

**BUILDING AND PROPERTY USAGE POLICY**

**CARY ALLIANCE CHURCH**

**4108 TEN TEN ROAD  
CARY, NORTH CAROLINA  
(MAILING ADDRESS: APEX, NC 27539)**

**Revised August 12, 2009**

## I. BUILDING REQUESTS

### A. General Guidance

1. It is the goal of Cary Alliance Church (CAC) to actively serve the needs of our church community and where possible, to enthusiastically support outreach within our broader community. All such usage must be in alignment with the Bylaws of Cary Alliance Church (CAC) and the Constitution of the Christian & Missionary Alliance (C&MA) (<http://www.caryalliance.org/index.php?page=forms>).
2. Building use by non-members without a CAC member sponsor is generally not allowed. However, requests can be submitted through the Church Secretary for consideration on a case-by-case basis. If approved, fees will be determined on a case-by-case basis to reflect anticipated costs.

### B. Short Form: Requests For Church Ministry Related Functions:

1. Short Forms are used for all functions associated with or resulting from an organization or outreach approved by the CAC Ministry Leadership Team.
2. CAC members shall request approval for facility use by submitting a completed "Building Use Request - Short Form" online (<http://www.caryalliance.org/index.php?page=forms>), or in person at the church office. Printed forms are available in the copy room, and once completed, should be given to the Church Secretary. Allow 7 days for processing.
3. All requests will be reviewed by the Church Secretary and approved or rejected in coordination with the Pastor of Church Ministries within 7 days.

### C. Long Form: Requests For Non-Church Ministry Related Functions:

1. Long Forms are used for all functions not associated with or resulting from an organization or outreach approved by the CAC Ministry Leadership Team. A CAC member must initiate and sponsor all such requests.
2. CAC members shall request approval for facility use by submitting a "Building Use Request - Long Form". Printed forms are available in the copy room or may be viewed online (<http://www.caryalliance.org/index.php?page=forms>), but must be submitted in person at the church office to the Church Secretary, along with payment in full (see "Fees" below). Allow 14 days for processing.
3. All requests must be accompanied by full payment, and will be reviewed by the Church Secretary and approved or rejected in coordination with the Pastor of Church Ministries within 14 days.
4. Fees: (Check made out to Cary Alliance Church must accompany requests)
  - a) Weddings: \$300 (includes fee for AV support personnel), regardless of rooms used. This fee includes all events related to the wedding (i.e. rehearsals). *If the kitchen is required, training on the use of the equipment will be required.* This fee does not cover cleaning after the event, providing decorators, flower

- arrangements, or wedding coordinators, all of which are the responsibility of the wedding party.
- b) Multipurpose Room: \$100 per use
  - c) Plays by parachurch groups: \$600 per week
  - d) Classrooms: \$25 each per use
  - e) Audio Visual support: \$50 per use of equipment, additional \$75 for sound technician services. Equipment may only be used by individuals pre-approved by Worship Pastor or Trustees.
  - f) Room setup, cleanup, and restoration are the responsibility of the CAC member requesting use of the room(s), and must be completed immediately following the use. The requesting member will be held responsible for any damage and for any fees if additional cleanup is required.
  - g) Fees may be adjusted on a case-by-case basis by the Pastor of Church Ministries.

## II. BUILDING USE GUIDELINES

*Absolutely no open flames (candles, lanterns, etc) may be used in any area inside the facility for any reasons other than candles used in the Worship Center/Multi-purpose room for Sunday services, weddings, ceremonies, or other special services approved by the Pastoral Staff. Candle operation and safety is the responsibility of the Deacons and Deaconesses, including the Decorations Committee.*

*No furniture should be added to, or removed from, the building without prior approval from the Trustees and Decorations Committee.*

- A. Worship Center/Multipurpose Room (WC/MPR): Available for sports and other recreational activities throughout the week, and also for worship services, weddings, funerals, dinners, and other related activities. The WC/MPR floor will routinely be cleared for recreational activities from Sunday afternoon through the week, and then set up on Saturday night for Sunday morning services.

### General Guidelines:

- a) Arrangement of stage furniture is the responsibility of the Worship Pastor. Any rearrangement must be coordinated in advance with the Worship Pastor.
- b) Arrangement of silk trees, flowers, planters or other decorations used in the WC/MPR should be coordinated by the Decorations Committee in consultation with the Worship Pastor.
- c) Personal musical equipment should be removed immediately after use. If more storage time is needed, permission from the Worship Pastor or Trustees is required.
- d) All props used for programs should be removed immediately following use. If more storage time is needed, permission from Worship Pastor or Trustees is required.
- e) Sports equipment should be returned to its proper location (as designated by the Trustees) after each activity or event.
- f) Children and youth are not permitted on the stage without approval by a Pastoral Staff member or other adult ministry leader.
- g) The weekly utilization schedule is maintained by the church staff and is published online at <http://www.caryalliance.org/index.php?page=calendars>.

