No Connection to Church)	\$150 plus \$50 refundable security deposit
	Funerals	Personal discretion

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Requested Date: _____ Time: _____ to _____

Circle all that apply:

Sanctuary Fellowship Hall Classrooms Grounds Kitchen

Equipment Needed:

_____ Chairs # _____ Tables _____ Audio/Visual
 (Specify Operator: _____)

Other (specify) _____

By signing/dating the following, you have agreed to all of the conditions of use, and will respect the Augusta First Church of the Nazarene building and property, according to this policy.

Signed: _____

Date: _____

For Office Use Only:

Deposit received: _____
Date/Amount

Deposit refunded: _____
Date/Amount

Payment received: _____
Date/Amount

Trustees Approval: _____
Initials

Office Approval: _____
Initials

Please make any comments, or report any damage to the building or equipment below:

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COVID-19 Addendum to Building Use Agreement

PLEASE READ CAREFULLY

COVID-19 remains a worldwide pandemic, and a threat to our local health and safety. We know the following (this list is not intended to be exhaustive):

1. The infectious agent, SARS-CoV-2, has caused cases and outbreaks of a serious communicable disease known as COVID-19;
2. A person infected with SARS-CoV-2 can infect other people with whom the infected person is in contact; and
3. The gathering of people in close contact with one another can promote the transmission of SARS-CoV-2 and increase the number of people who develop COVID-19.

We cannot be certain that a person (of any age) will not contract SARS-CoV-2 while participating in an activity in our building, but we have taken the steps required to develop COVID-19 policies and procedures, which are available for your review here [<https://www.augustafirstchurch.org/covid>]. We have implemented our COVID-19 Safety Plan and will be applying our policies and procedures, but **the risk remains that a COVID 19 outbreak could occur, despite our efforts.**

As the representative of a user group, you are required to read and confirm that you understand the COVID-19 policies and procedures. You are required to take steps to ensure that participants act in accordance with the COVID-19 policies and procedures that we have established. Failure to adhere could result in your user group being asked to leave the building/premises, without refund of any fees.

It is vital that no person who feels sick participate in activities in our building. It is also vital that no person brings a child who feels unwell, or is showing any symptoms of illness, to our facility and/or programs.

It is vital that any person who believes that they may have become ill, or their child may have become ill, within 14 days of visiting one of our facilities report this immediately to us by contacting the Church office at 207-622-7529 or augustanazarene@ne.twcbc.com and seek appropriate medical attention. We will share personal information for the purposes of contact tracing if the need arises. To attend our facilities, all persons taking part in your activities must consent to the same.

I have read, understand and agree to this Addendum to Facility Use Rental Agreement.

Initial Here

Print name clearly

Date

Signature

Organization

Phone Number

Email

