

<i>Purpose and Principles.</i> <i>God has richly blessed Restoration Church with beautiful facilities for its mission and ministry.</i>	<i>Stewardship.</i> <i>Guides Restoration Church in the use of its facilities.</i>	Facility Use/Reservation Administrator: Katie Beecroft Beecroftkatie95@gmail.com (901) 282-7489
---	--	---

1. Who can use the facility.

- a. Church members/regular attendees for events including but not limited to: any church sanctioned activity or those for personal use.
- b. Any outside group with prior approval from Restoration Church Session.
- c. Our RezKidz playground is only for Restoration Church use. Contact Heather Dorn for questions about playground use. heather@therestorationchurch.net

- 2. Required deposit.** There is a \$200 deposit required for all requests to use the facility and/or furniture for personal events such as birthdays, showers, weddings other celebrations, etc. See more about this deposit on page 5.

3. How to request to use the facility/furniture.

- a. Application submission is required for all personal events such as birthday parties, wedding baby showers, ceremonies, etc. This includes room use, playground use, and also furniture use, at and away from the facility.
- b. Application submission is required for anyone from outside groups. For any questions, please contact the church office at (901) 837-6721 or send an email to info@therestorationchurch.net.
- c. Application submission is not required for church type events such as connection groups, RezMen events, and also memorials/celebrations of life. Contact Katie to request reservations.
- d. RezKidz/RezYouth Director and RezWomen Ministry Leader can reserve their own church/ministry events in the calendar. Please contact Katie Beecroft before reserving such events.
- e. Submit a facility use application online from our church website under REZFORMS. Katie will be in touch with anyone who requests to use the facility should further information be necessary.

4. Timeline Provisions for using the facility.

- a. On Saturdays, our Restore Point facility is not available before 1:00 pm for events so that morning gatherings/meeting can be accommodated. However, the leader of that group or meeting may be willing to use a different available location or a different time to accommodate the party. Please denote on the application, explaining why you need to set up before 1:00pm so that communication with the group scheduled may occur.
- b. On Sundays, our Restore Point Facility is not available before 12:00 pm since Restore Point is used for our Youth activities during Sunday morning services.
- c. Activities of Restoration Church to include Wednesday dinner, Wednesday Event, and Sunday morning worship service take precedence over all other activities.

5. Compliance with values and principles.

- a. All uses within the facility will be for non-political and not for profit, to include outside groups whose charter and/or by-laws state that the primary purpose of such group is of a benevolent nature.
- b. All values/principles must align with those of Restoration Church and the Evangelical Presbyterian Church (EPC) denomination in order to use any Restoration Church facility. Our values can be found on our church website.
- c. With approval by the church session, outside groups to include other churches or schools in the community may use the Church facilities as long as the purpose of the use does not violate the values/principles of Restoration Church and the Central South Evangelical Presbyterian Church (EPC) denomination.

6. Facility and furniture care provisions.

- a. Restoration Church requires that others using the facility such as weekly connection group gatherings, etc., maintain required standards of clean up and putting furniture back after use. Anyone who does not maintain such standards could lose the privilege of future facility use.
- b. The following cannot be taken away from the facility for any purpose
 - (1) Banquet chairs (unless approved by Rev. Mike Gibson)
 - (2) Green Worship Center Chairs
 - (3) High chairs
 - (4) Video Audio equipment

- c. The following can be taken from our facility for parties elsewhere as long as it does not conflict with church use.
 - (1) Round tables
 - (2) Long tables
 - (3) Linens (table cloths)
- d. When returning borrowed furniture and linens, call (901) 837-6721, or send email to info@therestorationchurch.net with copy to mike@therestorationchurch.net to arrange a return date and time so that all can be stored appropriately.
- e. Any borrowed linens must be laundered, wrinkle free, and hung up upon return. Failure to do so may result in future privilege of use denied.
- f. A designated Restoration Church member or staff person will be required to attend events for all outside entities and non-members.
- g. Designated Staff is required to be present when Sanctuary in Worship Center is used for personal events. This will help to protect equipment and ensure this area is ready for church events after personal use to include our Sunday worship/service. See page 6 for staff fees.
- h. Katie will ensure that there is someone to unlock and lock facilities if needed, and to turn on appropriate lighting, set air conditioning/heating to an appropriate level and secure the building(s).
- i. Complete clean-up is required at the end use before leaving the facility. A completed checklist will be required. See page 7 for sample of checklist.
- j. If damage occurs during the use of the facility or when borrowing furniture, responsible party will be required to cover the cost of repairs.

