

Church Facility Booking and Equipment Borrowing Policy

Thank You for your request for booking the use of Emmanuel or borrowing equipment. **Please take a moment to read over our policy before you make a booking. By making a booking you are agreeing to this policy.**

- If this is a church-related booking there is no charge
- If it is an outside group, it requires get Board Approval. Generally there is no charge for outside groups either but that is up to the Board to decide
- We always reserve the right to bump facility bookings for a church function like a funeral (we try very hard to work around any reservations).
- We try not to have a function on a Sat night because the church must be very clean for Sunday morning
- For large or special functions (ie– weddings, concerts, etc) we may ask for a fee (Usually \$60-\$100) to pay custodial or additional staff to be present or to clean up afterwards.

Rules for using the church facilities:

NO ALCOHOLIC BEVERAGES MAY BE SERVED ON CHURCH PREMISES

- ***Stove tops cannot be used; ovens can be***
- ***All dishes, cutlery, must be washed and put away***
- ***Counters cleared and sanitized***
- ***Garbage from your event must be removed from church***
- ***Kitchen floor swept or mopped – depending on level of mess/spills***
- ***Leftovers thrown out or taken away...do not leave in fridge***
- ***Table tops cleaned and sanitized***
- ***Tables and chairs returned to storage area (or back where you found them)***
- ***Carpets vacuumed as necessary***
- ***Make sure all doors are locked and lights turned off as you leave***

Childcare policy:

The safety of children while visiting Emmanuel Bloomfield is very important to us and the following guidelines are designed to help protect children from abuse and to give them a positive experience that will help them know they are important to us while they are at Emmanuel. **The basement of the church is to be locked during all events** (ie: funerals, fundraisers, weddings, etc). **None of the equipment (balls, etc.) is to be used unless requested.** The basement is not available for children during events unless specifically requested through Kids Ministry. No children are permitted in the basement at any time unless they are accompanied by a designated Kids Ministry Volunteer or employee.

If child care is desired:

- folks must contact Sarah Armstrong at least one week prior to the event to make arrangements for childcare
- Babysitters will be paid \$12.50/hr
- A minimum of 2 babysitters are required at all times
- A ratio of 1 sitter/10 kids must be respected
- Babysitting will be available for children up to age 10 only (no one older than 10yrs)