



# ECC Facility Use Guidelines

**(Please review and initial each point)**

1. Alcohol Policy: No alcohol may be served in church facilities. (Initial \_\_\_\_\_)
2. Smoking Policy: No smoking or around campuses. (Initial \_\_\_\_\_)
3. Usage area: Groups are restricted to only those areas of the facility that the group has reserved. (Initial \_\_\_\_\_)
4. Children and youth should be supervised by adults at all time. (Initial \_\_\_\_\_)
5. Food and beverages in sanctuary is not allowed. (Initial \_\_\_\_\_)
6. Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event. (Initial \_\_\_\_\_)
7. **All lights must be turned off, heater turned down, and doors locked upon departure.** (Initial \_\_\_\_\_)
8. **Clean-up after use, put the place back to original shape and condition.** (Initial \_\_\_\_\_)
9. Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premise. (Initial \_\_\_\_\_)
10. Any person or group must sign the "Church Facility Reservation Request and Agreement" form prior to reservation of church facilities. (Initial \_\_\_\_\_)
11. For wedding event, please see usage regulation listed in wedding event registration form. (Initial \_\_\_\_\_)
12. When a church member or affiliate member requests the use of any church facility for a non-church sponsored event, he/she must be present throughout the event and assumes responsibility for the event. (Initial \_\_\_\_\_)