



# **BUILDING USAGE POLICY**

***Our building and property are God's gift for our stewardship of His presence, work and Word through all we do. We desire and intend to use what God has entrusted to us for His glory, to spiritually grow and equip our church family for ministry, and to seek to love our neighbors and community with the of Jesus Christ.***

The purpose of our Building Usage Policy is to provide guidance, clarity and requirements for use of our facilities for ministry. This includes existing and new ministries by our church and partners who would like to rent space for a ministry or community event.

## **THE VISION OF ETERNAL CHURCH**

To see every man, woman, and child living lives of WITNESS at home, at work, and at play.

## **THE MISSION OF ETERNAL CHURCH**

We do this by treasuring the TRUTH of the Gospel, WORSHIPING Jesus Christ in word and deed, and growing in COMMUNITIES of faith.

## **OUR FOUR COORDINATES**

TRUTH | WORSHIP | COMMUNITY | WITNESS

## **STATEMENT OF FAITH**

Adherence to our statement of faith provides guidance for all ministries and events in our building and on the property.

*Eternal Church: No activities may take place within our building or on our campus that conflicts with the mission, vision, values, or beliefs of Eternal Church. Prior approval for building and/or property use is required.*

## **PRIORITY OF USE:**

1. Our first priority as Eternal Church is to provide various worship services, ministries, programs, classes, or sponsored activities for our church body. Therefore, anything church related or church organized will have priority use of our facilities. The Eternal staff and leadership team have priority access to all rooms in the building at any time.
2. Eternal covenant members may schedule facility use at no cost for ministry related events, with the exception of the worship center and upstairs chapel. For our Small Group Vision & Meeting Procedures, please see the appendix on pages 7-8.
3. Eternal covenant members may request use of our facilities for a personal event for a small fee. Approval for these requests will be on an individualized basis and based on space availability at that time.
4. Congregants, visitors, and those who are a part of the broader Christian and local community may request the use of our facilities for a fee. Approval by the pastoral team will be required.

## **USAGE APPROVAL PROCESS:**

Step 1: Complete one of the following forms and attest to having read all of our policies and procedures. The form and approval will need to be completed at least 2 WEEKS in advance.

*All requests will be considered but must be approved by the facilities use team.*

### **INTERNAL EVENTS FORM**

All individuals requesting the use of our facilities for **ministry related** events must complete the [Internal Event Request Form](#).

### **OUTSIDE EVENTS FORM**

All individuals requesting the use of our facilities for **non-Eternal church ministry related or personal** events must complete the [Outside Event Request Form](#).

Step 2: A 50% deposit (if applicable) will be required once your event is approved to secure the facility. In the event of a cancellation, a full refund will be paid if canceled 2 weeks prior to the scheduled date. **FINAL PAYMENT** is due 5 days prior to your event. (SEE PAGE 5)

## FACILITY USE GUIDELINES:

1. All local and state fire and safety regulations will be followed. Eternal's Emergency Evacuation Routes are posted on walls throughout the facility.
2. No church equipment or property may be removed from the building.
3. Reassignment or sublet to any other renter is strictly prohibited.
4. Audio and Visual equipment, worship instruments and equipment may not be handled or used unless explicit permission is given by the Worship Pastor or Production Manager. Please do not touch or handle any instrument or equipment that you do not personally own. If AVL is required, we will assign a trained person to support the event.
5. There is to be no personal use of the Eternal office equipment in the admin area.
6. Groups are restricted to only those areas of the facility that the group has reserved.
7. The ministry leader and team are responsible for minors in attendance when using space at Eternal Church. **Small Groups:** At least one adult and a helper is required for childcare. If additional help is needed another adult or teen is sufficient. **Medium & Large Groups:** Must review and adhere to our Child Protection Policy and Leader to Child Ratios. All adults working with children must be background checked by Eternal Church's preferred vendor, CHECKR. No adult is to be alone with a minor at any time, there should be at least an adult and designated helper.
8. No food to be prepared inside the building. Food may be brought in from outside only.
9. Smoking is not allowed in any part of the building or immediately outside our building.
10. Clean-up is the responsibility of the ministry / event leader and team immediately after the event. This includes removing the trash, resetting of chairs & tables back to how it was found, counters wiped clean, and supplies used put away. Any spill should be cleaned immediately.
11. In the room of use, lights are to be turned off and doors closed after the event.
12. After hours or non-business hours: The ministry leader is responsible to lock up the facility (checking all doors to outside) after the event is finished and ensure all lights are turned off.
13. Non member and outside events are responsible for any and all damages incurred by their use and should report these to the Building and Property Manager right away.
14. Eternal assumes no responsibility for the use of the building and facilities by the renter and has no liability to the user for such use, and further the user agrees to indemnify and hold Eternal harmless from all third party claims, liability or damages arising out of such.
15. Eternal Church reserves the right to cancel or change this agreement at any time due to ministry activities and needs. **WE RESERVE THE RIGHT TO REFUSE RENTAL TO ANYONE (MEMBER OR NON-MEMBER) FOR ANY REASON.**