Setup:

- a) The design or arrangement of the MPR and stage will be based on the needs for each service, under the authority of the Worship Pastor or Pastor of Church Ministries.
- b) Side aisles between chair sections will be a minimum of four feet separation and a minimum of six feet from the walls. Additional spacing may be required at the discretion of the Worship Pastor or Head Usher.
- c) When over 200 chairs are set up, each row of three or more must be linked together (by fire code).
- d) The 680 chairs purchased for use in the WC/MPR will be stored either in the storage rooms to the side and behind the stage, or used in adult classrooms.
- e) Tables not required for routine weekly events are to be stored in the storage room behind the stage. When any of these tables are used, they should be returned at the end of the event by the user(s).

B. Classrooms

- a) The weekly utilization schedule is maintained by the church staff and published online at <http://www.caryalliance.org/index.php?page=calendars>.
- b) All classroom use should be scheduled through the Church Secretary.
- c) Classroom furniture should be restored to its original layout unless coordinated in advance with the next ministry using the room.
- d) Furniture and wall hangings are the responsibility of the Trustees and the Decorations Committee. They must approve any substantive changes.

C. Playground: Available for ages 2-5 only, with adult supervision.

D. Nursery: Operates under the Christian Education Policy published by the Director of Children's Ministries.

E. Gathering Area

- a) Fireplace: For safety reasons, the fireplace is only to be operated by those persons trained and authorized by the Trustees.
- b) Coffee Bar: This area is under the control of the Deaconesses. After each use, it should be cleaned thoroughly and all trash removed. During Sunday morning church activities, the Deaconesses will be responsible to coordinate immediate cleaning for all spills on the waxed concrete surface, to preclude any accidents. Children under the age of 12 should be supervised by an adult.
- c) Welcome Center: This area is used during the week as the office for Trinity Preschool. On Sunday, it is used for visitors and congregants. Each group will be responsible for cleaning up after their use.
- d) Decorations: Furniture, wall hangings, and other decorations in the Gathering Area and surrounding hallways are the responsibility of the Trustees and the Decorations Committee. The Decorations Committee will approve the placement, removal, and storage of seasonal items.

F. Postings and Notices: Ministry leaders desiring to post items to the church bulletin boards or easels should submit their items to the Pastor of Church Ministries for approval. This approval includes the location(s) for placement of the postings. Every attempt will be made to limit postings and notices to bulletin boards and easels. No postings or notices should be placed on bare walls, doors, or windows.

- G. Keys: All keys to the building and rooms within the building are under the control of the Trustees and the trustee appointed as key master. The key master will issue door fobs and/or brass keys to designated ministry leaders. The fob allows entry to the building through the Ten Ten front door, the east door under the covered entrance, and the church office. A brass key may be issued for access to other internal doors.

A key box is located in the copy room within the church office. Keys to the sports curtain, basketball goals, outside storage area, and other keys, such as those for towel and soap dispensers, are located here. Keys must be signed out to remove them from the church office.

- H. Lock Up and Security: It is the responsibility of each group or ministry leader to make sure all exterior entrance doors are closed and locked (“undocked”) upon leaving the building. No exterior door should be propped open except for short duration and while directly supervised (to conserve energy and for safety). The last person out should be sure the building is secure. The Youth Pastor will make a final check of all entrance doors on Sunday and Wednesday evenings prior to departing.

- I. Kitchen: Built to serve the congregation and its many needs, the use of kitchen equipment must uphold this intent. If an event is church related, then the kitchen and equipment may be used. If an event is not church related, then use of the kitchen must be approved by the Pastor of Church Ministries. Building Use Request Forms must be completed in order to obtain approval for group kitchen use, and only those trained on the use of the equipment may use it.

General Guidelines:

- a) Kitchen equipment and supplies must not be removed from the church premises.
- b) In advance of an event, notify the Deaconesses in order to assure an adequate supply of disposable products.
- c) Itemized locators, a map of the kitchen, and kitchen guidelines will be posted in the kitchen.
- d) After use and clean up, return all supplies, dishes, pans, and utensils to their proper places.
- e) Clean all countertops, sinks, range tops, ovens, and microwaves after use.
- f) The refrigerator should not be used for long term storage. After an event, please take home leftover food, drink, and any personal dishes.
- g) Mark and date any item put in the freezer, refrigerator, or pantry. Otherwise, the item(s) may be used by anyone or disposed of by the Deaconesses. Blank labels are available in a folder attached to the refrigerator.
- h) Make sure all trash is taken out to the dumpster following the event.
- i) Only trained ministry leaders are authorized to use kitchen equipment, especially the heating cabinet and dishwasher. (Contact the Deaconesses regarding a training class.)

