

AFC Facility-Use Form for Events

Approved by the Elders 07/14/10

IMPORTANT:

- To secure permission to use AFC facilities, please contact the church office **at least 3 weeks** before the event. Otherwise, the church may not be able to accommodate your request.
- Read carefully pages 2-5, *Checklist for Special Events*. Please keep these pages for reference.
- If the sponsor is not a Ministry Team, a **refundable deposit of \$50 is required** to secure AFC facilities.
- **Please complete this form and send to (with payment, if applicable):**

Annandale Free Church
Attn: Cindy Kloepfner
10252 State Hwy 55 NW
Annandale, MN 55302

Required Information:

Event date: _____

Event host or sponsor (e.g., Ministry Team, individual, outside group)? _____

Name of contact person*: _____

» Email: _____

» Home phone: _____

» Cell phone: _____

***The contact person is responsible for ensuring that all facility-use policies are observed.**

Name of event: _____

Anticipated number of people attending: _____

Set-up time: _____ Start time of event: _____

End time of event: _____ Clean-up finished by what time? _____

Rooms needed:

_____ Kitchen	_____ Cedar Room	_____ Basswood East
_____ Fellowship Hall	_____ Hickory Room (room 302)	_____ Basswood West
_____ Fireside Room	_____ Maple Room (room 304)	_____ Childcare Facilities (<i>see pg. 5</i>)
_____ Sanctuary	_____ Birch Room (room 205)	_____ Classrooms— which ones?

Projector or TV/DVD needed in any room(s)? _____

Have you submitted your deposit check to the church office? Yes No Not required

Other comments, questions, or requests:

Your name: _____

Today's date: _____

Here are a few issues to think through as you plan your event: (refer to pgs. 2-5 for full checklist)

- Room setup and cleanup, custodial assistance, audio-visual setup
- Finding and paying an authorized sound technician
- Finding and paying for childcare (see pg. 4, *Childcare Policies for Special Events*)
- Promoting your event (see pg. 5, *Information for Promoting Your Event* and pg. 6, *Bulletin Announcement for your event*)

Checklist for Special Events at AFC

To request special assistance from the church staff, **these contacts need to be made a minimum of 3 weeks before the event.** If this deadline is not met, we cannot promise to meet your request. If you have any questions, please call the AFC church office at 320-274-8951 or email office@annandalefree.com.

1. Custodial Needs

- Rooms to be left as they are found. If your event requires substantial set-up and tear-down or if your event is on Friday evening or Saturday, you will need to ensure that the church can accommodate your request at least three weeks before the event. **We may not be able to accommodate your request for a Friday or Saturday event if none of our custodians are able to prepare the church for Sunday morning.**
- **If your event will require extra work for our custodians, your group will need to submit a refundable deposit of \$75.** Even if your group promises to make the areas you used clean and orderly, a custodian must come to ensure that everything is done properly. This will be determined on a case-by-case basis.
- You must let our custodians know how you wish the room(s) to be set up. Contact the office to be put in touch with our head custodian to discuss arrangements.

2. Childcare

- **Annandale Free Church does not provide childcare staff for special events.**
- Groups and ministry teams are allowed to use AFC's nursery facilities, but they must find their own childcare staff and **they must abide by all policies outlined in *Childcare Policies for Special Events* (page 4 of this packet).**
- *For Ministry Teams* — The **cost of childcare** will come from your Ministry Team's budget and it is your Ministry Team's responsibility to contact the church office to arrange payment for their services.
- For reference, we currently pay our adults \$15/hour and youth \$7/hour for Sunday mornings and special evening services.

3. Audio-video equipment in the sanctuary

- You will need to hire an authorized sound technician to use the AV equipment in the sanctuary. The church office has a list of authorized sound technicians. It is not Annandale Free Church's responsibility to find a technician. **If no technician is available, you cannot use the audio-video equipment.**
- **If you will be using any AV equipment, whether in the sanctuary or elsewhere, you will be required to submit a refundable deposit of \$75.**

- Only authorized sound technicians are allowed in the sound booth.
- Sound technicians are paid a minimum of \$25 for the first hour and \$15/hour after that unless otherwise agreed upon.
- *For Ministry Teams* — The cost of hiring a sound technician will come from your Ministry Team's budget, and it is your Ministry Team's responsibility to contact the church office to arrange payment for their services.

4. Audio-video equipment elsewhere in the church

- If you need assistance setting up any equipment, you will need to find either a knowledgeable staff person or authorized sound technician for assistance.
- Assistance should be confirmed at least two weeks in advance.

5. Kitchen

- Confirm beforehand that our kitchen facilities are sufficient for your needs.

6. Opening and Locking up the Church

- For unlocking exterior doors, a key can be checked out from Pastor Kevin (320-274-8951). Keys must be returned to Pastor Kevin following the event.
- Alarm system is automatically set each night at 11:00pm. Generally it is disarmed weekday mornings by the office staff and weekend mornings by the Trustees.
- It is your responsibility to make sure all lights, sound equipment, etc. are turned off and that the church is secured before you leave.