## ROOM SIZE GUIDELINES AND POTENTIAL ROOMS AVAILABLE:

See map on page 6 to reference room locations

### SMALL GATHERING ROOMS

1-12 people

Ground Floor Rooms:

- Cafe
- Gathering Room
- Green Room
- Kids Worship
- Student Center

Second Floor Room:

- Conference Room



### MEDIUM GATHERING ROOMS

13-50 people

Ground Floor Rooms:

- Kids Worship
- Student Center

Second Floor Room:

- Conference Room



### LARGE GATHERING ROOM

51-100 people

Second Floor Room:

- Chapel



### EXTRA LARGE GATHERING ROOM

101-500 people

Ground Floor Room:

- Worship Center



## FACILITY COSTS

50% due at reservation. Remaining amount due 5 days before the event.

### Event Costs for Single Use

The following fees apply to outside events that are non Eternal Church ministry related events.

A discounted fee will be offered to covenant members of Eternal Church for personal events.

<b>ROOM SIZE</b>	<b>COVENANT MEMBER COST (Non-Ministry Personal Use)</b>	<b>NON-MEMBER COST</b>
Small (1-12)	\$10	\$25
Medium (13-50)	\$25	\$50
Large (51-100)	\$100	\$250
Extra Large (101-500)	\$500 (3 hours, \$100 per additional hour)	\$500 (3 hours, \$100 per additional hour)
<b>ADDITIONAL COSTS</b>		
A/V Tech (any event need)	\$200 (2 hours, \$100 per additional hour)	\$200 (2 hours, \$100 per additional hour)

