

All Nations Church Facility Use Policy and Guidelines

Purpose

The All Nations Church (ANC) facilities are a gift from God and the generous contributions of its members. While primarily intended for church activities, ANC opens its doors to the wider community for events that align with our faith and values. This policy outlines the guidelines and procedures for using our facilities.

Approved Uses

- **Weddings and Funerals (Members):** ANC members can use the facilities for weddings and funerals. We ask that these events respect the sanctity of the church and adhere to our faith and practices.
- **Weddings and Funerals (Non-Members):** Non-members are welcome to use the facilities for weddings and funerals, provided the ceremony aligns with the church's values and beliefs.
- **Other Events (Members and Non-Members):** With prior approval, other events, such as baptisms, conferences, and meetings, can be held at ANC. All events must be consistent with the church's mission and values.

Facility Details

- **Sanctuary:** Seats up to 180 people comfortably.
- **Restrooms:** Two restrooms (one for each gender).
- **Classrooms:** Four classrooms are available for breakout sessions or smaller gatherings.
- **Kitchenette:** A small kitchenette with sink, refrigerator, kettle, and microwave for basic food preparation.
- **Dining Area:** An area with 4-5 banquet-size tables and chairs for meals or receptions.
- **Parking:** The parking lot accommodates up to 40 cars.

Scheduling and Reservations

To request the use of ANC's facilities, please complete the "Facility Use Request Form" (provided below). Submit the form at least three weeks before your desired event date to allow for processing and approval.

Fees

Event Type	Members	Non-Members
Wedding (Self or Immediate Family)	Free-will offering	\$750
Funeral (immediate Family)	Free-will offering	\$500
Conferences, Conventions, and Other Events	N/A	\$400 base rate for the first 3 hours, then \$150 for each additional hour

Additional Fees

Item/Service	Fee
Keyboard (ModX8)	\$150
Camera Usage & Live Streaming	\$250
Classroom Usage (per room)	\$50

Please note that these fees are subject to change at the discretion of the church's senior leadership, depending on the event's specific needs and requirements.

Payment Terms

- A 50% non-refundable deposit is due upon approval of the facility use request. The remaining balance must be paid in full at least 48 hours before the scheduled event.
- A \$500 refundable deposit for incidentals is required for all events. This deposit will be returned after the event, provided there are no damages to the facility or equipment.

Facility Use Guidelines

- **Alcohol and Drugs:** The use of alcohol or illegal drugs, including marijuana, is strictly prohibited on church premises.
- **Smoking:** Smoking is not allowed inside the church building.
- **Cleanliness:** Users are responsible for cleaning up after their event and leaving the facilities in their original condition. All food items must be placed in trash bags before being disposed of in the dumpster.
- **Damages:** Any damage to church property or equipment will be the responsibility of the user. The incidental deposit will be used to cover repair or replacement costs.
- **Children:** Children must be supervised at all times while on church property.
- **Walkthrough:** A required walkthrough of the facilities is required two weeks before the event.

Insurance

Non-church-sponsored events may require liability insurance coverage. Please inquire with the church office for more information.

Contact Information

For any questions or further information, don't hesitate to get in touch with the church office at admin@ancspringfield.org