



FACILITY-USE

20 GUIDELINES 23

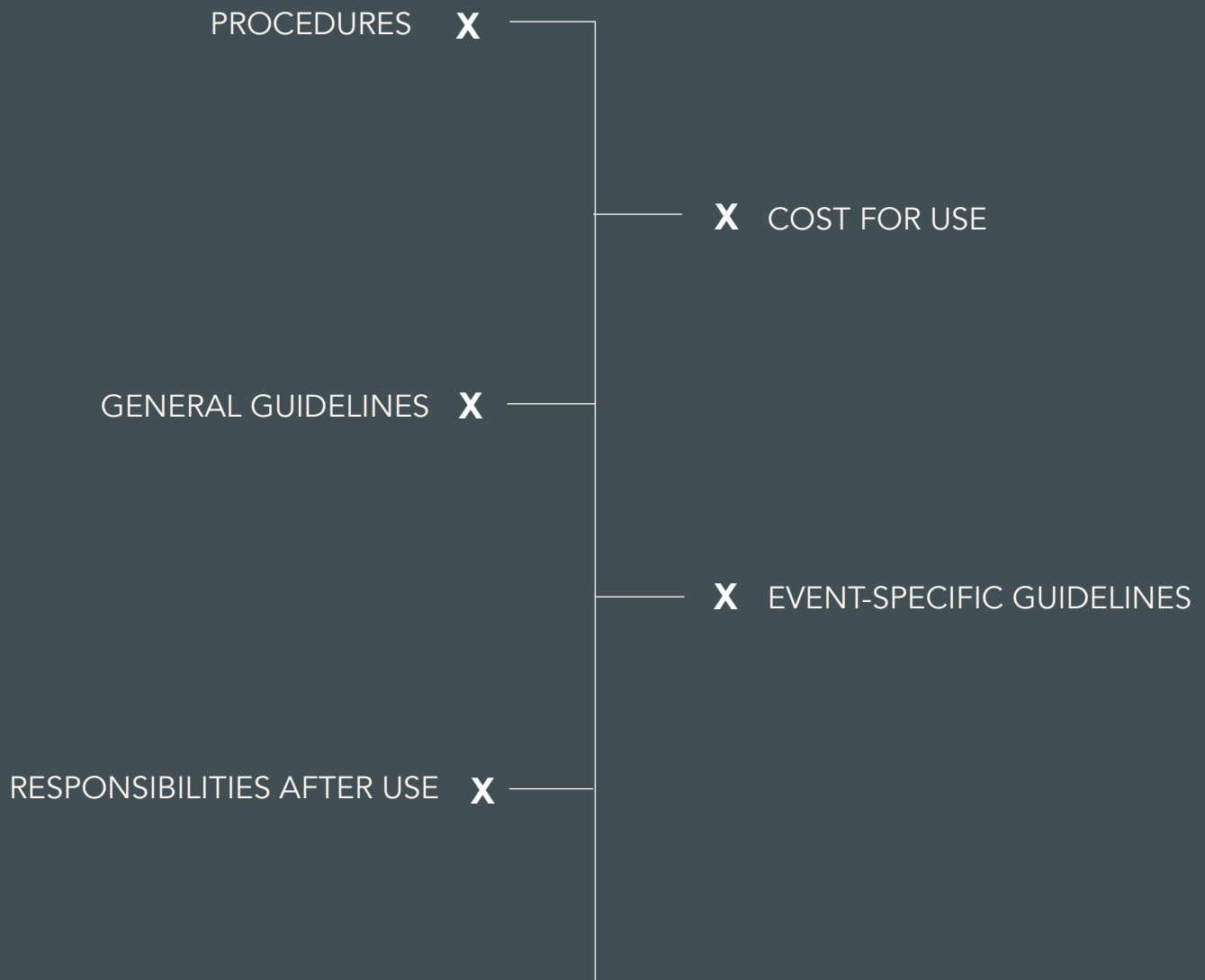


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MILLIGAN ASSEMBLY OF GOD

www.mag.church

OVERVIEW



UNTIL ALL ARE REACHED

Nothing's Too Hard for God.

