

Guidelines for Use of Facilities

Apostles Anglican Church has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. To make all events enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect our neighbors, as well as others in adjoining spaces.
2. Activities and programs are limited to the space that is assigned.
3. Smoking is not permitted within the parish facilities.
4. Dining or the serving of food is limited to pre-approved designated areas.
5. Serving alcoholic beverages is limited to pre-approved events and designated areas.
6. Use of candles is allowed only in designated areas and must be approved by the Director of Facilities.
7. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event. All items associated with the program must be removed immediately following the event.
8. Tables, chairs and any equipment used must be returned to their original position/location after use.
9. Furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the parish will be used exclusively for ministry functions of Apostles Anglican Church, and may not be removed from the premises. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
10. Use of decorations in the facility and on the grounds of Apostles Anglican Church must be approved by the Director of Facility Operations. Decorations may not be affixed to painted walls at any time. No items may be affixed to any surfaces without prior consent. This includes affixing items with tape, glue or pins. Staples and nails may not be used at any time. The use of helium filled balloons may be permitted with prior consent.
11. The requesting individual/group will be held responsible for any damage that occurs to the facility during their scheduled event.
12. The requesting individual/group assumes liability for injuries to persons attending the event and for damages or loss of user's property.

13. The requesting individual/group assumes responsibility for securing the parish facilities during and after the completion of event or meeting. This includes assuring all doors and windows are locked, all lights are off, and no one is remaining on premise.

14. When children are in attendance they must be under the control of their parents or adults at all times and are not permitted to roam freely on parish property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times. Supervising adults must meet Safe Environment mandates. (see below)

15. The following items are not allowed in or on church property:

- Weapons

- Controlled substances/drugs

- Anything that would distract from a Christian atmosphere.

16. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

Safe Environment Mandates

This mandate also applies to any person in the parish who volunteers with children. All persons must fulfill three requirements before they begin their service or employment. They are:

1. Complete an application and take the child protection training.
2. Sign a Code of Conduct form.
3. Authorize a Criminal Background Check

I. Child Protection Training

Please contact the Director of Children's Ministry, Kaye Freels (kaye@apostlesonline.org or 865-223-2862), to complete an application for volunteering with the youth and children. She will coordinate a time for you to take the online child protection training.

II. Codes of Conduct

The Code of Conduct is a document, which acknowledges the importance of legal, professional and responsible conduct of all who work with children and young people. All clergy, employees and volunteers are required to read the Code of Conduct and to sign a Statement of Acknowledgment Form.

III. Background Search Authorization

All employees and volunteers are also required to have a criminal background screening completed before they start their employment or service. All information is kept confidential and if a positive result is returned, the pastor/administrator will be notified and appropriate steps will be taken.