

# Building Use Policy

## Building Use Philosophy

The facilities and equipment of East Hills Alliance Church and The Grove Alliance church (hereafter regarded as “the church”) are available to the members of the church, other Christian ministries, and community services that are compatible with the goals of the church. In keeping with our mission to minister to our community, the following guidelines for the use of these facilities are established as an extension of our stewardship of the resources God has placed in our care, and for uses that are consistent with the mission and ministry of the church.

## Scheduling

Scheduling priority will be given to the gatherings of the church, particularly worship services, weddings, and funerals.

All scheduling is approved by the pastoral staff of the church and each Building Use application will be considered on a case by case basis.

Groups advocating values or actions contrary to our stated core values, statement of faith, or alliance perspectives (available at [emalliance.org](http://emalliance.org)) are not permitted use of church facilities.

Activities in support of commercial enterprise are not permitted. This does not include honoraria or literature sales related to an approved event.

## Meeting

Availability will be subject to church programs scheduled on the church calendar. A Building Use Request Form should be completed and submitted to the Church office as early as possible prior to the meeting date. We will notify you of the decision on the event within one week of receiving your request. If approval is gained, the meeting will be placed on the church calendar. If the meeting is open to the public, we will also place it on the church’s website calendar.

A small fee may be assessed to community groups meeting on a regular basis to help cover the costs of utilities.

Please be aware that other groups may be meeting in the building at the same time, or rooms may be set up for other groups, so it is imperative each group stays within the arranged and agreed upon areas to avoid interfering with one another.

### Housekeeping & Safety Guidelines

Please leave your area of use in a clean and orderly condition. Please reset the room to its original configuration.

There should be no food anywhere in the building other than the Kitchen and Community Room, unless otherwise arranged. Please contact the campus pastor at your desired location to make other arrangements.

We are a tobacco/alcohol/drug/vape free zone. None of the related products or paraphernalia are allowed on the premises.

It is required that all children of elementary school age and younger are supervised by an adult at all times. Church-employed (background-checked and trained) childcare may be available upon request. There may be a small fee assessed to cover the cost of the childcare. Please note on the Building Use Form if this is needed.

All Audio/Visual equipment is only available for use by trained personnel. If you indicate a need for Audio/Visual on the Building Use Form, a representative of the church will contact you for more information. There may be a small fee assessed to compensate the trained personnel for their time.

### Security & Lock-up

The requestor must be present at all times and is responsible for the building and the people in it. Appropriate phone numbers will be made available to the requestor prior to the event in the case of an emergency.

The requestor is responsible for locking all doors before exiting the premises. Upon exiting, please check the doors to make sure they are all shut

Please check all rooms to be sure the lights have been turned out. Open the bathroom doors and make sure those lights are out also. If the kitchen was used, the lights should be off and the doors shut to this area.

For night events, it is recommended that two people lock the facility together.

### Weddings

Wedding requests are guided by the Wedding Policy, which can be found online at [www.easthillsalliance.org](http://www.easthillsalliance.org) or [www.thegrovealliance.org](http://www.thegrovealliance.org), alongside the Building Use Policy and Building Use Form.

Please contact the church office at (360) 423-0521 if you have any questions.