PROCEDURES

Milligan Assembly of God (MAG) welcomes the use of its facilities by MAG members and other groups who support the ministry and purpose of our church body. The use of our facilities becomes an extension of our purpose to honor God by fulfilling our Mission Statement, "Until all are reached, nothing's too hard for God". We actively seek ways to utilize our facilities in fulfillment of that mission. If you are interested in having your next event at MAG, please follow these simple steps:

1. SUBMIT EVENT REQUEST FORM

Fill out and submit "EVENT REQUEST FORM" at www.mag.church/events. A member of our Pastoral Staff will contact you within 3 business days concerning your event.

2. MEET WITH FLC MANAGER/EVENT COORDINATOR

Once event has been approved, the FLC Manager/Event Coordinator will schedule a time to meet with you prior to your event. At this time, a general building walkthrough will be conducted and you will be informed of your responsibilities as the renter. Also, all applicable deposits & fees will be collected at this time.

ALL EVENTS MUST BE SCHEDULED **AT LEAST THREE (3) WEEKS** PRIOR TO YOUR EVENT DATE (2 MONTHS FOR WEDDINGS) BUT NO MORE THAN 18 MONTHS IN ADVANCE.

Note: No Sunday weddings are permitted & no events shall supersede any regular scheduled or special ministry-related events.

Our Pastoral Staff is here to serve you, and we desire to help make your event as great as it can possibly be. To achieve that, it is vital that we be informed of everything you will need ahead of time, as we may not always be available to assist on short notice. Please carefully review your event form before submission. Event requests must be submitted at least three (3) weeks prior to event date and will be reviewed/approved in the order in which they were received.

FLC RENTAL COST

MEMBERS

If you are an active member there is no cost for your use of our facility, with the exception of a \$200 refundable damage/cleaning deposit. It is our joy and honor to help our members and their families.

NON-MEMBERS

Special Event (all-day, full facility rental)

The cost for using our facility will be \$500.00, plus a \$250 refundable damage/cleaning deposit. You will have access to all the amenities our facility has to offer (tables, chairs, commercial kitchen, etc.)

Gym use only (up to 3 hours, main floor use)

For competitive organizations (ie “travel ball”) the cost for using the main gym floor of our Family Life Center (i.e. athletic practices) is \$100 per practice, plus a \$250 refundable damage/cleaning deposit per season. You will have access to the main gym floor, basketball goals, volleyball net, and restrooms.

Please note, we do not allow recurring bookings further than 2 months out. At this time community groups/athletic teams can reserve no more than one (1) day/week per team or organization. This is in order to prevent scheduling conflicts with ministry-related and member-sponsored events.

**For an event or organization not listed above,
please contact the FLC Manager
(see contact info below) for more information.*

SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS,
PLEASE DO NOT HESITATE TO CONTACT OUR
CHURCH OFFICE AT 850.537.4945.
YOU MAY ASK TO SPEAK WITH JACOB ALLEN.

GENERAL GUIDELINES

RESPECT FOR FACILITY

The church facility should be treated with respect at all times. The group or individual in charge of the function will be responsible for cleaning the areas used, making sure to leave the area in as good or better shape than it was found. This includes: cleanup, vacuuming, all trash cans in areas used emptied and placed in outside dumpster, tables wiped off, and tables & chairs returned to the place they were found. In respect of God's facilities: no gambling, consumption of alcohol or use of illegal drugs will be permitted anywhere on the premises. Use of tobacco products will not be permitted in any of the buildings or on the outside in parking areas. All other areas of the building not being specifically used for the scheduled function are to be treated as off limits, and not entered or disturbed. Any unruly guest will be escorted off the church grounds by law enforcement.

USE OF SOUND & LIGHT EQUIPMENT:

Sound & lighting equipment may only be used by Milligan A/G sound ministers. Arrangements must be made in advance. MAG will provide sound technicians (for members only) and must be scheduled in advance.

WEDDINGS

The MAG Senior Pastor will perform all wedding ceremonies unless other arrangements are approved through the administrative office (no exceptions).

Any special arrangements outside of the standard scope of a traditional wedding ceremony must be approved in advance by Pastoral Staff. A proposed order of service should be presented to Pastoral Staff for review 2 weeks prior to the ceremony.