### Weddings

Please refer to our Wedding Document for more information

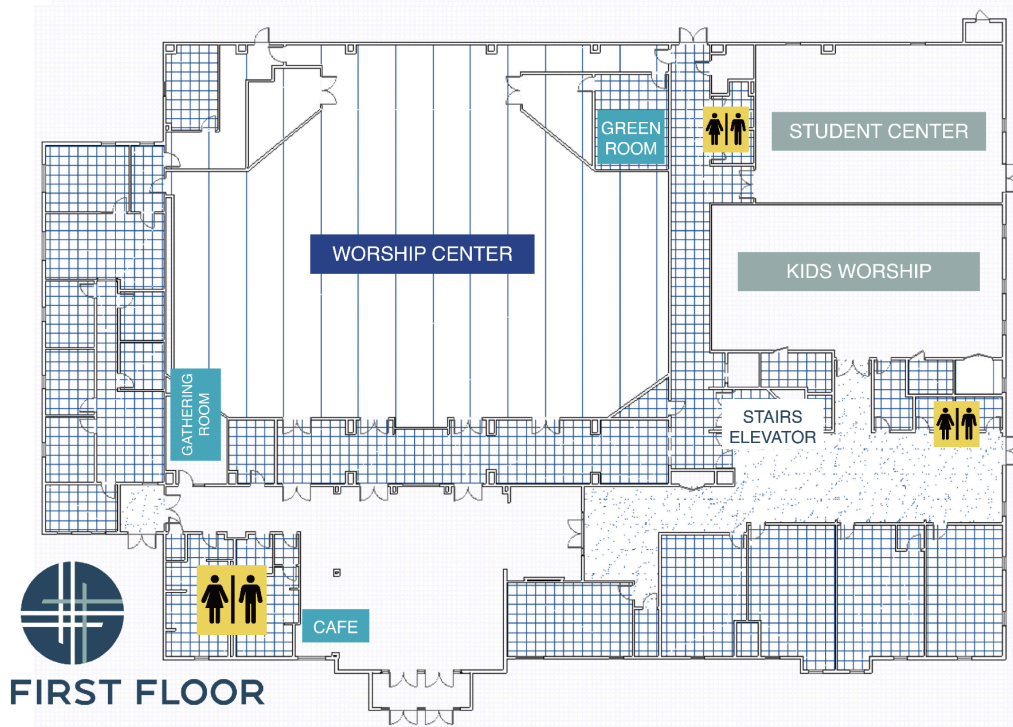
## PRIMARY CONTACTS FOR QUESTIONS

- Executive Pastor: Chad Hollowell (704) 877-7780
- Events Manager: Kristen Gardner (803)389-3814

**ETERNAL CHURCH**

**1650 O'Henry Lane, Fort Mill, SC 29708**

**Rooms available for use (must have approval)**



## APPENDIX

### Small Groups Policy | Child Protection Policy | Coffee Machine Use Policy

#### GROUPS AT ETERNAL CHURCH

##### GROUPS VISION:

*“You’re not in Church until you’re in Community!”*

Community is where we apply God’s truth in our lives. Weekly preaching and corporate worship are essential, yet they are insufficient to cultivate Gospel transformation in the Christian life. We need one another. We need spiritual relationships—to know and to love—and to be truly known and truly loved.

Community has been an integral part of Eternal since its inception—and long before we moved into our building. It’s our history and our culture. For years we’ve gathered and grown together in peoples’ homes around dining room tables and on sofas and recliners in living rooms. Men. Women. Children. Old. Young. Single. Married. Divorced. Widowed.

As Paul said in 1 Corinthians 10, “‘All things are permissible,’ but not all things are beneficial.” While small groups *could* meet throughout the new facility in various places, it’s not what the building was designed or intended for. Not only that, but our Community Groups were not envisioned or intended to be hosted in a church facility but in peoples’ homes...where real life happens. As such, **we desire that our Groups (Community, Men, Women, etc.) will continue to meet regularly in homes.** That is the vision and desire.

However, situations that prevent a group from meeting in someone’s home may arise. In such cases, groups may seek to meet in the facility instead of canceling altogether. While this isn’t ideal (for a group or the facility), it is possible. Group Leaders must submit an Internal Event Form to the Events Manager, highlighting how much space is desired and how long the arrangement might be necessary. Any approval for a small group to meet in the facility is subject to change based on the ministry needs of medium to large groups, which is what the space was designed for. Should a schedule conflict arise between a small and medium/large group, priority will be granted to the larger groups. All groups meeting at the church (regardless of size) must abide by Eternal’s Building Policy as well as the Childcare Protection Policy, which includes a background check for all childcare workers, and a minimum of two childcare workers to oversee any group of children.

##### (GROUPS) ROOM USAGE POLICY & PROCEDURES:

We appreciate your help as we try to steward the building that God has given us. Below are instructions for using the space and the clean up procedures:

1. Please see our full Coffee Policy [here](#) and on page 13 of this policy. We ask that you do not use our commercial brewers in the lobby for your group. They are for our Sunday morning coffee ministry and larger ministry gatherings, and people using the machines need to be trained on their operation and clean up procedure. We do have several Keurigs in the building that you are welcome to use and coffee pods are provided. We ask if you use them regularly to consider donating to offset the cost. Also, there is a pot attached to the Keurig machine upstairs in the Chapel where you can brew coffee. You will need to provide your own grounds and we kindly ask that you make sure **everything is cleaned and placed back where you found it**. And please take your unused coffee grounds back home with you!
2. We are not able to set a room up for you in a specific way at this time and we ask that you use the room as you find it. Please try to not move the furniture around. If you do move chairs, please make sure to **reset the room back as you found it**.
3. If you have placed food in a trashcan, please remove the trash bag and place it in the dumpster in front of the Admin side of the building. There should be extra bags in the trashcan to replace the liner.
4. Please make sure all lights are turned off when you leave and all doors are closed and locked. Please check the doors as you exit to make sure they are secure.
5. Our building alarm automatically arms at 10 p.m. Please make sure everyone in your group is out of the building by 9:45 p.m.
6. Please do not adjust the thermostats. Reach out to Josh Eckstein if you need it adjusted.
7. Please do not use any of the sound equipment unless you have spoken with Keith Dudley.
8. At some point we may ask your group to change days, times, rooms, or location. We have many requests for use of our building and we are trying to accommodate as many as we can, as well as prioritizing the space for the ministries of our church.

