

## **Church Use Policy for New Life Community Advent Christian Church**



**Located at:  
1919 Elizabeth Street  
Baraboo, WI 53913  
(608) 356-3367  
newlifebaraboo@gmail.com**

The New Life Community Advent Christian Church and its facilities are dedicated to the worship and service of God. It is the policy of the church to make its facilities available for meetings and functions which do not conflict with our own activities or beliefs. Such usage shall be subject to the policy found in this document.

## Church Use Policy

1. The facilities of this building are at your disposal. We ask, however, that you treat them with care and the knowledge that this structure and its facilities were built and dedicated to the ministry of the God. Please respect them accordingly.
2. Absolutely **NO ALCOHOLIC BEVERAGES** are permitted on church property. **Smoking is NOT PERMITTED** on the property or in the church. We are a **SMOKE FREE** facility.
3. All rooms are specifically arranged for different groups that serve different functions, so we ask that no room be used except those designated on the "Application for Use" form.
4. Items such as chairs, tables, books, etc., are not to be moved from room to room, nor are items to be removed from the building unless previously requested and approved in writing.
5. No permanent decorations are to be used that would deface any part of the building. No nails are to be used. Decorations should be hung with masking tape only and should be removed promptly at the conclusion of the event.
6. We ask that no flower petals be used on the church carpet, as the oils from the flowers can stain the carpet. We ask that you not use them at all, even with a floor runner. Also, no birdseed or rice outside please. This is for clean up reasons, as well as those items get tracked in on shoes. If using candelabras, please be sure to use drip-less candles to avoid carpet damage.
7. All electronic or mechanical equipment needed such as P.A. systems, coffee makers, etc., must be requested on the "Application for Use" form. A public address system and video projection system is available for the sanctuary. A church approved operator must be on duty to operate this equipment.
8. Choir robes are for the use of the New Life Community Advent Christian Church choir only. Use of musical instruments is not allowed without prior permission.
9. Any damage to the building or to the equipment must be reported to the church representative present at the event immediately. They will report this to the church office or to the chairman of the trustees.
10. Upon leaving the building, it is the user's responsibility to shut all windows in the room or rooms which have been used and close and lock all outside doors. All types of equipment are to be turned off along with all lights.
11. The church member sponsor of an event must remain on the premises during the entire usage of the facilities. All groups of people under 18 years of age must be accompanied by an adult church member chaperon who will assume responsibilities for the group's activities.
12. The "Application for Use" form should be submitted as early as possible, and at least two (2) weeks prior to the event.
13. Use of the church facilities other than for church functions is limited to events only sponsored by members of New Life Community A.C. Church. Under no circumstances should the facilities be used for profit-making activities or to conduct commercial business.
14. The church makes its facilities available for meetings and functions which do not conflict with our own activities or beliefs. Such usage shall be subject to the "Church Use Policy" and the Church Constitution. Final authorization for usage may be subject to the approval of the pastor(s) and/or elders.
15. Any marriage performed on church premises shall be officiated by an ordained or duly licensed minister of the Gospel. Any officiant not employed by New Life Church shall serve at the discretion of the pastor(s) and/or elders. Clergy officiating marriage ceremonies on church premises, whether or not employed by the church, shall affirm their agreement with the "Statement of belief on marriage and human sexuality" adopted by this church, and shall conduct themselves in a manner that is consistent with that statement.