FIRST ARP CHURCH FACILITY USE POLICY

Purpose and Stewardship

The facilities of First ARP Church of Gastonia, North Carolina, are gifts from God entrusted to His people. They are to be stewarded with care and used to glorify God and further the mission of His Kingdom. All use of the facilities shall align with the mission of the church and promote Christ-centered fellowship and service.

DEEP ROOTS	WIDE REACH
Vital Worship	Gospel Witness
Transforming Discipleship	Kingdom Mission
Authentic Fellowship	Frontline Prayer

Eligible Facility Uses:

- **Church Ministries:** All internal ministries of First ARP Church (i.e., Women's ministry, Trail Life, Youth Ministry, Sports Ministry, etc.)
- **Church Family Events:** Member milestone celebrations - excluding weddings/funerals which fall under separate policies – (i.e., anniversary celebrations, birthdays, graduations, etc.)
- **Denominational Ministries:** Events hosted by ARP presbytery or denominational agencies.
- **Partnership Ministries:** Partnership Ministries are those Christ-centered ministries that are parachurch in organization, seeking to build the kingdom of God by working together with brothers and sisters in Christ from other denominations. Partnership Ministries status is determined by the Missions Committee and the Session of the First ARP Church of Gastonia. Most often (though not always) these ministries receive financial and volunteer support from the church. Fees may be waived by the Board of Deacons or Church Administrator upon request.
- **External Organizations:** There may be opportunities for the facilities of the First ARP Church of Gastonia to be used for kingdom purposes not foreseen or mentioned previously in this document. Such requests must be approved by the Senior Pastor & Church Administrator. *While overseeing the spiritual interest of the church, the Session & Senior Pastor will approve all Sunday school teachers, guest pastors, concerts, plays, guest speakers, etc. These cases will be handled on a case-by-case basis. Such requests may be made up to two months in advance of the date upon which the facilities are needed. All insurance requirements and fees will apply.

Facility Usage Requirements:

- A CERTIFICATE OF GENERAL LIABILITY INSURANCE naming First ARP Church as an additional insured with liability limits of $1,000,000/$2,000,000. This form shall be presented to the church within 21 days after being approved to use the facility and a minimum of one week before the event. If this form is not presented, the event will be removed from the church calendar and the event will not take place at First ARP Church.
- Signed Hold Harmless Agreement
- Waiver of Subrogation (if required)
- Temporary Security Door Codes
- Signed Facility Use Policy
- Deposits where applicable
- Must be in good standing with regards to any previous facility usage.
- Must either pay custodian fee or sign custodian waiver form.

Facility Use Request Process

1. Contact Calendar Coordinator for availability
2. Await written confirmation of approval.
3. Complete and submit Facility Request Form and Hold Harmless Agreement.
4. Provide Certificate of Insurance (where required).
5. Pay deposit and any applicable fees one week prior.
6. Receive any necessary temporary door security codes
7. Return signed and completed checklist post event.

Ministry Activity Center

- All activity in the Ministry Activity Center (MAC) gym will be under the supervision of the Church Administrator. No food or drink is allowed in the gym area of the building (except for seated dinners or receptions). Athletic equipment needs must be communicated in advance to the Church Administrator, who will make it available for the event. Children and Teens (under 18 years of age) must be always supervised. All persons using the gymnasium must wear rubber-soled athletic shoes and sign the Sign-In/Liability Release Form.

Supplies & Equipment

- Each event is responsible for bringing in their own materials. This would include tablecloths, eatery, decor, boards, and markers, etc. (Exception would be approved uses of church decorations at the time of booking. Ex. Women's ministry using First ARP glass vases for table decor.)
- No use of church A/V equipment unless approved by Church Administrator. This includes sound board, projectors, microphones, instruments, etc.

Kitchen Usage

- Outside groups are not allowed to use our kitchen for cooking or food preparation. The warmers and cooler may be used to keep food prepared off-site and brought in for your event at the correct temperature. Contact the Church Hostess for more Information.

Prohibited Items/Actions

- Alcohol, tobacco, use of controlled substances
- Use of confetti or glitter or affixing decorations to any building surfaces (this includes the use of Command Strips)
- Food/drink in gym except for seated meals. Meals will require prior approval from Church Administrator.
- Food or drink in the Welcome Center or Sanctuary.
- Inappropriate music and/or language
- Private use of any of the kitchen prep/cooking equipment. Pre-made food may be held in cold storage for an event. Microwave may be used for heating. Ice maker may be used. No other equipment usage is permitted without the presence of Church Hostess.

Facility Use Request Form

Requestor Information

- Organization/Individual Name: _____
- Primary Contact Name: _____
- Phone Number:_____
- Email Address:_____
- Mailing Address: _____
- Day Of Contact Name: _____
- Day of Contact Phone Number: _____

Event Details

- Date of Use:_____
- Start Time:_____
- End Time:_____
- Total Use Time (including set up and clean up): _____
- Purpose of Use: _____

Equipment Needs

Please specify any equipment you require for your event (e.g., tables, chairs, audio-visual equipment): _____

Fee Schedule

Category	Room Use Fee	Custodian Fee	Deposit
Members & Staff	No Charge	No upfront charge. $50 per custodian upon request	None
Supported Nonprofits	No Charge	No upfront charge. $75 per custodian upon request	$50
External Groups	Based on room(s): $100–$300	$75–$150 per custodian	$100

Cleanup Checklist (to be completed by all unless custodian is booked for the event):
Broom/dustpan, mop & bucket, & trash bags are available in the Fellowship Hall closet. Rags can be found in the kitchen drawer.

☐ Floors must be swept/vacuumed/mopped if necessary.
☐ Wipe down all tables, chairs, and surfaces in kitchen used.
☐ Remove all materials brought in, including decorations.
☐ Return furniture (tables, chairs, podium, etc.) to original locations.
☐ Take all trash to outdoor dumpster.
☐ Lights and electronic equipment must be turned off.

☐ Notify church office if anything is damaged or needs repair.

Church Facility Usage and Hold Harmless Agreement

"The undersigned shall indemnify, protect, defend and hold First ARP Church, Gastonia, NC ("Church"), its agents and employees harmless from and against any and all claims, actions, damages, liabilities, demands, costs and expenses of every kind and nature (including attorneys' fees and court costs) in connection with injury (including death) or damage to any person, property, or business, not caused by the negligent acts or omissions of Church, and: (a) arising from the occupancy or use by the undersigned of the Church's facilities; (b) caused by any negligent act or omission by the undersigned, its agents, contractors, employees, invitees, licensees or concessionaires; or (c) resulting from a or b.

Signature of Responsible Party: _____

Organization: _____ Date: _____

Contact Information

- Church Office: [704-864-3468]
- Church Administrator: [704-864-3468 ext. 101]

Room fee payable to: First ARP Church – Gastonia
Custodian fee payable to: Michael Watson

Application approved by: _____ Date: _____

Updated & Approved by Session Date: 9/11/25