

Memphis New Hope Church of the Nazarene Facilities Use and Wedding Policy

Memphis New Hope owns certain real estate, including a worship facility, education building fellowship hall and gymnasium all of which is used to promote its religious purposes. The Church seeks to exercise wise stewardship over all aspects of the Property. Such stewardship may include occasional guest use from time to time for purposes consistent with the Church religious purposes and doctrinal beliefs. Based on these considerations, the Church shall allow use of its Real Estate by others in accordance with the following:

REQUIREMENTS AND GUIDELINES

1. Decision-making authority. The Church's Board or a designated subcommittee shall make decisions as needed regarding the use of the Church's Real Estate, all in the best interests of the Church.
2. Doctrinal Restrictions. The Church's Real Estate may be used only for purposes and in ways consistent with the Church's doctrinal beliefs as reflected in the Bible, the Church's Articles of Faith and The Covenant of Christian Conduct as stated in the *Manuals 2013-2017* and otherwise, particularly with respect to smoking, use of intoxicating substances, gambling, sexual activity standards and other conduct. The Church Board or the designated subcommittee shall be the final decision-making regarding whether any use is in conformity with, or contrary to, the Church's religious doctrine.
3. The Church may request donations or charge for cost-sharing contributions ("fees") in order to defray the estimated cost of facility use. No such fees shall be charged with any impermissible view to profit and any and all fees are subject to waiver or reduction based on the prospective user's financial need.
4. The Church's Board or designated subcommittee shall be responsible for memorializing guest facility use. Such written agreements shall include identification of the religious purposes served by a guest's facility usage, with appropriate Scripture references (e.g. worship, strengthening families, and outreach to the lost).
5. Insurance coverage shall be maintained for all uses of the Church's Real Estate, including certificates of coverage from other users as appropriate.
6. The Church's Board or a designated subcommittee shall be responsible for communicating these requirements and other guidelines to all prospective guests of the Real Estate.

RESERVATIONS

A facility request must be obtained through the church stewards. The person responsible for coordinating the event must complete a facility use request form and return it to a steward, along with any applicable fees. Event requests should be made well in advance of the event. In the event the real estate is not available for the requested time/date, a steward will contact the coordinator and make applicable changes or cancel the event. Any applicable fees will be refunded should the event be canceled by the steward and not the coordinator. Any application fees will be refunded for a cancellation made by the coordinator by seven (7) days before the event. Any cancellations by the coordinator made within seven (7) days before the event will be subject to a 10% hold fee/cancellation fee on any application fees made to date. The church may waive or reduce any usage fees on the real estate should the event/program be consistent with the church's mission as to be considered part of our ministry. See fee list below.

ROOM SET-UP

The coordinator will be responsible for setting up tables, chairs, etc., along with clean up. They are also responsible for returning the room(s) to the original set-up prior to use. Additional fees will apply should the coordinate request set-up assistance, if assistance is available, and/or require the presence of church staff to supervise the real estate during the activities.

EXCLUDED AREAS

Church offices, phones, copiers, and computer equipment may not be used by outside groups.

CONDUCT AND DEMEANOR

Coordinator shall be responsible for the conduct of all those in attendance.

The use of alcoholic beverages on the real estate is absolutely prohibited, along with smoking inside or outside on the real estate. The church is a smoke-free building.

The use of profanity or other language demeaning the church of its mission is not permitted.

Persons in attendance of the event shall dress in a manner appropriate to the event and respectful of the church and its mission/place of worship. Items of clothing which display alcoholic beverages, profanity or suggestive language/photographs will not be permitted.

No equipment, material or supplies shall be removed from the real estate. Missing/damaged items will be expected to be returned/replaced by the coordinator.

New Hope will not be responsible for property left on church premises.

KITCHEN ETIQUETTE

Wipe off tables after use.

Return tables, chairs and other equipment back to their originals/normal setup.

Please wash and dry all used dishes and return them to the original storage area.

Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.

Remove any items put on the walls or set out in connection with your event.

Clean up floors as necessary.

Collect all garbage into bags and bring it to the dumpster located by the gym.

Turn off lights.

FEES (see below)

WEDDING POLICY

The following guidelines are in addition to the Facility Use Policy.

WEDDING REQUIREMENTS

1. The bride and groom, or their parents must be a member or regular attender at the church
2. Both the bride and groom must have a personal relationship with Jesus Christ

3. The engaged couple must live in separate residences until the wedding day
4. The couple will make a commitment not to engage in sexual activity prior to marriage
5. The couple will successfully complete premarital counseling
6. The wedding must be in accordance with the church's statement of faith and related doctrinal teachings on Biblical marriage.

OFFICIANT

You are welcome to ask the pastor to perform your wedding, if available. You may also choose someone not affiliated with the church. However, this person must be approved by the senior pastor.

You must have already purchased a marriage license to be signed by yourselves and the officiate on the wedding day. The wedding will not be performed without a marriage license.

MUSIC

We understand that music is a very personal part of the wedding ceremony. Therefore, most music will be permitted. However, your musical choices will need to be approved by the senior pastor. Please keep in mind that the music must be appropriate for a service of worship within a church atmosphere and in character with the teachings, beliefs and practices of the church.

FLOWERS AND DECORATIONS

No decorations may be attached, taped, wired, set-upon or otherwise places on or within the building. Only felt, cloth or rubber-lined clamps may be used to attach decorations to the pews.

No furniture of other fixtures (movable or not) may be moved in any way, unless approved by the church.

No apparatus that exudes "smoke" or any device that emits a chemical, fire or water into the air can be used in this building.

No rice, confetti, glitter of similar materials are permitted within the church building or its entrances.

No luminaries in bags or glad jars or any containers inside or outside of the church are allowed.

It is the responsibility of the bride/groom and their families to see that all flowers and decorations are removed immediately after the wedding so the sanctuary may be prepared for the next church function.

FEES

Active Members (attending church functions and/or contributes financially on a regular basis)

Sanctuary	\$0.00
Fellowship Hall	\$0.00
Gymnasium	\$0.00
Classroom(s) / each	\$0.00
Nursery*	\$0.00

Inactive Members (name on church roll but does not attend on regular basis) or Non-Members (Anyone who is a "stranger" to the church, or who has never joined the church or has withdrawn their membership and/or left the church)

Sanctuary	\$50.00/3 hours, \$20/hour after 3 hours
Fellowship Hall	\$50.00/3 hours, \$20/hour after 3 hours

Gymnasium	\$150.00/3 hours, \$60/hour after 3 hours (same day use)
Classroom(s) / each	\$25.00/3 hours, \$5/hour after 3 hours (same day use)
Nursery*	\$25.00/3 hours, \$5/hour after 3 hours (same day use)

Sanctuary/Fellowship Hall – if used together \$75/3 hours, \$25/hour after 3 hours

*You must provide an adult to supervise the children in the nursery at all times.

“Stranger” – anyone who is not affiliated with the church through regular and frequent attendance.

DAMAGE

It is understood that the coordinator agrees to pay for extraordinary cleaning costs and/or the cost to repair any damage(s) to the real estate.