

# Faith Community Church – Building Use Policy

146 E. Main St, Hopkinton, MA 01748

Phone 508-435-5900

Fax 508- 435-3890

Revised 2009; 2/7/12, 5/4/12

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The use of the facility is extended to church ministries, non-profits and outside groups that are supportive of the general community and its needs and hold core values that are consistent and in harmony with those of Faith Community Church (see By-laws).

We believe that the use of our facility by community organizations is a part of our service and outreach to the local community. The facilities of the church are not available directly for private enterprise, or for profit or non-profit fund raising activities that are not church based, ministry supported or are not consistent with our outreach philosophy.

In allowing community organizations to use our facility, we have several guidelines that we ask you to follow:

1. That there is a single responsible contact person from your organization with whom we deal.
2. That an appropriate facility space be available for your use.
3. That your group not unduly interferes with Faith Community Church functions, which will have scheduling precedence over any and all outside organizations. Typically, Wednesday evenings are not available for use by outside groups.
4. That the expenses of hosting your event are borne by you. This includes the approximated cost of utilities and custodial expenses where applicable.
5. That you limit your use of the building only to those areas requested by your group.

Below are the policies and procedures for use of the building space at Faith Community Church.

1. Liability Waiver and Acknowledgement Statement: As a condition of use, a responsible officer of your organization must sign the Building Use Application (available on [fcch.org](http://fcch.org)) which absolves Faith Community Church of all liability for injury or loss of any kind to any person or property while on church property as well as indicates that your group has read and understood these policies and procedures governing the use of our building. This waiver includes any property stored on church grounds. The user group agrees to look to its own resources and/or insurance company should a claim need to be made. A certificate of insurance may be required from your group, depending upon the nature of your event.
2. Use of the facilities for weddings and funerals is determined by the pastoral leadership of the church.
3. Fire Regulations: All aisles and exits must be kept clear at all times. Parking is not permitted in fire lanes and all handicapped parking signs should be observed. Use of lighted candles is prohibited.
4. Sound systems: A portable sound system is available for use in the Fellowship Hall and Room 213 upon request. Use of a microphone in the Worship Center requires the presence of a Faith Community Church sound technician for the duration of your event (included in worship center fee).
5. Windows & Lights: The building is heated and air-conditioned. If the temperature in your room is uncomfortable and a window is opened, please remember to close windows before leaving. Also, please turn off lights and close doors as you leave the building.
6. Set up and clean up:
  - a) It is the general policy of the church to provide you with a room that meets with your needs in regards to table and chair set-up. If you move furniture, please return items to their original location when you are done. There is a diagram in each room depicting original room set-up.
  - b) Please leave the facility in the same condition that you found it. Please pick up trash and debris, etc.
  - c) Please report any damage to any furniture or equipment or the facilities in the event any is observed. Responsibility for damage will be the responsibility of the individual signing the application.

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### 7. Other important guidelines and policies:

- a) No alcoholic beverages are allowed on the premises.
- b) No food or drink in the Chapel
- c) No food or beverages are allowed in the worship center. Please limit food and drink to the Fellowship Hall or Room 213.
- d) No smoking is allowed in the building.
- e) Profanity or off-color language is unacceptable.
- f) Social dancing is not approved.
- g) Minors must be supervised by their parents or other adults at all times and are not to be left unattended or allowed to roam freely anywhere on church property or in the church building. Detailed guidelines are provided in the *Children's Ministry Room Use Policy FM2012*.
- h) No animals are allowed in the building unless needed for assistance.
- i) No rice, birdseed, potpourri, aerosol shooting string, etc. may be brought into or thrown in the building, entry area, or grounds.

### Snow Cancellation/Delay Policy:

School closures/delays in Hopkinton are used to determine if the church is open. If the Hopkinton schools are cancelled or delayed due to snow – activities held at the church will be cancelled or delayed accordingly.

Closures and delays are:

- Announced on Channel 4, 5 and 7
- Posted on our web site at [fcch.org](http://fcch.org)
- Announced on the church voicemail 508-435-5900

Please use your own discretion as to whether road conditions are safe enough for you to get to the church.

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Electronic Building Use form is available at: [fcch.org](http://fcch.org)

If you have any questions, please call the church office, Monday through Friday, 8:30am – 4:30pm, 508-435-5900.