

# The First Church of God

7968 US 23

Risingsun, OH 43457

(419) 457-3971 Fax (419) 457-4055

[www.risingsunfcog.org](http://www.risingsunfcog.org) email [fcogrisingsun@gmail.com](mailto:fcogrisingsun@gmail.com)

## Procedure for Christian Community Ministry Center

1. The Church Council shall be responsible for granting permission to use the Christian Community Ministry Center for other than regular meeting.
2. Outside groups using the Christian Community Ministry Center for sports must provide a rider from their insurance policy.
3. Persons using the Christian Community Ministry Center will be responsible for general clean up of the area, including kitchen, and equipment if necessary. They will also be responsible for following the close up/close down lists posted.
4. The following questions will be used in evaluating whether or not the requested use of the Christian Community Ministry Center should be approved.
  - a. Does this Glorify God?
  - b. How does it Glorify God?
  - c. Is the opportunity there to expand God's kingdom, to expand our congregation or does this gathering better our community?
5. Persons using the Christian Community Ministry Center will be responsible for damages beyond realized normal usage. The Christian Community Ministry Center will be inspected for proper clean up and damage assessment by the janitor and/or the building trustees. (Excess damages will result in forfeiture of security deposit plus costs of repairs).
6. Behavior on the property shall be in accord with Christian conduct, no smoking, no alcoholic beverages, **no gambling** (this includes any game of chance, i.e., 50/50 drawings, etc.), no drugs or other inappropriate substances. If such behavior occurs the following penalties will be imposed: the request for all parties to leave the facilities immediately and if warranted law enforcement personnel will be contacted based on the severity of the infraction.
7. Anyone who wishes to use items and equipment from the kitchen may do so by contacting the building trustee for proper permission and instruction, i.e., coffee pot, roasters, crock pots, range.
8. Persons using the Christian Community Ministry Center for non-sponsored church activities are required to supply their own paper products for use in kitchen.  
*Paper products and kitchen supplies are for church activities.*
9. For groups or individuals a security deposit & usage fee will be required. The usage fee will cover utilities.

### **The individual amount for areas other than the gym: (Lobby, Service Area, Classrooms):**

\$50 Security deposit, \$50 Usage fee Total \$100

The security deposit will be returned after inspection of facilities

### **The individual amounts are as follows for the gym:**

1-150: \$75 Security deposit, \$75 Usage fee Total \$150

Over 150 people: \$100 Security deposit, \$100 Usage fee Total \$200  
The security deposit will be returned after inspection of facilities.

10. Requests to use the Christian Community Ministry Center will go through the Church Office. The scheduling of events at the Christian Community Ministry Center will be coordinated by the Church Secretary, and Church Council. Applications to request facilities use can be picked up at the Church Office, or found on the First Church of God website. All applications will be considered and the Church Council will have final approval for use of the center. Church functions will take precedence over other requests to use the Christian Community Ministry Center.
11. Any events running past 11pm will need council approval. Clean up is expected immediately following the event.
12. Decorations: Use only masking tape or painters tape. Absolutely no scotch tape, nails, tacks, staples, confetti, and or glitter are permitted. No open flame candles. No items are to be hung from the ceiling.
13. The renter is responsible for all their own items brought into the facility
14. These guidelines will be reviewed by the Church Council, and may be subject to change at any time.
15. Any exceptions to the above rules for the usage of the Center must have approval of the Church Council.

**I have read and agree to the terms above and understand that any violation of these terms will result in forfeiture of the security deposit and refusal of future use of the First Church of God.**

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**Signature of Renter**

**Date**

**First Church of God Christian Community Ministry Center  
Use and Checklist**

Preparations:

1. RESPONSIBLE PERSON IN CHARGE \_\_\_\_\_
2. TABLES AND CHAIRS MAY BE MOVED TO SUIT YOUR NEEDS.
3. DECORATIONS: USE ONLY MASKING TAPE OR PAINTERS TAPE. ABSOLUTELY NO SCOTCH TAPE, NAILS, TACKS, STAPLES, CONFETTI, AND OR GLITTER ARE PERMITTED. NO OPEN FLAME CANDLES. NO ITEMS ARE TO BE HUNG FROM THE CEILING.
4. SET FURNACE/AIR CONDITIONING THERMOSTAT FOR YOUR COMFORT. THE THERMOSTAT FOR THIS EVENT IS LOCATED: \_\_\_\_\_
5. EXHAUST FAN OVER KITCHEN RANGES MUST BE TURNED ON WHEN COOKING.

