

Immanuel Evangelical Church
9018 Church Street/P.O. Box 505
Needville, TX 77461-0505
979-793-6125 (Office)979-793-6199 (Fax)

Facilities Use Policy and Guidelines

Immanuel Evangelical Church desires to make their facilities available to service the needs of the community. The following rules and guidelines have been established and are enforced.

I. FACILITIES (Building and equipment, etc.)

Ordinarily, use of the facilities must be approved at least two months in advance.

An application must be completed and turned in. The Consistory currently meets the second Monday of each month to handle business. **Fifty percent of the fee is due before approval, and the balance must be paid in full two weeks prior to the use of the facilities.**

The facility will be reserved on a first come, first served basis. Any requests to change reservations must be made at least 2 days in advance of the scheduled date. Alternate dates and times are subject to the availability of the facility and any church personnel who may be needed at the function. If for any reason the function is cancelled; the fee collected will be lost unless the Consistory agrees that the cancellation is justified.

Barbeque pits and land – The user is responsible for clean-up of the surrounding area. (Custodial fee does not apply to this area)

THE REQUESTOR WILL BE HELD RESPONSIBLE FOR THE COST OF REPAIRS TO THE FACILITIES IF ANY PART OF IMMANUEL'S EQUIPMENT IS LOST OR DAMAGED DURING USE.

Any noteworthy damage found prior to the function should be brought to the attention of the church office or someone in the Consistory prior to use.

Please use only the room assigned or the area for which the arrangements have been made. No smoking is allowed inside any part of Immanuel's facilities. No food, coffee, drinks, etc. are allowed in the sanctuary.

- * Wine and champagne are allowed at the user's function for dinner accompaniment or for use as a "toast." However, an alcoholic "bar" is not acceptable and will not be allowed. No other beverages containing alcohol will be allowed on church grounds (including parking lots) or within the church's facilities.
- * If any church items are taken from their storage locations, please return them to their respective locations.
- * Immanuel Evangelical Church does not assume responsibility nor should be held liable for any personal injury, illness, loss or damage to any of the user's property (including any equipment, personal property, etc.) that may occur through use of the church's facilities. Children and youth must have adult supervision at all times while using church facilities.
- * Throwing of rice, birdseed, or other material is NOT permitted at Immanuel Evangelical Church. Please do not abridge this policy for safety and insurance reasons.

II. PERSONNEL AND/OR ORGANIZATIONS

- * Immanuel Evangelical Church reserves the right to refuse the use of the facilities to any person or group for any function.
- * Any advertising for any event sponsored by the user organization shall in no way infer that the function is being sponsored by Immanuel Evangelical Church.
- * Only the pastor of Immanuel Evangelical Church (or a substitute approved by the Consistory) will be allowed to perform services at the church. Arrangements for pastor's services and fees should be made directly with him/her.

(Revised September 2016)