

East Cobb Presbyterian Church Facility Use Policy

We are grateful for God's provision of our new building and for the sacrifice so many of you made to make it happen! We look forward to hosting many events where we express God's love to others in tangible ways and build relationships in the hope that God will be pleased to expand His Kingdom. Through much counsel, prayer, and deliberation, our Facilities Use Team has developed the following guidelines which are meant to help us be good stewards and use the building in an intentional, Kingdom-building manner:

1. **Each scheduled use of the facility will be in line with and offer good hopes of aiding in the accomplishment of our overall mission.** In order to accomplish this, the following questions should be considered:
 - a. *What is the purpose of this event?*
 - b. *If this is not an ECPC event, how will relationships between our people and outside participants be built or strengthened for Kingdom impact? Are there other ways this event offers good expectation of kingdom impact for those involved?*
 - c. *In what ways will people see the desirability of Christ and be drawn to him?*
2. **When you or your ministry team wishes to host an event, complete a *Facility Use Request* form and turn it in to the Facilities Stewardship Team.** There is a folder on the wall outside Room A103 which contains blank forms. When completed, they may be returned to the appropriate folder. If you have doubts about whether a particular event would meet these criteria for making a kingdom impact, please complete the form and request that a team member contact you. The key factors are often not so much *what* the event is, as are *how* and *why* it is done. Our team is more than willing to help brainstorm ways to creatively use an event to minister to others.
3. **Each facility use will be sponsored by a particular ministry team or ministry group of ECPC. Sponsorship means :**
 - The activity is effectively staffed, participated in and attended by team members of the sponsoring ministry. The relationships we build are of greater consequence than the activities we host.
 - All aspects of the sponsored activity are the responsibility of those sponsoring the activity – approval and in-house coordination, planning and publicity, preparation and use of the facility, security, clean-up, lock-up, damage reporting, and an after event evaluation. A ***Facility Use Agreement***, which contains details regarding usage, will be signed by a member of each ministry team sponsoring an event.
4. **Prioritization in scheduling will follow our usual calendar development, guided by the priorities of our Strategic Plan.** In May of each year the staff and ministry teams begin submitting proposed events for the coming year. This process is usually

completed in August. Other requests may be submitted at any time during the year. Remember, it is to your advantage to submit your request as far in advance as possible. The Facilities Stewardship Team will work with all parties to resolve any issues regarding scheduling conflicts.

5. The Gym/Facility is “not for profit”, but an instrument for ministry.

- We believe it is contrary to our Vision and Values to profit from our facility. There are at least three reasons not to profit financially:
 1. As a church we are by definition a non-profit organization. There would be very interesting implications if we chose to be otherwise.
 2. Practically, it complicates a relationship to attempt ministry and profit.
 3. Theologically, we mirror Christ and His Gospel as we sacrificially care for others. We want them to experience in a tangible way the unearned, underserved Grace of the Gospel: Matthew 10:7 "And as you go, preach, saying, 'The kingdom of heaven is at hand.' 8 Heal the sick, cleanse the lepers, raise the dead, cast out demons. *Freely you have received, freely give.*"

- For approved external events, a fee schedule will be established to offset costs for utilities, wear and tear, etc. This may include a security deposit. A different fee schedule is used for weddings. There will be no fees charged for ECCS ministry events.

Please feel free to contact one of us if you have questions or would like further clarification regarding proposed use of the facilities. With joy, we look forward to seeing how God will provide opportunities for us to share his blessings and hope with the surrounding community.

ECPC Facilities Use Team

Rick Holmes, Pastor

Wesley Horne, Assistant Pastor

Bob Edwards, Elder

Bill Nation, Elder

Ken Adams, Deacon

Teresa Staley, ECCS Administrator

Cameron Harrington, Facilities Coordinator

This fee schedule will be used for events that are approved to be held in our facilities, which are co-sponsored by an ECPC ministry, yet are not an ECPC congregational or ministry events. Please contact one of the Facilities Stewardship Team members if you wish to discuss the possibility of hosting such an event at the church.

ECPC Facility Usage Fees		
Kitchen	1/2 day	\$100
	whole day	\$200
	hour	\$ 25
Gym	1/2 day	\$160
	whole day	\$300
	hour	\$ 50