

FACILITY USE POLICY

NEW COVENANT BAPTIST CHURCH
1350 S. Blue Lake Avenue
DeLand, Florida 32724
386 -873-2583
buildinguse@newcovenantbaptist.net

New Covenant Baptist Church seeks to be an open, inclusive, welcoming and affirming community, offering spiritual and educational services and programs, in person and online, focusing on love and service to all as we journey together.

New Covenant has a desire to serve its members and the community. We ask all members and outside groups to familiarize themselves with our policies and regulations. New Covenant Baptist desires that the church facility be used to fulfill our mission.

New Covenant Baptist Church may be used for weddings, funerals/memorials services, small groups meetings, or small celebrations. Any person or group that seeks to advance or advocate beliefs or practices that conflict with New Covenant Baptist Church mission statement will not be permitted use of the church facility.

1. PUBLIC SAFETY AND RESTRICTED PRACTICES:

- A. Church events take precedence.
- B. No more than 200 people can be in attendance at any event.
- C. No drugs, alcohol, animals (except service dogs), firearms, fireworks, gambling, smoking or political events are allowed on church property.

2. SUPERVISION: qualified adult supervision for youth or children's events. Child protection policy must be agreed to when requesting to use the church facility for an event.

3. REQUEST PROCEDURES:

- A. Applications must be submitted at least one month before the event to the New Covenant Building and Grounds Committee. Funerals and/or memorial services are the exception.
- B. Application forms must be completed and emailed to buildinguse@newcovenantbaptist.net for the approval of the Building and Grounds Committee.
 - a. Once approval is given, a deposit of half the cost must be submitted with the remainder due by noon on the Friday before the event. Both payments must be delivered to the church office, which is open from 9 a.m.-12 p.m., Monday through Friday,
 - b. See fee schedule on the application form.

- C. Events can be scheduled from 9 a.m. - 9 p.m. any day of the week except Sunday, when no event can be scheduled before 3 p.m. In addition, the church is unavailable for outside events:
 - a. December 23 through January 2,
 - b. Thanksgiving and the Friday, Saturday and Sunday following the holiday,
 - c. Good Friday, the Saturday before Easter and Easter,
 - d. Once an event has been approved, it will be placed on the church's master calendar along with the first name of the designated event gatekeeper (church member who will open/close the church).
- D. Arrangements must be made through the Building and Grounds Committee for the doors to be unlocked at the beginning of an event and locked at the close of the event. Only church appointed members have keys to the church.
- E. An application is required for each event.
- F. Small receptions of no more than 100 people may be held in the conference room and/or Narthex.
 - a. Wedding receptions should be held at a different location. New Covenant is not equipped to serve any type of meal,
 - b. Only finger foods/cake/light refreshments may be served,
 - c. Any linens, disposable dishes and/or tableware must be provided by the applicant,
 - d. Please review the kitchen use policy.
- G. There is a \$50 non-refundable cleaning fee for each event. However, each applicant is still expected to restore the church facility to the condition it was in when they arrived.
- H. The New Covenant Baptist Church audio/visual system must be operated by the church sound technicians. A \$25 fee will be charged.
- I. Permission to use the piano must be obtained from the Building and Grounds Committee. The piano may NOT be moved from its current location. If the piano is moved, a fee of \$200 will be charged to tune the piano.
- J. The Building and Grounds Committee must be advised of any food or flowers that will be delivered before an event starts so that the time the church is open can be adjusted if necessary.
- K. Nothing can be attached to the walls.
- L. Only certified service animals can be brought into the building. No other animals are allowed.
- M. Groups that use the building weekly must annually resubmit an application in January of each year.