

<p>Purpose and Principles. <i>God has richly blessed Restoration Church with beautiful facilities for its mission and ministry.</i></p>	<p>Stewardship. <i>Guides Restoration Church in the use of its facilities.</i></p>	<p>Facility Use/Reservation Administrator: Katie Beecroft Beecroftkatie95@gmail.com (901) 282-7489</p>
---	--	--

1. Who can use the facility.

- a. For Church activities to include adult connection group gatherings, activities for our RezYouth ministry, RezKidz ministry, and fund raisers. Also, for personal use such as birthdays weddings, showers, graduations, and memorials/celebrations of life.
- b. For outside groups not within our church/congregation indicated in the guidance when approved by Restoration Church Session.
- c. Some use within our church/congregation such as fundraisers and congregational invites. These might also require approval by the Session as deemed necessary.
- d. Our RezKidz playground is only for Restoration Church use. It is not available for outside groups/not within our congregation. Contact Heather Dorn for questions about playground use. heather@therestorationchurch.net
- e. Katie Beecroft will be in touch with anyone who requests to use the facility to obtain more details if needed about request and to answer questions.

2. Required deposit. There is a \$200 deposit required for church members and non-church members before any request is approved to use the facility and/or furniture for personal events such as birthdays, showers, weddings other celebrations, etc. See more about this deposit on page 5.

3. How to request to use the facility/furniture

- a. Application submission is required for all personal events such as birthday parties, wedding baby showers, ceremonies, etc. This includes room use, playground use, and also furniture use at and away from the facility.
- b. Application submission is required for anyone from outside groups. For any questions please contact Mike Gibson at (901) 837-6721 or send an email to info@therestorationchurch.net.
- c. Application submission is not required for church type events such as connection groups, RezWomen and RezMen events, youth events, etc. and also memorials/celebrations of life. Contact Katie to request reservations.

- d. Submit a facility use application online from our church website under REZFORMS.
- e. If you can't submit online, contact Katie to get a paper copy. Then once completed give back to her, Mike, or someone at the information desk in fellowship area.

4. Timeline Provisions for using the facility.

- a. On Saturdays, our Restore Point facility is not available before 1:00 pm for these events so that morning gatherings/meeting can be accommodated. However, the leader of that group or meeting may be willing to use a different available location or a different time to help accommodate the party. Please annotate on the application to show why you need to set up before 1:00pm so that Katie can communicate with the group scheduled to use Restore Point that day.
- b. On Sundays, our Restore Point Facility is not available before 12:00 pm since Restore Point is used for our Youth activities during Sunday morning services.
- c. Activities of Restoration Church to include Wednesday dinner, Wednesday Event, and Sunday morning worship service take precedence over all other activities.

5. Compliance with values and principles.

- a. All uses within the facility will be for non-political and not for profit, to include outside groups whose charter and/or by-laws state that the primary purpose of such group is of a benevolent nature.
- b. All values/principles must align with those of Restoration Church and the Evangelical Presbyterian Church (EPC) denomination in order to use any Restoration Church facility. Our values can be found on our church website.
- c. With approval by the church session, outside groups to include other churches or schools in the community may use the Church facilities as long as the purpose of the use does not violate the values/principles of Restoration Church and the Central South Evangelical Presbyterian Church (EPC) denomination.

6. Facility and furniture care provisions.

- a. God has entrusted us with the use of these facilities and furniture, therefore, everyone must ensure care is taken in a manner that would be pleasing to God. Restoration Church has to be strict by requiring a deposit to ensure everyone follows the right behavior and care of our facility for personal parties.
- b. Restoration Church also requires that others using the facility such as weekly connection group gatherings maintain required standards of ensuring clean up and putting furniture back after use. Anyone who does not maintain such standards, could lose the privilege of future facility use.

