

**Meadow Park Church**  
**Board of Property Management**  
**Facility Use Policy and Scheduling Guidelines**  
**Approved February 2, 2004; Revised April 22, 2004; February 7, 2005**

**Preface**

The Board of Property Management has prepared this policy and these scheduling guidelines to provide Meadow Park members and outside individuals/groups an understanding of the policy and procedures for the scheduling and use of the church facilities. Anyone wishing to use the facilities to conduct church-related or personal meetings, banquets, weddings, receptions, seminars, retreats or other events should follow this policy and its associated procedures for usage and scheduling.

**Policy Statement**

The church facility's primary purpose is to provide a place of worship and ministry for individuals and groups within the congregation in support of the stated mission of the church. A secondary purpose is to provide a place of outreach ministry for individuals and groups outside of the Meadow Park congregation. The church will assess reasonable fees to outside individuals and groups that support the operating and overhead costs to provide a safe, clean meeting facility. Fees generated for facility use will be used to maintain and operate the facility and purchase items that can be used to provide a more functional meeting environment for all users. The Board of Property Management reserves the right to restrict or refuse the use of meeting space and equipment to any group for any reason deemed to be in the best interest of the church, including specified holidays when the church is closed.

**Facilities**

The church facility encompasses approximately 84,000 sq. ft. on 12 acres situated in northwest Columbus. The available meeting and recreational space includes the following (see attached floor plan for reference):

<b>ROOM</b>	<b>CAPACITY</b>	<b>SQ. FT.</b>	<b>INTENDED USE</b>
Sanctuary	650	9,150	Formal services appropriate for the sanctuary, weddings, concerts, guest speakers.
Gym	960	6,435	Formal services, concerts, theatrical programs, banquets, conferences, ministry fairs, basketball, volleyball (no soccer).
Library	20	740	Research, meditation, and study. Occasional exceptions for meetings(e.g. Monday staff meetings).
Kitchen	—	615	Food preparation/serving; dishwasher & ice maker available.
Rooms 158 A-F	32 per rm192 tot	2,175	Formal and informal meetings, receptions. These six rooms adjoin with retractable walls and are adjacent to the gym and kitchen.
Rooms 149 A-G	39 per rm200 tot	3,545	Formal and informal meetings, receptions. These seven rooms adjoin with retractable walls.
Muscle Room (Rm 133)	60	1,305	Informal meetings, receptions. Part of original sanctuary. Used daily by the Children's Center; available evenings and weekends.
Choir Room(Room 133)	70	960	Informal meetings. Part of original sanctuary.Includes risers, chairs and a baby grand piano.
Nursery(Rooms135,136,137)	25	1,360	Child care.
Rooms 211, 212, 213	100	1,720	Formal meetings, small conferences. These three rooms adjoin with movable walls. Kitchenette & coffee maker available.
Softball Fields	—	2 ½ acres	Recreational activities including softball, lacrosse, soccer.

### Meeting Equipment

The equipment available for use includes:

- 725 stackable chairs
- 200 folding chairs
- 3 portable coat racks
- 6 overhead projectors
- 23 round tables (seat 8)
- 50 rectangular tables (8-10)
- 10 conference-style tables
- computer (LCD) projector
- 2 DVD players
- 27 flip charts/easels
- 4 TV/VCR combinations
- sound (request required)

### General Rules and Restrictions Governing Facility Use

1. The facility is open and available from 8:00 am until 10:00 pm Monday through Friday. Saturday functions may be limited. Sunday is reserved for church-related functions and activities only. The church observes the following holidays and is closed on these dates:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Individuals and groups are expected to be out of the building outside of these hours unless given prior approval by the Church Administrator.