After Hall Use:

1. REPLACE TABLE AND CHAIRS.
2. DUST MOP OR SWEEP THE FLOOR.  
DUST MOP/BROOM LOCATION FOR THIS EVENT  
\_\_\_\_\_
3. WET MOP AREAS OF FLOOR WHERE NEEDED.  
MOP AND WATER LOCATION FOR THIS EVENT  
\_\_\_\_\_
4. SWEEP AND WET MOP KITCHEN IF KITCHEN WAS USED.  
BROOM, MOP AND WATER LOCATION FOR THIS EVENT  
\_\_\_\_\_
5. KITCHEN CLEANING CHECKLIST  
 Sinks scrubbed and rinsed, sink strainers emptied  
 Clean all surfaces with sanitizing solution – counters, cabinets, appliances  
 Clean stove if used including ovens  
 No food left in refrigerator (leftover ice left in freezer is OK)  
 No water left running  
 Oven and burners turned off  
 Exhaust fan turned off  
 Any FCOG dishes or utensils used are to be washed and returned to original location  
 **ALL** trash and garbage emptied. Bags to be replaced.
6. ALL DECORATIONS OR MATERIALS ATTACHED TO WALLS OR OTHER SURFACES MUST BE COMPLETELY REMOVED.
7. CLEANING TOOLS AND PRODUCTS RETURNED TO THEIR ORIGINAL PLACE.
8. ALL TRASH REMOVED FROM CHURCH (dumpster on south side of church)
9. MAKE SURE FURNACE IS TURNED DOWN TO 63 DEGREES
10. MAKE SURE AIR CONDITIONER IS TURNED OFF

11. MAKE SURE ALL LIGHTS IN HALL, GYM, KITCHEN, CLASSROOMS, AND RESTROOMS ARE TURNED OFF.
12. MAKE SURE ALL WINDOWS USED ARE LOCKED.
13. MAKE SURE PORCH LIGHTS OUTSIDE NEW LOBBY ARE OFF.
14. MAKE SURE ALL THE DOORS ARE LOCKED. USE THE KEY TO RELEASE THE DOOR LOCK IF THE DOOR DOES NOT SHUT COMPLETELY AND LOCK FROM OUTSIDE. PLEASE TEST DOORS TO BE SURE THEY ARE SHUT AND LOCKED.
15. IF YOU BECOME AWARE OF ANY EQUIPMENT MALFUNCTION/S WHILE USING THE FACILITY PLEASE NOTIFY THE EVENT TEAM MEMBER OR FCOG SECRETARY.

**PLEASE NOTE:**

**YOU ARE RESPONSIBLE FOR REPLACEMENT/REPAIR COSTS FOR ANY DAMAGES TO FIXTURES, TABLES, AND CHAIRS OR MISSING ARTICLES. THE COST WILL BE DETERMINED BY THE EXTENT OF THE DAMAGE.**

## **EMERGENCY PROCEDURES**

### **FIRE**

1. Call 911 and a Trustee, from the list at the bottom of this page, give facility location and location of fire, and any other information requested.
2. If fire is small, extinguish with nearest fire extinguisher.
3. To operate fire extinguisher follow P.A.S.S.
  - **P**ull trigger pin
  - **A**im nozzle at base of fire
  - **S**queeze trigger
  - **S**weep from side to side
4. If fire is large or out of control, calmly evacuate facility

### **TORNADO**

Tornado Watch means that conditions are favorable for the formation of a tornado, but none have been sighted in the area – prepare to take shelter.