EVENT-SPECIFIC GUIDELINES

- Plastic protectors must be placed under any potted plants or flowers.
- When using the sanctuary for wedding ceremony and the classrooms for dressing, it is assumed that there will be minimal set up and cleaning required after use by the wedding party. It will be the wedding party's responsibility to clean all areas used.
- Only mechanical or drip-less candles can be used and will require strict adherence to safety standards.
- No church furniture, instruments, or other property shall be moved or rearranged without permission.
- No alcoholic beverages will be consumed on church property (buildings or grounds).
- No intoxicated individuals will be allowed on church property (buildings or grounds).
- The use of any tobacco product is not permitted anywhere on the church grounds. This includes and is not limited to smoking products.
- We expect all activities to be within the bounds of Christian behavior.
- Any decorations must be tastefully done, not to mar the building. No nails, thumb tacks, tape, or any other object can be attached to the walls inside or outside the sanctuary.
- No rearranging of furniture in the main sanctuary is permitted unless approved by administrative office.
- There will be no glitter or rice used in our facilities. Birdseed or bubbles may be used outside the building.
- Church facilities are not available for fund-raising activities other than those approved by Pastoral staff.
- All carpeted areas must be kept clean and without staining.
- NO drinking or eating in the sanctuary area. All children must be attended to.
- There could be more than one activity that uses the kitchen in the same week. Therefore, we request that you check with the church office before you bring your supplies to the kitchen.

RESPONSIBILITIES AFTER USE

Please note that it is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.

- It is the renter's responsibility to clean entire facility after event. It is to be as clean as or better than it was before use. This includes all bathrooms, sanctuary, kitchen, foyers, and hallways.
- Collect all garbage into bags and place in dumpster located at the rear of the property.
- Wipe off tables. If food or drink is involved, wipe all tables clean using a mild soap and water solution. If stains occur please notify office so correct cleaning solutions can be used to remove stains.
- Return all tables, chairs, and other equipment to their proper places after your event. Return all rooms used to their normal set up.
- If using the kitchen, wash and dry all dishes used and return them to the correct cabinet. Take all extra food and beverage with you unless specific plans for usage have been made. Wipe counters and leave kitchen clean and ready for the next use.
- Clean microwaves.
- Take home all food and beverage items. We have limited space to store these in our one refrigerator.
- Sweep floors and mop as needed. Report any damage to equipment or property promptly to the office.
- Remove any items put up or set out in connection with your event.
- If the building is not in use when finished, check that all doors are securely closed, windows are closed, and lights are off.
- No trash should be left in the parking lot.
- Kitchen must be totally cleaned. Stove, sinks, cookware, coffee maker, and any other items must be cleaned and put back in its place. NO food is to remain in the kitchen or refrigerator after use.

PLEASE NOTE

Pastoral Staff will instruct you on where cleaning supplies are located. Please return these to the appropriate location when you are done using them. Used towels and washcloths should be washed, dried, and put away accordingly.

ADDITIONAL FAMILY LIFE CENTER GUIDELINES



- Children 12 and under must be accompanied by an adult at all times
- No hanging on the rims
- Shirts must be worn at all times
- No "sagging"
- No chewing gum on court
- No food or drink on court
- Proper footwear (TENNIS SHOES) required to engage in recreational use of FLC
- Pick up after yourself, properly disposing of all trash
- MAG is not responsible for any personal items that may be left in the FLC. They will be discarded
- Disruptive behavior, offensive language, destruction of property will not be tolerated and will result in immediate dismissal from FLC
- Failure to cooperate with Pastoral staff and/or church representatives and will be grounds for suspension from facility





Thank you for taking the time to review this facility use information. At MAG, we are humbled, thankful, and very proud of all that God has blessed and entrusted us with. As Event Coordinator & FLC Manager, I am very thankful and appreciative for the opportunity to be able to play a small role in what I know the Lord accomplishes throughout our facilities.

Luke 12:48 (NLT) declares, “When someone has been given much, much will be required in return; and when someone has been entrusted with much, even more will be required.” MAG, as a corporate body, has been blessed beyond what we could have ever imagined. With the tools and facilities we have at our disposal, it is our desire to be a light that shines brightly into our community and surrounding area and to glorify Him in all that we do.

We look forward to the opportunity to partner with you and/or your organization by providing exceptional facilities that promote positive, wholesome, and godly values.

Should you or your family desire to connect with the ministry of Milligan Assembly of God, we encourage you to go online and visit our website (www.mag.church) as well as our Facebook page (Milligan Assembly of God). On behalf of our Senior Pastor, Rev. Mike White, our ministerial leadership, and the entire congregation of MAG, I want to thank you for your interest in the use of our facilities. We look forward to the opportunity to serve you!

Until All are Reached,

Jacob Allen [*Administrative Assistant to Pastoral Staff/ FLC Manager*]

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www.mag.church

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