- Smoking anywhere inside the building is not permitted at any time in compliance with the City of Columbus' Smokefree Indoor Air Act of 2004. Outdoor smoking receptacles are provided at the west side of the building away from church entrances.
- Concealed handguns are not permitted anywhere on church property at any time, even for authorized permit holders. This includes the parking lot and all outdoor recreational areas.
- The serving, storage, or consumption of alcoholic beverages anywhere on church property is prohibited.
- Pets are not permitted in the building except for service animals serving persons with disabilities.
- All rooms and equipment must be left in the same condition in which they are found. Any defacement or damage to property or equipment must be reported immediately and repaired or replaced promptly by the individual or group using the room(s) or equipment.
- Chairs, tables, kitchenware, china and other such equipment are not to be borrowed or removed from the church property. Twelve old folding chairs and three rectangular tables are available for loan by contacting the church office.
- Parking for cars is restricted to designated areas (305 parking spaces). Exterior directional signs are available for event parking. Vehicles may not be parked on the grass or in access lanes or on church property for extended periods without the permission of the Board of Property Management.
- Entry to the facility is normally through the west entrance doors. East entrance doors must remain locked unless approved for access for a particular function (e.g. weddings, conferences, etc.) and people will be parking on the east side.
- The individual signing the application for facility use must ensure that no person or group uses a room not covered by the use permit.
- No burning candles or strung lights are permitted at any time unless approved by the Church Administrator.
- The use of facility space or outside grounds to sell commercial products or services is prohibited unless it is in association with an approved church event. Fundraising events for church-sponsored activities must be approved by church Council.
- Persons must refrain from opening windows, blocking open doors or tampering with temperature controls.
- All promotions, displays, signs and other communications for an event must be in good taste and may not be attached to any wall, floor, glass door or ceiling surface. Items may be hung from false ceilings using clasps and wire/string attached to the grid frame.
- Materials, posters, decorations, etc. may not be attached to any wall, floor or ceiling surface in a manner which may leave permanent damage or deface the surface (e.g. tape, glue, nails, stick pins, etc.). Removable putty for hanging paper from the walls is permitted and is available from the church office.
- Banners promoting ministries of the church are permitted if they are hung on church-provided banner stands.
- A temporary outdoor sign frame to advertise church ministry events is available. Individuals or groups wishing to use the sign frame should contact the Church Administrator for guidelines. The cost of the signage is the responsibility of the ministry.
- No food or drink is permitted in the sanctuary or lobby area for any event unless prior approval is obtained from the Church Administrator. Coffee and rolls may be served during the Welcome Session in the lobby.
- The use of the kitchen facilities is under the supervision of the Kitchen Coordinator. Paper products (cups, plates, napkins, table coverings, etc.) are provided for church-sponsored events only. All other events must supply their own paper goods. Linen table coverings are available on a fee basis. All dishes, pans, cups, silverware, etc. must be properly cleaned and put away after the event. Trash must be placed in proper containers for removal (no liquids permitted in trash receptacles). The sinks, range, coffee makers, refrigerators and coolers should be cleaned and left in good condition and the floor swept and/or mopped. Food items should not be left in refrigerators, coolers or counters and must be completely removed after the event.

## Scheduling Procedures

1. Facility use for outside groups/events may be scheduled **up to one year in advance** by contacting the church office. The church secretary will maintain the master calendar and may assign meeting space based on availability and convenience to the church. It is the responsibility of the various boards/ministry teams, group leaders and activity organizers to ensure that events are scheduled on the master calendar. A copy of the master calendar is posted on the bulletin board outside the church office.
2. No organization or individual will be granted a scheduling request that interferes with regularly scheduled church or church-affiliated activities.
3. Groups and organizations not affiliated with Meadow Park must complete an Application for Facilities Use for Outside Events. This application must be approved by the Facility Manager in conjunction with the Church Administrator. A final review and approval may be directed to the Board of Property Management at the discretion of the Church Administrator.
4. Internal event planners must specify set-up needs such as chair/table arrangements, AV requirements, etc. at least two weeks prior to the event. A meeting set-up sheet is available from the church office for this purpose. Requests for sound equipment must be completed separately and submitted one month in advance.
5. Once an event is confirmed on the master calendar, the church staff will provide and post signs outside the designated room(s) on the day of the event and will include the event on the “This Week” schedule posted at various locations around the facility. Internal events, times and locations will also be published on the calendar page of the *Weekly News* each Sunday.
6. If an individual or group determines that scheduled space will no longer be needed, please notify the church secretary as soon as possible so the space may be released for use by another group. Any changes or cancellations to planned meeting times should also be communicated promptly to the church secretary.

## Special Events

1. Weddings will be scheduled, coordinated and supervised by the Wedding Coordinator after initial consultation with a Pastor. Specific guidelines apply to weddings and are available upon request.
2. Wedding receptions for non-church members, community meetings/forums, and organization meetings must be scheduled through the church office as defined in the scheduling procedures for outside events.
3. Graduation parties and bridal/baby showers for members and their families are permitted.
4. Open gym may be scheduled for volleyball and basketball under the adult supervision of a Meadow Park member. The gym may not be rented to outside groups for basketball or volleyball due to liability issues.
5. Women’s and men’s aerobics and fitness groups sponsored and directed by Meadow Park members are permitted.
6. Softball leagues with a designated Meadow Park liaison are permitted. Specific guidelines apply as defined in a covenant between Meadow Park and the league.
7. Concerts in the gym or sanctuary must be reviewed and approved by the Pastor of Worship and Arts and Board of Property Management.
8. Wedding receptions for church members may be scheduled by contacting the church office.
9. Funeral receptions and dinners for church members and family may be scheduled on short notice by contacting a pastor or the church office.
10. Children’s birthday parties and (overnight) sleepovers are not permitted.
11. Sports leagues for children not directly sponsored and coordinated by the church are not permitted to use the gym as a practice area. The outdoor recreational fields may be used as a practice area for children’s sports leagues subject to approval of the Application for Facilities Use for Outside Events as defined under “Scheduling Procedures”.
12. Use of the gym by children, as permitted, must be strictly supervised by adults to ensure the safety of the children and prevent damage or misuse of church property. Soccer is expressly prohibited.

## Fees

Fees are assessed to outside groups for the use of meeting/recreational space. Fees vary according to the event, number of rooms and equipment used, duration, security required, staff time for set-up/clean-up and overhead costs such as utilities. Payment for facility use—where required—must be made one week prior to the event. Checks must be made payable to *Meadow Park Church* and directed to either the Bookkeeper or Facility Manager. A separate fee schedule is available upon request.