

## **SCC ACTIVE CONGREGANT ROOM-USE FORM**

Application for use of church facilities for personal, non 501(c)3 activities

Revised 6/27/2023

- Please submit all requests to the Church office at least 30 days prior to your event for processing. Any request submitted less than 30 days in advance are not guaranteed to be processed in time for your event.

Your Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Purpose for room use: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Is this a recurring use request? Y  N  If so, for what duration? \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

Set-Up Time: \_\_\_\_\_ Start Time of Event: \_\_\_\_\_ End time (keep in mind clean-up): \_\_\_\_\_

### **SPECIAL SERVICES:**

- If you would like to request **sound, media**, or use of the **kitchen**, it is our policy that you request the assistance of our ministry team or teams who are in charge of those areas through the church office and make appropriate arrangements with them directly. Only our trained teams are allowed to operate our church's technical equipment, and the use of the kitchen requires the presence of one of our kitchen team members who is trained to use our kitchen and who has a current Food Handler's Permit that is posted in the kitchen. No exceptions. It is the responsibility of the SCC ministry requesting space to clean up the kitchen and abide by all kitchen policies as expressed by our personnel.
- A minimum fee of \$50 will be assessed for qualified and approved sound, media and or kitchen ministry assistance. If service rendered is over 2 hours, the fee is an additional \$25 per hour.
- A building use donation of \$25 or more will be assessed in addition to any applicable custodial fees.

Full Kitchen? Y  N  Coffee Room? Y  N

For use of full kitchen, list name of authorized church kitchen personnel: \_\_\_\_\_

Portable Audio? Y  N  Video/TV? Y  N  Media? Y  N

Name of authorized SUMC Audio or Media operator? \_\_\_\_\_

### **ADVERTISING YOUR EVENT:**

If you would like to request use of the outside reader board, please put your request below. The board will hold 13 characters per line and there are four lines available. Reader Board use is per Sr. Pastor's approval. The group requesting the use of the reader board is responsible for replacing the church's Sunday morning information as it was prior to use. If approved, you can coordinate this through the church office.

Are you requesting that this be publicized in the Bulletin? If so, please write your requested text below and or email it to the church office at:

---

---

---

---

**ROOM SET-UP:**

Do you need any special set-up for chairs or tables? Y  N  If yes, please draw a diagram below:

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

-----  
I have read the above and as the person in charge, I will be responsible to communicate any and all changes to the Church office.

Fee Schedule:      Building Use: \$ \_\_\_\_\_ (min. \$25)  
                          Custodial:    \$ \_\_\_\_\_ (TBD)  
                          Sound Staff: \$ \_\_\_\_\_  
                          Media Staff: \$ \_\_\_\_\_  
                          Kitchen Staff: \$ \_\_\_\_\_  
  
                          Total Fees:    \$ \_\_\_\_\_

**FOR WEDDINGS & FUNERALS, PLEASE ASK THE WEDDING & FUNERAL COORDINATOR(S) ABOUT FEES.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Trustee or Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
**OFFICE USE:**

Date Received in the Office: \_\_\_\_\_ Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

**SCC Building Use Policy Guidelines**  
(Highlighted information is relevant for SCC Ministries)

The people of this church family acknowledge this building to be the house of the living God, to be used to Glorify God, Jesus Christ, and the Holy Spirit. We make our facilities available to other non-profit groups in the community on a cost-reimbursement basis. We reserve the right to deny the use of our facilities to groups whose purpose and activities are deemed incompatible with the values of the Silverdale Community Church or when requested use interferes with the church's use of the facilities.