### III. EQUIPMENT USE GUIDELINES

#### A. Audio/Visual (AV) Equipment

1. Educational and General Ministry: The Trustees will manage all AV equipment used in the classrooms, including scheduling, setup, and maintenance.

- a) Church leaders, teachers and members may utilize any church AV equipment while conducting church-related functions. Personal use is not authorized.
  - b) AV equipment shall not be removed from the building unless approved by the Trustees. Exceptions can be made for pastoral staff by the Pastor of Church Ministries.
  - c) AV equipment can be reserved for use online at <http://www.caryalliance.org/index.php?page=forms>.
  - d) Hearing enhancement devices are available at the Welcome Center, but must be signed out when needed.
2. Worship Center AV Equipment
- a) The Worship Pastor will oversee all AV equipment for the Worship Center, including the upstairs sound room. The Worship Pastor will coordinate with the Trustees for maintenance and any new purchases.
  - b) The sound room is a controlled access area, available only to trained and approved operators. Equipment removal can only be authorized by the Trustees and Worship Pastor.
  - c) The Worship Pastor must authorize any removal of church owned instruments from the premises in advance.

B. Church Office Equipment

1. The church office computer equipment is intended for church related activities, but limited personal activities may be allowed by the Pastor of Church Ministries. Trustees will oversee system management and training. Hardware and software may be removed from the building by staff on a limited basis for church business.
2. The church copier/fax equipment is intended for church related activities; however, limited personal use may be allowed by the Pastor of Church Ministries. Management and training for the equipment is the responsibility of the Trustees and church staff.
3. All members of the church are welcome to utilize the wireless internet system. This system is controlled by the Trustees and church staff. Any member who misuses the internet in a way that dishonors the name of Christ can expect some form of church discipline as determined by the elders.

**IV. CHURCH LAND USE (Interim Policy):**

Due to recent seeding of the grass and current conditions, please minimize use when soil is moist to prevent damage, and please refrain from tracking clay into the building.

- A. The elevated playing field west of the church parking lot will be resurfaced summer 2009 and will be available for all users by fall 2009. This is the only grassy area that will support "strenuous" sports activities. It can be reserved through the church staff or online at <http://www.caryalliance.org/index.php?page=forms>.
- B. All grass areas adjacent to the church building will be available for light, limited use only by spring 2009.

- C. Everyone should remain well clear of the dry and wet ponds on the north end of the property, and the natural wooded areas. These are very dangerous locations, especially for children.

**V. PARKING**

- A. No parking except on paved lots, as marked.
- B. Visitor Parking: Please allow visitors to use the ten designated visitor parking spaces near the drive thru, especially on Sunday mornings.

**VI. FIRE SAFETY, EVACUATION AND STORM PREPAREDNESS (To Be Published)**

- VII. WAIVERS:** Waivers to this policy may be requested for approval by the Pastor of Church Ministries in consultation with the Chairman of the Trustees.

**CAC BUILDING USE REQUEST**  
**LONG FORM**  
[Members Only]

Reason for use: \_\_\_\_\_

Member's Name: \_\_\_\_\_

Name of Organization (if any): \_\_\_\_\_

Name of Person representing organization (if any): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Room(s) Requested for Event (include any kitchen use):

Number of Participants: \_\_\_\_\_

The Applicant is responsible for enforcing the following Building Usage Regulations:

1. Absolutely NO alcoholic beverages on the property.
2. Absolutely NO smoking inside the building, or on the property.
3. Must adhere to the Town of Cary noise and general statutes.
4. Parents are fully responsible for the acts of their children.
5. Absolutely NO long distance phone calls will be permitted (Any long distance phone call charges incurred during event will be the responsibility of the applicant).
6. Only the rooms pre-approved, at the times permitted, may be used for this event.
7. Furniture shall be restored to its original position/location.
8. The applicant is responsible for cleaning up all areas used, and restoring the condition to original state, or additional fees may be incurred.
9. Damage to building, carpets, furniture, equipment, musical instruments, etc. will be the sole responsibility of the applicant.

Liability:

The Applicant agrees to release and indemnify Cary Alliance Church and its agents from and against liability for injury to the person of the Applicant, or any other persons utilizing the facilities of Cary Alliance Church as detailed in this building use request.

I acknowledge and agree to the provisions of this agreement:

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Comments:

APPROVED/DISAPPROVED

Pastor of Church Ministries \_\_\_\_\_ Date \_\_\_\_\_