7. Behavior provisions.

- a. Be courteous of others when using various rooms at the same time in a building.
- b. Alcohol is not permitted on the premises, and smoking is not allowed inside any buildings. Use designated smoking area outside.

8. Pastoral provisions.

- a. Pastoral services by our church Pastors (weddings, funerals, etc.) will be conducted in accordance with values/principles of Restoration Church and the Evangelical Presbyterian church EPC denomination to include EPC by laws and Westminster Confession of faith. In addition to such values/principles, our church Pastor cannot be compelled to perform any type of ceremony in which conflicts with the EPC values and/or his personal standards.
- b. We believe that God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history ("Traditional Definition of Marriage"). Because of the longstanding importance of the Traditional Definition of Marriage to humans and their relationships and communities, and, most importantly, the fact that God has ordained that marriage be between one man and one woman, as clearly conveyed in God's inerrant Scriptures, including for example in *Matthew* 19:4-6 where in speaking about marriage Jesus referred to the fact that "he which made them at the beginning made them male and female."
- c. Our Church's Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Church, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Church's Marriage Policy or the Traditional Definition of Marriage. This includes and not limited to permitting any church facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the "Traditional Definition of Marriage". We believe our Church's Marriage Policy is based upon God's will for human life as conveyed to us through the Holy Scriptures, upon which this Church has been founded and anchored, and our church Marriage Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.

9. Deposit and fees determinations.

- a. \$200 facility use deposit is to be paid within 8 days after submission of request to keep reservation for requested date.
- c. Deposit can be paid by check or by cash in marked envelope. Give deposit to Katie or to someone at the information desk on a Sunday.

- 10. Deposit refund payment.** All deposits will be returned upon confirmation that cleanup was complete and no damages occurred. If payment was by check the original check will be returned. If paid with cash, Restoration church will provide the refund. However, if a complete cleaning did not occur the deposit will not be returned.

11. Facility use and staff fees (see chart below)

- a. Facility use fee can be paid at any time after your reservation is confirmed, but needs to be paid at least 24 hours prior to the event so that your reservation doesn't get cancelled due to non-payment.
- b. Facility use fee can be paid online (select facility use in funds list), or by check or cash in a marked envelope. Give check or cash to Katie, or to someone at the information desk on a Sunday.
- c. Pastoral fees are due in advance of event date. Contact Rev. Mike Gibson.
- d. There is no charge to use furniture inside and away from the facility.
- e. Use of equipment must be by a designated staff member for the event and there is a fee for worship music as provided in the chart below. Such fees are due in advance of the event date. Contact Joey Little to ensure applicable staff are paid.

(1) Non-church member room/area fees.

\$200	Worship center (Sanctuary)	Includes fellowship area and drink bar
\$50	Worship Center	Fellowship area and drink bar only
\$100	Worship Center Kitchen	No matter what else is used in the Worship Center
\$100	Rezkidz/PrezKidz Rooms	Only when use is approved by Heather Dorn.
\$250	Restore Point	Includes fellowship area, rooms, and kitchen

(2) Church and non-church members equipment and staff fees.

