



FACILITY USE GUIDELINES

First Alliance Church Toccoa

First Alliance Church welcome you! We are glad you are interested in using these facilities for your ministry or event. It is our desire to honor God in everything we do here. It is our shared responsibility to keep these facilities in the best condition possible so that they will serve many well for years to come. To that end, this set of guidelines exists to guide the usage of the facilities. While they may or may not agree with your own personal convictions or those of your group, we require that you abide by them and enforce them within your group while on the property. **A signed copy of Use of Facility Agreement must be on file in the church office before any reservation request can be considered.** If you have any questions or if you are ready to submit a *Facilities Usage Request Form* to officially make a reservation request, please stop by the church office, give us a call (706-886-5948) or visit FACToccoa.com/facility-use.

1. First Alliance Church facilities are available for use by First Alliance church ministries (Class A), members/adherents (Class B), and approved outside groups (Class C). Church facilities are not available to "for profit" groups for business related purposes or meetings.
2. All use of indoor or outside campus facilities should be requested and scheduled through the Church Office a minimum of 2 weeks in advance. Requests may be made by contacting the church office or online at www.factoccoa.com/facility-use/. Requests will be reviewed and approved or denied by the Church Staff on a first come, first served basis. Church ministry activities (Class A) will always take priority.
3. Church facilities are not available for special occasions, activities, or events other than *Official Church Ministry Activities* on Sundays, Wednesdays during the academic year, Saturdays after 9pm, Family Festival of Nations week, the week preceding and following Easter Sunday, and December 20 - January 2.
4. Use of alcoholic beverages, use of tobacco products in any form (cigarettes, cigars, pipes, chewing tobacco, vaping, etc.), marijuana, illegal drugs, use of profanity, and social dancing are not allowed anywhere on the premises. This

includes all outdoor areas. Requests involving ceremonial or worship dancing will be considered on a case by case basis.

5. Fund-raising by members (Class B) or outside groups (Class C) requires approval by the Administrative Board and will be authorized on a limited basis. Requests for fund-raising must accompany the Facility Request and include the purpose of the fund-raising and why First Alliance is the desired venue. This includes any plans to cover costs through ticket sales, fees, etc. These requests must be submitted at least 3 months prior to the event to allow time for processing and approval.
6. Pets, except for service animals, are not allowed anywhere on the premises.
7. Groups are expected to pay all rental fees and deposits as outlined in the Fee Schedule relevant to your Request in the time frame specified. Deposits will be returned according to the final Use of Facility Agreement. Additional charges incurred due to damages to facilities or equipment must be paid within one week of your event.
8. Basic clean-up by church groups (Class A) and members/adherents (Class B) is expected without exception after your event. This includes:
 - a. picking up and taking out trash
 - b. wiping down counters, tables, and seats
 - c. washing and putting away any dishes
 - d. removal of leftover food
 - e. vacuuming and sweeping
 - f. check bathrooms to make sure no water is running or toilets clogged. If attention is needed, contact the Facility Manager.
 - g. returning the room (chairs/tables) to how it was set up
 - h. turning off the lights and locking the door

Expectations for outside groups (Class C) will be communicated based on requested use and fees. Some areas will have additional cleaning expectations. These may be done by you, or you can pay for that additional service to be provided. Facilities / equipment used should be left in similar or better condition than you received them. Cleaning supplies are available in the Main Building Fellowship Hall Janitorial closet and in the Family Life Center Janitorial Closet by the upstairs men's bathroom. Failure to do so may result in deposit forfeiture, additional fees, and/or denial of future facility requests.

9. Only First Alliance trained personnel may operate church audio and visual equipment. If sound or video is required for your event, you must list what is

specifically needed on your *Use of Facilities Request* form. Fees will apply as specified in the Fee Schedule.

10. For the safety of your children, children should never be left unsupervised at any time in any interior or exterior campus location. For Class A and Class B groups, First Alliance Church Child Protection Policies must be followed.
11. First Alliance Church reserves the right to change, deny, or cancel any requestor's reservation of facility use for any reason. Sufficient notice will be given as possible.
12. Before any request is finalized, a Fee Schedule, Facility Usage Guidelines, Cleaning Schedule, and Usage Checklist will be communicated and agreed to by the requesting party.

Adopted by Action of the First Alliance Church Administrative Board on 17 March 2020.

Addendum: Usage Guidelines for Specific Spaces

Indoor Spaces:

- Do not move church furnishings without prior written approval noted on your Use of Facility Agreement. If you are authorized and move something, you are expected to return it to its original location.
- Musical instruments, stands, and other accessories may only be moved by authorized church personnel. We will make every effort to make these areas neat and presentable for your event. The drum cage and choir risers will not be moved.
- As a reminder, audio and visual equipment may only be moved and operated by authorized church personnel.
- The use of candles is extremely limited. Prior authorization is required and needs to be noted on your Use of Facility Agreement. Any extra cleaning fees or damage as a result of candle use will be your responsibility.
- Do not use nails, tacks, pins, or other materials that cause damage to attach decorations to church walls or furnishings. The recommended items include masking tape, sticky tack, or the 3M Command Hooks. If you are unsure, ask.
- Note that use of either Kitchen comes with additional expectations and cost.
- Please use only the areas you have reserved and for which you have been approved. Be sensitive to other groups/individuals which may be using other areas of the campus.
- Food and drink may only be consumed in areas approved for that purpose and noted on your Use of Facility Agreement.

Outside Spaces

- To avoid unnecessary damage, the softball field may not be used when water is standing on parts of the field. The First Alliance Church Trustees or other official worker will have final authority in this decision. If you are unsure about the condition of the field, please contact the church during office hours.
- Do not climb on or over any fences.
- Vehicles are not allowed on any grass areas.
- Restrooms are located in the lobby of the Family Life Center adjacent to the Softball Field. If you would like restrooms available as part of your event, please note that on your Facility Use Request. Please be aware that facility use fees may apply.
- In case of lightning, seek appropriate shelter.