- c. Regardless of whether you are in our church/congregation or from an outside group, the following cannot be taken away from the facility.
- (1) Banquet chairs
 - (2) Green Worship Center Chairs
 - (3) High chairs
 - (4) Video Audio equipment
- d. The following can be taken from our facility for parties elsewhere as long as it is not needed at the facility during the time you want to borrow it.
- (1) Round tables
 - (2) Long tables
 - (3) Linens (table cloths)
- e. When returning borrowed furniture and linens away from the facility, first call (901) 837-6721, or send email to info@therestorationchurch.net with copy to mike@therestorationchurch.net to arrange a return date and time so that all can be placed back where it was borrowed from/stored properly as applicable.
- f. Any borrowed linens (table cloths) will be cleaned and also ironed if needed and properly folded when returned. Failure to do so may result in future privilege of use denied.
- g. A designated Restoration Church member and/or staff person will be required to attend the event for all outside entities and if needed for regular attenders or friends/relatives of a church member or regular attender that does not regularly attend Restoration Church (a visitor).
- h. Katie will ensure that there is someone to unlock and lock facilities if needed, and to turn on appropriate lighting, set air conditioning/heating to an appropriate level and secure the building/s at the end of an event.
- i. A responsible person(s) from any entity using the facility will use the available checklist to show all clean up and placement of furniture was completed. See page 7 of this guidance for sample of checklist. One will be provided in designated rooms of the facility.

- j. If damage occurs during the use of the facility or when borrowing furniture, equipment by church and/or staff members, regular attenders, or outside group; whoever caused such damage will be responsible for the cost of repairs.

7. Behavior provisions.

- a. Clean up should be accomplished right after your event is finished. Coming back the next day to finish could interfere with other gatherings in same room(s) used. Be courteous of others when setting up for and cleaning up from an event. If others are using the facility during setup/cleanup please communicate with them to ensure you are not interfering with what they are doing.
- b. Anytime the facility is used, alcoholic beverages are not allowed on the premises and smoking is not allowed inside any buildings. Use designated smoking area outside.

8. Pastoral provisions.

- a. Pastoral services by our church Pastors (weddings, funerals, etc.) will be conducted in accordance with values/principles of Restoration Church and the Evangelical Presbyterian church EPC denomination to include EPC by laws and Westminster Confession of faith. In addition to such values/principles, our church Pastor cannot be compelled to perform any type of ceremony in which conflicts with the EPC values and/or his personal standards.
- b. We believe that God our Creator established marriage as a sacred institution between one man and one woman, the idea that marriage is a covenant only between one man and one woman has been the traditional definition of marriage for all of human history ("Traditional Definition of Marriage"). Because of the longstanding importance of the Traditional Definition of Marriage to humans and their relationships and communities, and, most importantly, the fact that God has ordained that marriage be between one man and one woman, as clearly conveyed in God's inerrant Scriptures, including for example in *Matthew 19:4-6* where in speaking about marriage Jesus referred to the fact that "he which made them at the beginning made them male and female."
- c. Our Church's Marriage Policy specifically prohibits acts or omissions including but not limited to permitting any Church assets or property, whether real property, personal property, intangible property, or any property or asset of any kind that is subject to the direction or control of the Church, to be used in any manner that would be or could be perceived by any person to be inconsistent with this Church's Marriage Policy or the Traditional Definition of Marriage. This includes and not limited to permitting any church facilities to be used by any person, organization, corporation, or group that would or might use such facilities to convey, intentionally or by implication, what might be perceived as a favorable impression about any definition of marriage other than the "Traditional Definition of Marriage".

We believe our Church's Marriage Policy is based upon God's will for human life as conveyed to us through the Holy Scriptures, upon which this Church has been founded and anchored, and our church Marriage Policy shall not be subject to change through popular vote; referendum; prevailing opinion of members or the general public; influence of or interpretation by any government authority, agency, or official action; or legal developments on the local, state, or federal level.

8. Deposit and fees determinations.

- a. \$200 facility use deposit is to be paid after submission of request for personal party/celebration and for outside organizations. Rooms/furniture will be reserved but not approved until deposit is received.
- b. If deposit is not received within 8 days after submitted request the “tentative” reservation will be removed. If still available when you do pay, it can be reserved again and approved if still available and approved.
- c. Deposit can be paid by check or by cash in marked envelope. Give deposit to Katie or Mike, or on a Sunday, you can give it to someone at the information desk in the fellowship area. Whomever you turn your deposit to, Katie will ensure it’s recorded as received.