\$100	For microphone(s) with public address (PA) system
\$400	Stage lighting and audio and video set up
\$20 per hour	Each staff person (videos, music, slideshow, etc.)
\$20 per hour	For staff when using the Sanctuary in the Worship Center
\$200	Praise Band Leader
\$100	Each Praise Band member

(3) Church and non-church members Pastoral fees

\$100	At Restoration Church and in Munford Tennessee
\$100+	Extra \$200 for each additional 20 miles from Munford Tennessee and not to exceed 65 (no traveling more than 65 miles)

- 12. Clean Up Checklist.** A clean up checklist is to be used after personal events and other gatherings included in this facility use guidance. Sample is provided below. Paper copies will be available in designated areas of the facility. Katie will show you where to find paper copy. Online submission is also available under RezForms next to this guidance.
- 13. Your support matters and is much appreciated.** Thank you for your support in following this guidance to ensure that this beautiful facility that God has blessed us with is properly maintained.

*Pay careful attention to yourselves and to all the flock,
in which the Holy Spirit has made you overseers, to care for
the church of God. Act 20:28*

14. Contact info.

- a. Contact Katie Beecroft if you have any questions about facility/furniture use. You are welcome to check with her first to confirm that the date(s) and times(s) you want to use the facility is available before submitting request.
(901) 282-7489/email: beecroftkatie95@gmail.com
- b. Contact Rev. Mike Gibson for any questions about Pastoral care.
(901) 837-2671/email: mike @therestorationchurch.net
- c. Contact Joey Little for any questions about media/production for events/parties.
(901) 413-1935/email: bigtrukr70@yahoo.com
- d. Contact Heather Dorn for questions for RezKidz area and playground.
(518) 221-6088/email: heather@therestorationchurch.net

- 15. Sample of cleanup checklist is provided below.** If multiple groups as applicable use, same facility at same time (ex: Monday Night Bible studies, Wednesdays RezConnect) Only one checklist will do. Please work together to ensure all areas/rooms are checked and cleaned as needed and select one person to complete the checklist on paper found in designated areas or online under RezForms next to this guidance. Such submissions will be monitored by Katie for deposit return determination for personal events and monitored by others to ensure buildings/areas/rooms are kept clean and tidy when used. A paper copy will be available for use. Online submission is also available under RezForms next use guidance and application.

Facility Use Clean-up Checklist
 Fill out below or online under RezForms

Date:

Reason For Use

Building/Area Used

Please select all the apply that was used.

- ☐ Restoration Church Sanctuary
- ☐ Restoration Church Fellowship Area
- ☐ RezKidz
- ☐ Restore Point Fellowship Area
- ☐ Restore Point (room/s)
- ☐ RezKidz Playground

Kitchen Use and/or drink area used

Please select all that apply used/cleaned up.

- ☐ Dishes cleaned, if used.
- ☐ Counters and other surfaces
- ☐ Brought in food and drinks removed from fridge
- ☐ Food and drinks removed from kitchen
- ☐ Floor swept
- ☐ Floor mopped, if needed
- ☐ Trash emptied if needed and bags replaced
- ☐ Furniture put back in place
- ☐ Coffee Pot turned off

Room(s) used

Please provide the rooms you used.

Ex: RezKidz room, Revive Room (Restore Point)

For room(s) used

Please select all the apply used/cleaned up.

- ☐ Clutter/party stuff cleaned up/put away
- ☐ Food and drinks removed
- ☐ Tables cleaned and other surfaces cleaned
- ☐ Chairs cleaned whisked and/or wiped
- ☐ Floor swept
- ☐ Floor mopped, if needed
- ☐ Trash emptied and bags replaced

Bathroom(s)

Check bathrooms used. Clean/tidy up as needed,

- ☐ sinks and counters are clean
- ☐ Toilets are clean inside and out
- ☐ Supplies are good (soap, towels, toilet paper)
- ☐ Floor swept, if needed
- ☐ Floor mopped, if needed
- ☐ Trash emptied if needed and bags replaced

Comments:

Use this space to add anything cleaned up not already mentioned. Also add if you would like any questions/concerns.

Name of Group(s) that used the facility on this date:

Note: if multiple groups as applicable use same facility at same time (ex: Monday Night Bible studies) Only one checklist will do. Please work together to ensure all areas/rooms are checked and cleaned as needed.

Name of designated person from personal/party or group(s) designated to ensure checklist is completed:

Name:

Phone Number:

Note: If submitting online, the designated person is the one to use RezForms to submit completed checklist.