Contacts:

- Kristen Gardner: (803) 389-3814 - Any building issue, including keys/fobs, thermostat adjustments, and room setup
- Chad Hollowell: (704) 877-7780 - If Kristen Gardner is not available
- Keith Dudley: (803) 322-2516 - Audio/Video needs

## **CHILD PROTECTION POLICY**

*This Child Protection Policy has been written with best intentions and expectations for our volunteers and staff members in the Children's Ministry. These policies have been written with the safety of both the child and volunteer in mind. If volunteers abide by these policies, church leadership is able to, in good conscience, defend volunteers in the event that an accusation should arise from a child or their family towards a volunteer. Abiding by these policies is the best step towards creating a safe place for every child and family to experience the joy of following Jesus! Thank you for being a safe person, because creating a safe place begins with being safe people.*

### **I. Requirements to volunteer with children**

A. Indirect Volunteer - This is a volunteer who would not be found one on one with a child or student. Check-in volunteers fall in this category.

Volunteer must have:

- a) Had a personal interview with a staff member.
- b) An approved background check.

B. Direct Volunteer - This is a volunteer who works directly with children or may find themselves in an one on one situation with a minor. Roles in this category include:

Room Leaders, Storytellers, Room Hosts, and Security.

Volunteers must have:

- a) Been attending Eternal Church for at least six months.
- b) Had a personal interview with a staff member.
- c) An approved background check.

### **II. Best Practices**

**Physical Contact** - Physical contact happens during children's ministry. There is no need to avoid physical contact but here are some best practices.

- When hugging children, let them initiate. They may grab on to your leg or your waist. You can gently hug them back by putting your hands on their back and then transitioning them into the room, to a toy, or an activity.
- It is always a best practice to not let a child older than preschool age sit in your lap.

## **Bathroom Procedures**

- Diapers - If a child needs a diaper change, make sure there is another adult present when you change the diaper. Only female adults may change a diaper.
  - For your safety:
    - Wear plastic gloves and ensure a fresh changing pad cover is down.
    - Talk to the child about what you are doing as you change their diaper.
    - Dispose of dirty diapers, remove gloves and wash your hands.
    - Complete and place an I've Been Changed sticker on the child.
  
- Bathroom
  - Nursery
    - *Potty training toddlers must be escorted to the bathroom by a female over 18.*
    - *Leave the bathroom door open.*
    - *The adult may help the child pull down and pull up pants; coaching them through the rest of the steps using their voice.*
    - *If they need assistance, guide their hand to clean themselves.*
    - *In the event that they make a mess, check for a change of clothes in their bag. If no clean clothes are available, call for their parent/adult. If clean clothes are available, wear gloves and help them remove soiled clothes and place in a plastic bag and then redress.*
    - *Instruct them to wash their hands.*
    - *Place an I'm a Big Kid, I Went Potty sticker on the child*
  
  - Preschool
    - *Potty trained preschoolers may use the adjoining bathroom in their room.*
    - *If they need assistance only females over 18 may assist.*
    - *Leave the bathroom door open and coach them with your voice from the door.*
    - *Do not help the child clean themselves. In the event that they make a mess, call for their parent/adult.*
    - *Instruct them to wash their hands before returning to the room.*

- Elementary

- *Elementary aged children must be escorted to the bathroom outside the “Kids Worship” room by an adult of the same gender - when possible.*
- *The adult should never enter the bathroom but wait outside for the child to be finished.*

## **Supervision**

- Leader to Child Ratios

- Nursery - 1 adult leader :: 5 babies; 1::6 young toddlers; 1::8 older toddlers
- Preschool - 1 adult :: 12 children
- 5K - 1 adult :: 20 children
- Elementary - 1 adult leader :: 23 children

- Presence

- A child should never be left alone in a classroom or hallway.
  - In the event that you need to have a one on one conversation with a child, find a private public space to do so. The corner of the room or in an open hallway. You should never be alone and behind closed doors with a child.
- Abide by the 2-leader rule. Always have a co-leader with you when interacting with children.