- 9. Deposit refund payment.** All deposits will be returned upon confirmation that cleanup was complete and no damages occurred. If payment was by check the original check will be returned. If paid with cash, Restoration church will provide the refund. However, if a complete cleaning did not occur the deposit will not be returned.

10. Facility use and staff fees.

- a. Facility use fee can be paid at any time after your reservation is confirmed, but needs to be paid at least 24 hours prior to the event so that your reservation doesn’t get cancelled due to non-payment.
- b. Facility use fee can be paid online (select facility use in funds list), or by check or cash in a marked envelope. Give check or cash to Katie, or Mike, or to someone at the information desk on a Sunday.
- b. Pastoral fees are due in advance of event date. Contact Mike.
- c. There is no charge to use furniture inside and away from the facility.

d. Use of equipment must be by a designated staff member for the event and there is a fee for worship music as provided in the chart below. Such fees are due in advance of the event date. Contact Leigh Harris to ensure applicable staff are paid.

(1) Non-church member room/area fees.

\$200	Worship center (Sanctuary)	Includes fellowship area and drink bar
\$50	Worship Center	Fellowship area and drink bar only
\$100	Worship Center Kitchen	No matter what else is used in the Worship Center
\$100	Rezkidz/PrezKidz Rooms	Only when use is approved by Heather Dorn.
\$250	Restore Point	Includes fellowship area, rooms, and kitchen

(2) Church and non-church members equipment and staff fees.

\$100	For microphone(s) with public address (PA) system
\$400	Stage lighting and audio and video set up
\$20 per hour	Each staff person (videos, music, slideshow, etc.)
\$200	Praise Band Leader
\$100	Each Praise Band member

(3) Church and non-church members Pastoral fees

\$100	At Restoration Church and in Munford Tennessee
\$100+	Extra \$200 for each additional 20 miles from Munford Tennessee and not to exceed 65 (no traveling more than 65 miles)

11. Clean Up Checklist. A clean up checklist is to be used after personal events and other gatherings included in this facility use guidance. Sample is provided below. Blank copies to complete and sign will be available in designated areas at Worship Center and Restore Point. Katie will show you where to find them.

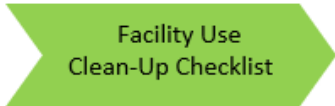
12. Your support matters and is much appreciated. Thank you for your support in following this guidance to ensure that this beautiful facility that God has blessed us with is properly maintained and kept clean.

Pay careful attention to yourselves and to all the flock, in which the Holy Spirit has made you overseers, to care for the church of God. Act 20:28

13. Contact info.

- a. Contact Katie Beecroft if you have any questions about facility/furniture use. You are welcome to check with her first to confirm that the date(s) and times(s) you want to use the facility is available before submitting request.
(901) 282-7489/email: beecroftkatie95@gmail.com
- b. Contact Mike Gibson for any questions about Pastoral care.
(901) 837-2671/email: mike @therestorationchurch.net
- c. Contact Leigh Harris for any questions about media/production for events/parties.
(901) 496-2677/email: leigh@therestorationchurch.net

14. Sample of cleanup checklist. This checklist includes a simple guide on how to complete it.



Use this checklist to show that every applicable area was cleaned up and put back in place. Provide the date and your name in spaced provided at the bottom of the checklist. Give completed checklist to Kaite, Mike, or someone at the info desk on a Sunday.

Was the kitchen used?	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>
Dishes done	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Counters and other surfaces cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brought food and drinks removed from refi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor mopped (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture put back in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rooms used															
Coffee pot turned off if used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clutter/party stuff cleaned up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and drinks removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tables cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chairs cleaned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor swept	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor mopped (if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trash emptied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture put back in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Set thermostat: 75 Air - 69 Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Indicate other clean up not mentioned above and/or desired comments:

What did you use? Circle those that apply: Worship Center / Restore Point / RezKidz Area

Printed Name (First and Last): _____

Date: _____