

## **TPIBC Policies—Use of Church Facilities**

<b>Title</b>	Use of Church Facilities
<b>Guideline no.</b>	1
<b>Version</b>	1.0
<b>Date</b>	8-Mar-2015
<b>Author</b>	2015 CMC

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### **Revision History**

<b>Version</b>	<b>Date</b>	<b>Comments</b>
1.0	8-Mar-2015	Original release

### **1. Scope**

This policy covers the topic of using Church facilities on Sundays and during the week.

### **2. Definition**

Includes the use of rooms and equipment.

### **3. Roles and responsibilities**

- a. Anyone wishing to use the Worship Hall, G/F Multipurpose Room or classrooms for any activity must first reserve the facility via the Church Administrator.
- b. All school property and facilities should be left in the condition in which they were found.
- c. Use of music equipment must be approved by the Worship Minister.
- d. Requests to use other Church equipment or property should be made to the Church Administrator at least 1 week in advance.