

NIXA FIRST ASSEMBLY OF GOD

CHURCH SPONSORED EVENT POLICIES

PURPOSES AND GUIDELINES FOR USE OF FACILITIES OF Nixa First Assembly of God (NFA):

The facilities of NFA are **primarily for the purpose of NFA church sponsored ministry events.**

1. An event form shall be submitted to the church office at least two (2) weeks prior to the event.
2. Events are processed on a first come, first serve basis.

PROCEDURES – CHURCH SPONSORED EVENTS:

1. Plan your event with the pastor/staff member over your ministry, securing their signature as indicated on *Event Planner* (under “office use” #1).
2. Pick up *NFA Event Planner* at the Church Office, Information Center, or online: nixafirst.org/event.pdf.
3. Process the *NFA Event Planner* with the exception of additional signatures in its entirety.
4. Submit the *NFA Event Planner*. Turn it in to the Church Office during office hours, Monday – Thursday, 9am-1pm; place it in the drop box at the Church Office entrance; fax it to 725-3506; or send via email: calendar@nixafirst.org.
3. The *event leader* will be contacted regarding event being confirmed, denied, or further discussed if conflict.
4. Event should not be considered affirmative until notice has been made confirming event.

FACILITIES USAGE:

1. Facilities are not available until *after* 6pm Monday through Friday due to daycare usage.
 - a. Exceptions are made for funerals, funeral meals, and other unforeseen emergencies.
2. Due to security and liability concerns, children may not be in any area of the church without supervision.
3. It is the responsibility of ministry sponsoring event to assist custodial staff with set up and clean up (tables, chairs, etc.).
4. No items are to be removed from any area/room without approval indicated on *Event Planner* and if approved, returned to specified area at event end.
5. Please refrain from asking anyone to open rooms or to secure equipment not previously scheduled or agreed upon.
6. HVAC units are set and not to be adjusted (cooler, warmer).
7. Food and drink are not permitted in the main Sanctuary.
8. No items, kitchen utensils, etc. are to be removed from the building.
9. All decorations must be free standing.
10. No posters or signs may be adhered with tape, tacks, or any other substance to walls, doors or windows in the *interior or exterior* facilities; nor banners, posters, or signs of any nature posted/staked on the *exterior* premises of the properties or grounds (items will be removed without notice).
11. Appropriate apparel must be worn in accordance with the area of facility being used.
12. Tobacco products, alcoholic beverages, unauthorized/illegal drugs, weapons, gambling, and *social dancing are not permitted in church facilities or on church properties.
 - a. Social dancing - i.e. weddings, parties, that which is done with the opposite sex.
 - b. Acceptable forms of dance - exercise class of the same sex, ministry performance.
13. If event is approved to be in Sanctuary and sound and/or video is required, NFA approved technicians must be used.
 - a. Any event that requires sound and/or video technician *must be requested a minimum of two (2) weeks in advance* as a courtesy to our sound technicians and their families.
 - 1) Approval will be granted if technician(s) are available.
 - 1) If event needs video, it must be submitted in the following format: (.wmv)
14. Upon leaving, lights are to be turned off, doors locked, and a custodian or other appropriate staff notified.
15. If childcare for an event is needed, it is the responsibility of the ministry scheduling an event to make arrangements for childcare, using approved childcare volunteers.

PROMOTIONAL TABLE AND BULLETIN GUIDELINES:

1. Two promotional locations are available for advertising events.
2. One individual is responsible to ‘man’ your requested promotional table – i.e. literature only, sign ups, money involved, etc.
3. *Only one of the two locations may be requested* – one space in main foyer or three separate spaces in south foyer.
4. One promotional table may be *reserved for two weeks* if funds for the event are not involved.
5. One promotional table may be *reserved for three weeks prior to date of all funds being due*, when funds are required.
6. No group may reserve a table indefinitely, but if necessary, and if a table is available at the end of your promotion, you may request to extend your table reservation.

7. An 8.5 x 11 acrylic sign holder is available to advertise your event at your assigned table.
 - a. No signs, banners, etc. may be posted on or adhered to walls or windows.

VEHICLE USAGE:

1. Requests for vehicle usage for church usage shall be made on the *NFA Event Planner* as well as a *Vehicle Request form*.
2. It is essential that use of church vehicles be cleared with the office so that their usage may be checked with the master calendar to avoid conflicts.
3. This should be done at least two-weeks prior to the date of planned use.
4. Arrangements must be made with the office at least one day in advance for picking up the keys.
5. Vehicles should be returned with the interior cleared of all items belonging to passengers, and trash placed in dumpster.

VEHICLE KEYS:

1. Keys are dispersed from Church Office. Information is required as to:
 - a. Who will be driving,
 - b. When the van will be returned and,
 - c. Who is responsible for return of vehicle.

DRIVER QUALIFICATION AND RESPONSIBILITIES:

1. All drivers must be approved by NFA administration:
 - a. Be at least 21 years of age,
 - b. Fill out a volunteer application,
 - c. Have an up-to-date driver's license, and
 - d. Good driving record.
2. Drivers shall obey all traffic laws.
3. Any fines are the responsibility of the driver, except for mechanical malfunctions.
4. All paid employees are required by the State of Missouri to have a Class E License.

ROOM DETAIL:

Small Classroom (seat an average of up to 25 people – no tables/16 with tables confined)

Large Classroom (seat an average of 25-50 with tables/75 without tables)

Family Life Center (comfortably seat for 500 with tables)

The Rock (seat 400+), Sanctuary (seat 800+)

ITEMS AVAILABLE FOR USAGE:

A tentative number must be requested on event planner. Confirmed details may be adjusted closer to event.

Table Sizes and Quantities: Rectangle - 8' (40+), 6' (10), 4' (6); Round – 6' (10), 5' (6), 4' (1)

Chairs: Orange (450)

Lattice Panels = 2 White Plastic Tri-Folds, Podiums, Microphones, Portable Sound System

Other: 50 Cup Coffee Pot, Clear Plastic Pitchers, Cambros (1 large, two small for drinks), Can Opener

AVAILABLE FOR USE WITH APPROVAL ONLY:

Columns: 6' (2), 8' (2)

NOT AVAILABLE FOR USE:

Table linens and décor