

Raleigh Moravian Church – Facility Usage Guidelines

The mission statement of Raleigh Moravian Church (RMC) is as follows: “Called by God as the Body of Christ, we, the Raleigh Moravian Church, a family of believers, worship, teach, witness and serve in response to the leading of the Holy Spirit.” RMC’s resources, including its facilities, are to be used in a manner that is consistent with that mission.

General Information

The RMC facilities are available for use by church members and by local not-for-profit organizations, upon approval of the church board. These facilities include the sanctuary, the fellowship hall, two classrooms and one boardroom. (The facilities **do not** include the rooms in the basement of the Christian Education Wing or the kitchen in the fellowship hall.)

There is no usage fee associated with the use of the RMC facilities. At the discretion of the church board, a cleaning charge may be assessed, especially when the event occurs on a Friday or Saturday evening (when janitorial service is not normally available before Sunday’s worship services) or when the event is likely to generate an unusual amount of trash or clean-up.

While there is no set usage fee associated with the use of the RMC facilities, it is suggested that groups using the RMC facilities make a donation of \$250 to RMC to support the programs of RMC.

If a church member is not part of the group requesting use of the facilities, a church member will be assigned to be a “sponsor” for the use of the facilities. This sponsor will be expected to be present at the event if it takes place outside of normal office hours.

Use Guidelines

All users are expected to respect the facilities that are being used and to stay out of rooms that are not open to outside use. All users are expected to perform basic cleaning, including, but not limited to: wiping up spills, **TAKING ALL TRASH AWAY FROM THE PROPERTY**, sweeping the floors. At a minimum, the facilities should be left in the condition that they were found.

If the event is likely to generate an unusual amount of trash or clean-up, a \$75 janitorial fee may be assessed. This fee does not preclude the user from following the cleaning guideline specified above. This janitorial fee will allow the church to ensure that the facility is properly cleaned before Sunday services.

All groups using the fellowship hall are responsible for setting up tables and chairs and for returning those items to their original location after the conclusion of the event. **The church does not provide set-up services.**

Food and beverages may only be consumed in the fellowship hall and classrooms. No food or beverages are permitted elsewhere in the facility, including the sanctuary.

RMC is a smoke-free facility. Smoking is not permitted in church buildings or on church grounds.

Alcohol is not permitted in the church buildings or on church grounds.

Additional Guidelines for Use of the Sanctuary

RMC’s sanctuary is used for worship services and events such as weddings and funerals. Generally, the sanctuary is unavailable as a meeting space. (Requests to use the sanctuary for weddings should be made directly to the senior pastor of RMC.)

The congregation does have a strong interest in the arts – especially music. Requests from performing arts groups to use the sanctuary will be considered.

Groups using the sanctuary are welcome to use the upright piano. Use of the organ must be reviewed and approved by the Director of Music and the church board.

Use of the sound system must be reviewed and approved by the church board and it may require that a congregation member trained in the use of the system be available during the event.

Additional Information about the Kitchen

The kitchen facility at RMC is not available for general use by outside groups, except for the purpose of storing food that is to be served during the event. No food is to be prepared using the kitchen appliances or the cookware in the kitchen.

If you plan to serve food, you are responsible for providing all paper goods (plates, napkins, utensils, etc...) and any other items you may need to serve and eat your food.

Facilities Usage Request Process

Anyone wishing to use the church facilities must fill out a “**Usage Request Form**” available in the church office and submit the completed form to the church secretary at least **one month** in advance of the meeting/event. (This includes RMC members wishing to use the facility for any meeting or event attended by a high-percentage of non-members.) Requests received later than two weeks before the event may be declined if sufficient time is not available for the church to review the request.

Keys to the church facilities will not be given to outside groups. As mentioned in the general information section of this document, a sponsor will be assigned to outside groups using the facilities. If necessary, this sponsor will be responsible for making the facilities available to the group and for making sure the facilities are secure after the event.

Your request will be reviewed by the appropriate persons, including the pastors, the church board and the music director, if necessary. You will be informed of the status of your request via telephone call and/or via email.