

Appendix 21

Christian Life Center & Banquet Room Policy

Any member or regular attendee of the Mackey Church of the Nazarene who desires to use the Banquet Room or Christian Life Center should make this request known using our church website: mackeynaz@frontier.com. If the purpose of using the facility is for a wedding reception, then you will need to obtain a copy of our policy for wedding receptions from the Church Office. Please make your request well in advance of the date of your activity.

Any and all of these facilities belong to God. They were constructed with many hours of donated labor and sacrificial giving bathed in prayer. This building was built for bringing glory to God and to be cared for as good stewards.

The church reserves the right to pre-empt reservations for the use of its facilities by its ministries, as deemed appropriate by the church board or its designees.

We require the following of each user:

1. Describe the purpose and type of activity when you make your request.
2. Look at the condition of the room and arrangement of tables and chairs. Unless instructed differently, please leave the room(s) as you found it.
3. Please see that all tables, chairs, counters, and floors are washed clean and free of all mess. Anytime any amount of food or drink is served, cleanup is required.
4. The use of alcohol, tobacco, drugs, dancing, or gambling in any form is prohibited. If music is used, please use music that would not bring dishonor to God.
5. All trash containers are to be emptied in the outside dumpster immediately following the activity. Install new trash liners that are provided. Wash out the container if needed.
6. We require that no attendees enter any part of the building other than the area you request permission to use. The person in charge must see that this request is honored.
7. If your request is for a personal or family gathering, rather than a church type fellowship (class, dept., age group ministry, etc.) please do not use the churches disposable tableware.
8. Please report, promptly, anything that is broken or damaged.
9. Kitchen: All appliances must be left turned off, counter tops, sinks, and floors cleaned, with all items stored in their proper place.
Restrooms: Please see that all commodes and urinals have been flushed and are not still running. Leave lavatory areas and floors clean.
Lights: All lights are to be turned off before leaving.
Keys: Any door key loaned to you is not to be duplicated and is to be returned ASAP.

Thank you for your cooperation—The Local Church Board