



GARDNER SEVENTH-DAY ADVENTIST CHURCH
100 COLONY ROAD WESTMINSTER, MA 01473
Phone (978) 874-6436

**BUILDING USE POLICY: 1:1 GUIDELINES
FOR USE OF FACILITY**

Dear Applicant:

The members of the Gardner SDA Church are happy for the request of using our church for your private function. We will consider your request, but we would like you to take a moment and read about some of the things that are significant to us.

1. Most importantly, the church is a place of worship and fellowship. This means that whatever the event is, it should not detract from its sacredness. This building has been set aside for the purpose of having a place to meet with God; and your choice of music, conduct, dress and deportment should give evidence that you understand this completely.
2. All requests for the use of the building must be in writing and be approved by the Gardner SDA Church Board. Any *use fees* are due upon approval of your request by the Board...No reservations will be considered confirmed until the fees and security deposits are paid. Please note that the Gardner SDA Church reserves the right to pre-empt reservations up until six (6) months of the date reserved.
3. As a congregation, this is a place where we meet regularly and desire to keep it in order. We expect the same commitment from anyone who has the use of these facilities as well. Below is a list of things that will help to guide you to this goal:
 - ◆ For the health and safety of you and others, smoking and alcohol are not allowed on our premises.
 - ◆ Do not move any furniture (with the exception of the pulpit furniture) without the approval of a deacon. The organ is not to be moved at all.
 - ◆ Do not staple or tack any decorations to any part of the structure or pews.
 - ◆ Use only drip-less candles placed only in the candelabra if candles are going to be used. Please use extreme caution in placing them so they do not become a fire hazard.
 - ◆ All extra equipment the church does not have will need to be provided by the applicant. The church will only be able to provide what it has.
 - ◆ The Fellowship Hall is the only place where food may be served and consumed.
 - ◆ Out of concern for the safety of the birds and the environment, confetti may not be used. As an alternative, birdseed may be used, but only outside the building.
 - ◆ We expect that you will leave the building and premises in a clean, orderly, and excellent condition. The sanctuary should be clean. The kitchen and halls should be clean. All the food and decorations or other items brought in for your functions should be removed. We cannot be responsible for items you might leave.
4. We expect you to cover the costs associated with your use of this building. Attached to these guidelines are:
1:2 Reservation Request Form and 1:3 Rental Rates Schedule. We want you to be aware of several facts:
 - ◆ The *use fee* on the Sanctuary covers the use of the building and the deacon (*see 1:3 Rental Rates Schedule for details*).
 - ◆ The security deposit will be held until we can ascertain that the stipulations listed here were met. If the building was damaged, or the organ moved, or the building left unkempt, the cost of rectifying the problems will be taken from the deposit. If the costs of repair are greater than the deposit, we will expect you to make up the difference.