Whitewater Family Church

Facility Use Policy

April 1, 2020

1) Church Use   This policy governs the use of Whitewater Family Church (WFC) building and grounds for events other than church sanctioned events. These events might include birthdays, anniversaries, showers, etc. However, there are only 2 types of people who may use the facility.

- A signed member may use the facility on approval of the pastor or their designee. A signed member is defined as having signed the church membership form, is on the church roster, and committed their membership before the congregation.
- A non-signed individual affiliated with the church may use the facility; but only if a signed member is willing to sponsor them; be present for the non-member's event, and have approval of the pastor or their designee.
- A person or organization with no affiliation with the church may apply for use of the building and grounds. The person or organization will make the request to the deacon board who will approve or deny the request and will assign a sponsor if the request is approved.
- This signed member or sponsor will further be referred to as the "user." All persons and/or organizations must complete the attached request form and submit to the pastor or deacon board.

2) Cleanliness   Those using the building will "broom clean" the building after use. You do not need to apply soap or water to the floors or windows. Users are expected to clean countertops that were used; they should be washed and left clean. Sweeping must be done in any areas with hard surface floors that were utilized and vacuuming must be done on the carpeted areas if they were utilized. WFC does recommend and encourage a donation from each user for cleaning services based on the size of your event.

3) Church Equipment   The church equipment may be used; however, the user assumes all responsibility for any damage during use. The church will supply an individual to operate or coordinate the use of equipment. The user is not responsible for damage caused by the church personnel. WFC also recommends a donation to church personnel volunteering to help operate equipment during their event.

4) Damages, Illegal Activities, Etc.   All activities should be kept within the beliefs and preferences of WFC. No illicit drugs, alcoholic beverages, or weapons are allowed in the building or on the grounds at any time. Tobacco use in the building is not allowed. Smoking is permitted on the grounds but must be at least 50 feet from any doors. WFC asks that all cigarette butts be policed up and thrown away in the trash bin outside. Any unlawful acts are strictly prohibited. Any cost resulting from the destruction or vandalism of the property by any individual at an event will be the responsibility of the user. The user may seek to reclaim funds occurred from an individual but must do so on their own terms. Any stolen goods that are to be replaced will also be at the expense of the user. Any property left at the church for more than a week without deacon approval will be considered abandoned and will be stored or disposed of at the discretion of WFC.

5) Internet Usage   WFC's network and internet may be accessed by users. Users utilizing WFC's internet must abide by WFC's Internet Usage Policy. Any failure to do so will result in privileges being suspended.

6) Off-Limits Areas   The following areas are strictly off limits and to not be used or entered unless permission has been approved by a WFC deacon: the baptismal, the stage in the sanctuary and the musical equipment on it, the administrative offices, the utility/mechanical rooms, the sound booth, the front worship team closet to the right of the stage and the rear stairwell to the left of the stage, and the shed outside.

<u>WFC Building Usage Request Form</u>

Name: _____   Date of Event: _____

Contact Phone # _____

Signed Member ☐   Non-signed Member ☐   Non-affiliated person/organization ☐

Sponsor's Name (if applicable): _____ Phone # _____

Do you need anything from the church?

Use of the Kitchen? ☐   Any special needs? _____

Need tables? # _____   Need Chairs? # _____   Any special needs? _____

Need any Equipment (Sound/IT) ☐   Specify _____

Church use only:

Date request received: _____   Date Approved/Denied: _____

Approval by pastor/deacon board   ☐ Yes   ☐ No

If Equipment (Sound/IT) needed who will be running it? _____

Sponsor's Name (if applicable) _____

Computer and Network Use Policy

Grace Fellowship dba Whitewater Family Church
5/1/2017

Use, Permission, and Responsibility
The smooth operation of a network relies upon the proper conduct of the end users who must adhere to strict guidelines. The guidelines are provided below. In general, this requires efficient, ethical, and legal utilization of the network resources for not for profit purposes only. It is essential that each user on a network recognize his or her responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for her or his actions in accessing network services and for adhering to church use policies, procedures, and guidelines. If a church user violates these provisions, his or her privileges may be terminated and future access could be limited or denied. The signatures at the end of this document are legally binding and indicate that the parties who have signed have read the terms and conditions carefully and understand their significance.

Privileges
The network hardware and software is the property of the church. The use of the network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system operator or designee may temporarily close an account at any time as required.

Acceptable Use
The use of the network and associated resources shall be consistent with the not for profit objectives of the church. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret. Use for commercial activity is prohibited. Use for product advertisement or political lobbying is also prohibited.

Network Etiquette
Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
1. Users have the responsibility for the ethical and not for profit use of their own accounts and access.
2. The user exercising his/her right to use technology as a not for profit resource shall also accept the responsibility for all material received through their connection.
3. Use of appropriate language is expected – no swearing or use of vulgarities or any other abusive language.
4. Users will not share their password or use others' accounts.
5. Electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to authorities.
7. Use of the network to harm or harass others is not acceptable (e.g., sending unwanted e-mail/chain e-mail messages).
8. All communications and information accessible via the network should be assumed to be private property of the owner and should not be copied or used by others without the express written permission of the owner of the information.
9. Users will share the responsibility of keeping all unauthorized files, software, or files dangerous to the integrity of the network from entering the church computer systems.
10. Users may not install unlicensed software on church computer systems.

Ownership and Control
The church retains ownership and possessory control of its computers, hardware and software at all times. To maintain system integrity, monitor network etiquette and ensure that users are using the system responsibly, church administrators may review user files and communications. Users should not expect

that files and other information communicated or stored on church servers or cloud based storage will always be private.

Disclaimer
The church makes no warranties of any kind, whether expressed or implied, for the service it is providing. The church will not be responsible for any damages. This includes loss of data resulting from delays, non-deliveries, incorrect deliveries, or service interruptions caused by its own negligence or users' errors or omissions. The church specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security
Users must notify a system operator or designee of security problems. Users should not demonstrate the problem to other users. Users should not use another individual's account. Attempts to log in as a systems administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems will be denied access to the network.

Vandalism
Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, and wiring, as well as the data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.

Equipment Security
Equipment Security is the responsibility of the staff member using the equipment. Laptops, iPads, Nooks or other church equipment signed out or used by a staff member must be properly maintained and secured. Churches are open to the public; it is the staff member's responsibility to secure all devices. The staff member is also responsible for damages or lost equipment. All equipment will be turned in at the end of tenure or when requested.

Network and Computer Use Agreement
I understand and will abide by the above Computer Network Use Guidelines. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate legal action may be taken.

User Signature:

Print Name:

Date: