

The Turning Point Building Use Policy (Updated November 2007)

The Turning Point is a property of Terrace Shores Evangelical Free Church. It may be used for Terrace Shores church functions and ministry purposes. Use of the property beyond regular church ministry requires Administrative Board approval. Applications for use of facilities should be made approximately 30 days prior to the event in order to obtain Board approval. For applications, please contact the church office at #920.398.2734.

General Guidelines:

- **User must meet or talk with church staff beforehand to discuss facility guidelines.**
- Use of any portion of the church property shall conform to Biblical guidelines.
- Use of any portion of the church property shall conform to local fire and safety ordinances.
- No smoking, alcoholic beverages, or illegal drugs are allowed in the building or on the grounds.
- All rooms in the building are expected to be left in the same condition that they were found. Tables, chairs, and game equipment are to be arranged in the same manner as found, unless directed otherwise by church staff.
- Users must leave the kitchen and bar area swept and mopped, and the carpeted areas vacuumed.
- Adequate adult leadership and supervision shall be required at all times for activities in which minors are participating. One adult leader to 10 students suggested.
- **User has access to carpet ball, foosball and air hockey, and must get specific permission to use any other equipment.**
- To insure safety of personnel and protect church equipment, church staff has final authority on all usage of equipment, media, and games for events.
- All dishes and utensils from the kitchen that are used should be washed and put away at the end of the event.
- User is responsible to put away used equipment in the proper storage at the end of the event. Please make sure you check outside before you leave to make sure all equipment is indoors.
- Repair or replacement of any damaged equipment will be the responsibility of the user.

Suggested Fees and Payment:

The suggested fee for use of the Turning Point for a member or regular attender of the Terrace Shores Congregation is \$50.00.

The suggested fee for use of the Turning Point for someone outside our congregation is \$200.00.

Checks can be made out to Terrace Shores Evangelical Free Church.

Payment should be made prior to the scheduled event.

Request to use the Turning Point

We wish to use the Turning Point for the following event:

On the following date(s):

During the times of:

Contact Person:

Contact Person Phone Number:

We have read and agree to the terms listed in the Turning Point Policy, and agree to pay the suggested fee of \$_____ prior to the event. Any and all problems with regard to violation of this policy will be handled financially by (name and phone number):

with the understood agreement that said person will pay for all damages within 30 days of the event in which the damage took place.

Signed: _____

Date: _____