Important: These rules must be followed for special events:

- No event may promote views or beliefs that are contrary to the doctrinal beliefs of Annandale Free Church as stated in our Statement of Faith.
- No event may involve sales, including home-based businesses (e.g., Mary Kay, Tupperware, etc.).
- No event may include fund-raising without prior approval of the Elder Board.
- The church may not be used for a dance.
- No smoking is allowed in the church building.
- Alcohol and controlled substances are prohibited on church property.
- No red Kool-Aid, punch, or food with red dye may be used.
- No lit candles may be used.
- No decorations may be used that require nails or tacks in walls or church furniture.
- No unattended children allowed.
- Rooms must left as they are found unless otherwise allowed by the head custodian.

AFC Childcare Policies for Events

Approved by the Elders 6/13/07

Effective 9/01/07

Ministry teams and outside groups must find their own childcare staff, and they must abide by the following policies.

Caregiver to Child Ratio:

- There must always be at least one adult AFC member providing childcare. (Teenagers will not be allowed to provide childcare at AFC unless there is an AFC adult member present.)
- There must always be at least two caregivers.

It is highly recommended the caregiver to child ratio be:

- 1 adult + 1 adult/teen per 7-10 children
- 1 adult + 1 adult/teen per 4-6 infants

Age Restriction:

- The AFC Childcare Facilities are intended for children through age 4.
- For the safety of toddlers and infants and the protection of our childcare facility and equipment, older children should be supervised in another room.

A list of pre-approved adults and teenagers for AFC childcare will be provided upon request. The list is located in the church office and in the CE office. It is your responsibility to contact the caregivers. If no one from the approved list is available, then only adult members of AFC may be used unless otherwise approved by Childcare Coordinator.

Unless otherwise arranged and agreed upon, these individuals will be paid:

- Paid Childcare Staff - \$15/hour
- Paid Students* — \$7/hour **Student volunteers must be at least 13 years old.*
- It is your responsibility to arrange payment for childcare services. Your group or ministry team needs to provide the funds.
- *For Ministry Teams* — Contact Cindy Kloeppner at the church office (320-274-8951) to arrange payment for their services.

Access to childcare facilities

If your event is not during office hours, you will need to obtain a key for the nursery from the Childcare Coordinator. The key is to be returned at your earliest possible convenience.

For Reference

Minnesota Daycare Licensing requirements for daycare facilities are:

- One adult per 7 toddlers (a toddler is considered age 16 months up to age 3)
- One adult per 4 infants
- *We strive for these same requirements at AFC.*

Information for Promoting Your Event

To request inside-the-church promotion, most of these requests should be made **a minimum of 1 week before the event**. Otherwise, we cannot guarantee to meet your request.

1. Bulletin Announcements:

- Fill out attached bulletin announcement (page 6).
- Bulletin deadline is 4pm on Wednesday before you want the announcement run.

2. Flyers for church mailboxes:

- If you have a flyer and would like it copied, please drop it off at church 2-3 days in advance. **It is your responsibility to stuff the flyers into the church mailboxes.**
- If you would like a flyer made, please call the church office (320-274-8951) one week before flyer is needed. **Again, it is your responsibility to stuff the flyers into the church mailboxes.**

3. Spotlight on Sunday Morning:

- **Contact** Pastor Aaron (320-274-8951) for availability of date.
- Generally, only one spotlight per event is allowed.
- We plan for no more than one spotlight per Sunday, so contact Pastor Aaron well ahead of time (3-4 weeks ahead of time).
- You are welcome to use the **Welcome Booth** to feature your event information and/or sign-up sheets on the Sunday of your spotlight. After that, you are welcome to use one of the sign-up tables for your event info and/or sign-up sheets.

4. Programs, Posters, and Sign-up sheets:

- If you would like the office staff to make a program, poster, or sign-up sheet for you, please call the church office (320-274-8951) at least a week in advance. The earlier you contact the office, the nicer the program or poster will be.
- You are welcome to use the **Welcome Booth** to feature your event information and/or sign-up sheets on the Sunday of your spotlight. After that, you are welcome to use one of the sign-up tables for your event info and/or sign-up sheets.
- **Questions?** Call the Office Manager, Cindy Kloepner (320-274-8951).

5. Copies

- If you have material you would like copied for your event, bring the material to the office at least three days in advance.
- There is a cost for copies; call or stop by the church office for a list of paper and color options and prices.

Bulletin announcement for your event (if applicable)

Deadline for announcements: 4:00pm, Wednesday

Name _____ Today's Date _____

Date of Event _____ Time of Event _____

Who is in charge of the event? _____

Announcement (What **exactly** would you like the announcement to say?)

Turn this form into the office by Wednesday at 4pm for the following Sunday's bulletin. If you have questions, contact Cindy at 320-274-8951.

If you need sign-up sheets or mailbox flyers, contact Cindy **at least one week** before you need them.

You are responsible for inserting the flyers into the mailboxes.