

New Life Church, Inc DBA New Life Christian Center
Use of Facilities Policy and Procedures

The facilities and grounds of New Life Christian Center (NLCC) are for the use and enjoyment of NLCC members and New Life Christian Academy students and staff.

It is not the policy of NLCC to rent out the use of any of the facilities or grounds to outside entities.

To secure the use of any of the facilities or grounds for functions other than scheduled church functions or school functions the following procedures must be followed.

1. A request for the use of the area desired must be turned in to the Pastoral staff.
2. A school employee or church member who has been approved by the pastoral staff must be available to be on site during the event. At times this may require a reasonable fee for their time.
3. A “Use of Facilities Request form” must be turned in and approved by Pastoral staff
4. Obtain a “Policies and Procedures for Use of Facilities” sheet

Policies and Procedures For Use of Facilities

This facility is used Monday - Friday for New Life Academy. It is also used on a regular basis for New Life Church. Due to the frequency of use it is necessary to schedule any other events. The following procedures are to be followed when scheduling any events.

- **Obtain necessary keys**
- **Check with the office to be sure there is no conflict of scheduling**
- **Be sure your event is on the calendar including the time of use**
- **Turn air/heat off after use**
- **Turn off lights**
- **Clean room: this includes sweeping, mopping, wiping tables and putting them back in their original place if moved**
- **Take trash to the dumpster and replace trash bags**
- **Do not put any tape on walls that are drywall**
- **Lock all exterior doors upon leaving**
- **If using the playground, pavilion or any other outside venue: all trash must be picked up and put in the dumpster located in the corner of the parking lot**

If restrooms are used: Please be sure to leave them as clean as you found them. Be sure all trash is emptied, toilets are flushed, lights are out and all water is turned off.

Thank you for your cooperation