## **Security on Sunday Mornings/During Children’s Events**

- People

- *Only staff, volunteers serving that day or parents/guardians displaying the security pick-up sticker will be allowed entry into the children’s wing.*
- *Doors to the children’s wing will remain closed and locked for the entirety of the worship service and during any children’s events outside of Sunday morning.*
- *All external doors are to remain closed and locked to the outside at all times.*
- *The safety team will ensure the children’s wing remains free of any unauthorized people.*
- *Only approved volunteers who are serving on that day are allowed in the room. Kindly ask parents to drop-off at the door. The exception is a first-time child in the nursery. If needed the parent may enter the room for the first 5 minutes to settle the child.*

- Stickers/tags
  - *All volunteers must be checked-in and wear a security name tag.*
  - *All children must be checked-in and wear a security name tag to enter any room.*
  - *Parents/guardians need to keep their matching security tag.*
    - *The parents' security tag allows them entrance to the kid's hallways for pick-up. No tag, no entrance.*
      - *Siblings 6th grade or older may pick-up a child.*
    - *This security tag must be matched at pick-up.*
      - *Only adults over 18 may release a child from a room.*
    - *Adult room leaders must manually check the child out using the roster tablet in the room.*
  - *Lost tags - If a parent loses their tag, they must go to the check-in area, provide proper identification, and have a new sticker printed.*

### III. Sensitive Information

A. Occasionally, a minor might share or inform you of sensitive information. There are 3 types of sensitive information that need to be reported immediately to a Family Ministry staff member:

1. The child is being harmed.
2. The child is harming oneself.
3. The child is harming others. (This includes biting)

B. Do not wait to report sensitive information. Inform a Family Ministry staff member as soon as you gather information from the child. The Family Ministry staff member will take the next appropriate action.

*\*South Carolina Law mandates that all Christian ministers and childcare workers [report neglect and abuse to the State](#) . Abuse is a very serious situation and is never up to the opinion and/or discernment of a volunteer or individual staff member.*

**For questions or clarifications, please contact Lauren Dean at: [lauren@eternalchurch.net](mailto:lauren@eternalchurch.net).**

## COFFEE MACHINE USE GUIDELINE

The Eternal Church coffee machine in the lobby is designed for bulk brewing. Due to the cost of this equipment, its designed function and proper maintenance and care of the machine, we are using the following guideline for its use:

**Sunday Morning Coffee Ministry:** The primary use is designated for our Sunday mornings as a ministry to our church body. Volunteers must be trained to brew coffee and clean the machine. The coffee ministry volunteer team is responsible for clean-up after use.

**Groups Over 25 (mid to large):** A secondary use is for regularly planned ministries of our church, such as our Men's and Women's ministries, Marriage, Covenant Classes, etc. and special events as requested.

For use, prior arrangement must be made by contacting our Events Manager, Kristen Gardner. Those making the coffee must be trained and are responsible for full clean-up after use. The group must bring their own coffee grounds for brewing and the grinding should be for brewing quality.

**Groups Under 25 (small):** The lobby coffee machine is NOT to be used for small groups under 25. Groups this size need to bring their own coffee either individually, someone making it and bringing it in their own carafe, or by purchasing bulk coffee (such as Starbucks or Dunkin' Donuts box coffee).

There is a coffee pot in the upstairs Chapel that small groups can use, but they will need to provide their own coffee grounds. If used, the group is responsible to make sure the pot is turned off, the grounds are discarded, and everything, including the pot, is cleaned.

***Please note:*** there are Keurig machines in the Green Room, Children's workroom, and upstairs Chapel. Our church body is welcome to use these if attending an event and no coffee is provided. Please consider a donation so we are covering costs in this case.