1. Church functions have priority over community requests.
2. We do not permit our facilities to be used for any commercial or profit making activity.
3. Applications for the use of facilities must be in the office by the first Wednesday of the month. Last minute applications are not guaranteed to be processed in time for your event.
4. Applicants are to leave chairs, tables, wall decorations and other equipment in the same position and condition they were found, and leave the room clean. Applicants are required to remove trash after use of the facility. A dumpster is located at the south-side of the building.
5. Decorations or applications of material to walls/ceilings/floors and fixtures will only be allowed with prior permission specifically written on the application by authorized church personnel.
6. Applicants may not use any materials and/or supplies found in the rooms they are using.
7. Applicants may only use those spaces specifically approved on the application.
8. Profane language, possession or use of intoxicating liquor or drugs, boisterous conduct, betting or other forms of gambling shall not be permitted on church premises.
9. Smoking is prohibited inside all buildings and prohibited within 25 feet from all exterior entrances.
10. The Sanctuary, Chapel, and Prayer Room are primarily for prayer and pastoral use. Pastoral approval must be given for the use of any of these areas of the church.
11. No food or beverages are permitted outside the Kitchen, Social Hall, and Great Hall (gym), unless specifically approved on the application by authorized personnel.
12. Room assignments, on rare occasions, may be changed should the church have need of a given room temporarily or permanently.
13. All children must be adequately supervised (in accordance with church policy) by responsible adults. No running or jumping on premises except for authorized sports events in the Great Hall. Skateboarding is not allowed on the Silverdale Community Church property. The applicants or adults responsible for your event are responsible for the proper and legal conduct of all people attending the event.
14. Approved applications for the use of church facilities are revocable and shall not be considered as a lease.
15. All non-SCC groups must sign a release of liability prior to using the church facility. If your group has its own insurance, it is your responsibility to name Silverdale Community Church as an additional insured for the time period you will be using our building and provide a copy of this to our church office prior to your event.
16. If special custodial services are required, this will be an additional charge that will need to be agreed on between the group and the custodian.
17. A \$50 cleaning/damage deposit is required at the time of application and will be refunded after the event if there are no excess cleaning need and or damages. Your group is responsible for paying for all costs. Damages and losses that exceed the \$50 deposit caused by your group.

**Building use policy read and agreed to by** \_\_\_\_\_ **Date:** \_\_\_\_\_

If children, youth and or vulnerable adults will be a part of your group function, please request a copy of our safe church policies and initial here that you have received them and are willing to abide by them. \_\_\_\_\_ Date: \_\_\_\_\_

## **Silverdale Community Church Safety Procedures—established November 2022**

\*For the safety of all it is important that the following rules are followed consistently at all times. \*

### **Sunday Morning Safety and Security Practices**

Doors by the office (facing Ridgetop Blvd.) and doors by the Great Hall will only be open 8:45-10:35 for entry to Sunday School and Worship. After 10:35, the only outside door that will remain unlocked is the one into the Sanctuary (facing Silverdale Way)—this door will be locked at the end of the worship service. This allows volunteers to monitor entries and still participate in the worship service. When doors are locked, people can still exit through these doors, but cannot enter from the outside. If people arrive later than 10:35, it is suggested that they park close to the sanctuary doors. (Signs with arrows will be posted by the office and Great Hall doors directing people to the sanctuary door.)

Valet PARKING on Sundays: If congregants have limited mobility and are uncomfortable walking across the parking lot, they are invited to drive to the turnaround in front and a Parking Lot Team Member will park their car. When congregants leave, they may ask one of the Outside Parking Lot Team to walk with them to their car.

### **Food and clothing will only be given out at designated times as follows:**

- Food Bank —currently Tuesdays 3:00-3:45 pm (thru Dec. 2022)
- Hallowed Grounds Café hours— to-go meals and food bank items are available Tuesdays 4:00-5:00 pm in the back of the Great Hall
- Clothing Bank posted hours—currently Tuesdays 3:45-5:00 in the back of the Great Hall and Thursdays 10:30-noon when a Clothing Bank volunteer is present—entry by buzzing office
- For Congregants only —food and clothing may be accessed during fellowship time after Sunday worship if Food and Clothing Bank volunteers are available.
  
- Snack Bags (and Bus Tickets as available)—available at any time as long as there are two volunteers or employees present—these are to be handed to those in need at an outside door. (Other food and clothing are only available at times listed above.)

**Prayer requests from non-Congregants--** If someone comes to the door and wants prayer, a pastor will be contacted to pray with them. If a pastor is not present but there are two volunteers present, they can pray with the person. Non-congregants should not be left alone in the building.

**No vehicles or street people are allowed to park/sleep overnight on church property.** (Exception is when the Emergency Shelter is open and following the shelter rules.) Employees and church members will call the police (911) immediately for the safety of all.

**Any event:** that we have (Kiwanis, Tai Chi class, TOPS, Bible study groups, receptions, etc.) must follow the following rules: Doors will be secured and/or monitored by a member of the group as people arrive, then locked once an event starts. Groups should only let group members and congregants in the outside doors.

**If there is a confrontation** with someone who is not supposed to be on the grounds or in the building, it needs to be reported to the police immediately by calling 911, even if it is not an emergency.