**STATEMENT OF POLICY**

***DATE***

**POLICIES GOVERNING THE USE OF PROPERTY of the FIRST CHRISTIAN CHURCH of BRYAN / COLLEGE STATION**

The purpose of the First Christian Church of Bryan / College Station is to serve its members and the community in every way possible. These policies have been developed in order that the physical properties of the Church might be used for the greatest good and so that all knowthe conditions governing the use of Church property.

**SECTION I. SCOPE**

The use of the facilities of the Church must be consistent with the purpose and spirit of a Christian church. The SANCTUARY shall be used for worship services and other approved events. FELLOWSHIP HALL, the GATHERING SPACE and DISHMAN PARK may be used for fellowship activities, weddings, receptions, socials, dinners and similar activities. These facilities are available subject to the following policies and if there is no conflict with Church related activities.

**SECTION II. CHARGES**

No group shall be permitted to charge admission to any service or ceremony held in the SANCTUARY. Offerings may be received. Groups not part of the regular church organization who desire to use any facilities of the Church are subject to fees in accordance with the fee schedules maintained in the office of the Church secretary.

**SECTION III**

**DISHMAN PARK RULES**

**FOR THE BENEFIT OF THE NEIGHBORHOOD**

Curfew – 11:00 p.m. – 6:00 a.m.

All pets on a leash. Please clean up after your pets

No vehicles on grass

No firearms

No alcohol

No glass containers

Protect vegetation

All trash in containers

Private events may be scheduled by calling

FIRST CHRISTIAN CHURCH

(979) 823-5451

Please report any violations you observe

**SECTION IV YOUNG LIFE**

**GUIDELINES FOR BUILDING USE BY YOUNG LIFE LEADERS AND STUDENTS**

**Statement of mutual goals:**

 Young Life and First Christian Church have a mutual goal of bringing young students to Jesus Christ through weekly interaction and meetings. First Christian very much wants to support the goals of Young Life and to serve as a resource to Young Life leaders. The church also has of course a vested interest in maintaining our property in a responsible manner and to keep the facilities clean and in good repair. Therefore, the following guidelines are being set out for Young Life Leaders to assist them in their weekly meetings at the church. First Christian is a small congregation with somewhat limited resources so we need to work together to maintain the Lord’s house in a respectful manner.

1. We prefer that the only furnishings which are moved would be folding tables and folding chairs. After use those items should be returned to the places where they were originally stored.

2. Furnishings in the gathering space will preferably stay in their permanent location. If for some reason they are moved, they must be returned to their proper location and be free from any crumbs or other waste.

3. All trash (cups, cans, paper goods, etc.) must be deposited in the trash containers.

4. If the kitchen is used, please be sure it is cleaned after use and all items are returned to their proper places.

5. One of the cabinet shelves to the right of the kitchen refrigerator is designated for Young Life. This cabinet should remain neat and orderly.

6. The Fellowship Hall should be left as clean as it was before the meeting.

7. If any other rooms are used, they should be left in a clean and orderly manner.

8. If outside spaces are used and debris such as mud or leaves or tracked in, those should be cleaned up.

9. If the park or pavilion are used, the same guidelines as above should be used.

10. When appropriate, snacks and drinks should be served outside.

11. No snacks which stain or damage furnishings or floor coverings should be used. Example the colored freezer pops in plastic strips. They are very bad about staining the carpet.

12. If restrooms are used, they should be left clean.

13. The leaders should be certain the building is locked after each session.

Approved by the General Board of First Christian Church

July 17, 2016

**SECTION V. WEDDINGS**

Requirements for the use of Church facilities for weddings are available in the office of the Church secretary.

**SECTION IV. FUNERALS AND BAPTISMS**

The Church facilities are offered to members, families and non-members of the congregation. Arrangements must be made with the pastor or the church office.

**SECTION V. PIANOS AND ORGANS**

 The piano or organ in the SANCTUARY may be used for practice for special ceremonies such as weddings, funerals and recitals. The organ and piano in FELLOWSHIP HALL may be used for recitals and practice.

**SECTION VI. COMMUNITY ORGANIZATIONS**

Non-church community organizations may be exempt from the fee schedule for use of the Church facilities if the purpose is considered worthy. Decisions as to the eligibility of the exemption will be made by the Board.

**SECTION VII. USE AND LENDING OF PROPERTY**

Approval to borrow Church property such as chairs, tables, dishes, projector, sound equipment etc. must be obtained in advance from the Property Committee chair or designee. The lending of property is restricted to members of the Church unless approved by the Property Committee. Completion of the Property Sign Out form available in the office is required.

**SECTION VIII. FEE SCHEDULES**

Fee schedules will be established by the Property and Worship Planning Committees, reviewed as needed and maintained in the office of the Church Secretary. Exceptions to the fee scheduled may be made by the Property or Worship Planning Committee.

**SECTION IX. INTERPRETAION**

Questions of interpretation and application of these policies will be resolved by the Property Committee in consultation with the Worship Planning Committee.

Appendix c

**MEMORIAL CONTRIBUTIONS AND BEQUESTS**

**Section A. Purpose and Scope**

This appendix establishes procedures and policies for the receipt, management, disposition, recording and reporting of memorial contributions and bequests to the Church.

**Section B. Definitions**

1. **Memorial Contribution** means a gift of cash or other property made in the memory of a deceased person or persons or any contribution designated as a memorial.
2. **Bequest** means a gift of cash or other property made by terms of a will. Large bequests (over $10,000) will be received and evaluated by the Memorials Committee for appropriate use.
3. **Restricted Contribution** means a memorial or bequest to which the donor or the honoree’s family attaches restrictions for its use.
4. **Unrestricted Contribution** means a memorial or bequest to which the donor attaches no restrictions.

**Section C. Deposits and Expenditures of Unrestricted Memorials or Bequests.**

Unrestricted memorials or bequests will be deposited in the General Fund or an income producing fund of the Church. The needs of the Church will determine how the contributions will be expended. See large bequests above.

**Section D. Record Keeping.**

Memorial contributions will be acknowledged and recorded including the name of the donor (unless donor specifies otherwise), date, description, (amounts omitted), and person or persons memorialized.

The policies in Appendix C are adopted by the General Board and become effective on the

Chair of the General Board