Tornado Warning means that a tornado has been sighted in the area.

**\*\*\*TAKE COVER\*\*\***

**Move calmly and quickly to the basement level of the church.**

### **POWER OUTAGE**

1. Emergency lights will go on.
2. Slowly move occupants toward exits and leave the building.
3. Notify emergency contact \_\_\_\_\_.

### **HEART ATTACK OR SERIOUS INJURY**

1. Call 911. Give facility location, nature of injury or illness and any other requested information.
2. Solicit medical help within building. AED (Automatic Electric Defibrillator) equipment is located in the south east corner of the main lobby for use by trained individuals.

### **BOMB THREAT**

Call 911 and ask for further instruction.

### **Trustee's Emergency Contact List:**

Sandy Stephenson Cell # 419-575-2900 or Home # 419-436-1317

Roger Geyman Cell # 419-348-9538

Bob Walker Cell # 419-619-1849

Jeff Adams Cell # 419-619-3871



**First Church of God**  
**Event Building Use Application Form**

*Please complete this form & return it to the church office.*

**7968 US. Rte. 23, Risingsun, OH 43457**

**Phone: 419-457-3971**

**Website: risingsunfcog.org**

**Email: fcogrisingsun@gmail.com**

Name of Sponsor (if any) \_\_\_\_\_ Name of responsible party: \_\_\_\_\_

Contact number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of event: \_\_\_\_\_ Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Time you would like to access the building to prepare for the event: \_\_\_\_\_

**Type of event and describe the type of activities the event will include:** *(Behavior on the property shall be in accord with Christian conduct, no smoking, no alcoholic beverages, no gambling (this includes any game of chance, i.e., 50/50 drawings, etc.), no drugs or other inappropriate substances).*

Kitchen needed? Yes \_\_\_\_\_ No \_\_\_\_\_ Classroom(s) needed: Yes \_\_\_\_\_ No \_\_\_\_\_

Food & Beverage Served? Yes \_\_\_\_\_ No \_\_\_\_\_ Number of classrooms needed: \_\_\_\_\_

Gymnasium needed? \_\_\_\_\_ New Lobby? \_\_\_\_\_

Additional fee of \$25 per item (setup is included) Volleyball \_\_\_\_\_ Ping pong table \_\_\_\_\_

Music/Sound system is only available with a trained person from the church and the fee is \$50

Any other details that will help us better meet your needs: \_\_\_\_\_

I agree to the terms, conditions and fees stated in the "Procedure for Christian Community Ministry Center" form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to the terms, and conditions stated in the "Christian Community Ministry Center Check list" form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

First Church of God emergency contact name and number: \_\_\_\_\_

*(this will be provided to you once approved)*

Name & Address of where to return the security deposit money: \_\_\_\_\_

—> Please make out 2 checks to First Church of God (one check for the hall rental and one check for the security deposit)

**Members/Regular attenders fees**

*The individual amount for areas other than the gym: (Lobby, Service Area, Classrooms):*

\$50 Security deposit, \$50 Usage fee Total \$100 The security deposit will be returned after inspection of facilities  
 The individual amounts are as follows for the gym:

1-150: \$75 Security deposit, \$75 Usage fee Total \$150

Over 150 people: \$100 Security deposit, \$100 Usage fee Total \$200

**Fee's for non-members:** All non-member events will be supervised by at least 1 FCOG Events Team member at a cost of \$30 for the first 4 hours \$10 per hour after that.

**For areas other than the gym (Lobby, Service Area, Classroom):**  
 \$75 Security deposit, \$75 Usage fee Total \$150

**The individual amounts are as follows for the gym:**

1-150 people: \$150 Security deposit, \$150 Usage fee Total \$300

Over 150 people: \$200 Security deposit, \$200 Usage fee Total \$400

A \$25 per day fee will be charged for additional days needed for setup/teardown.

—> ALL security deposits will be returned after inspection of facilities.