



First Evangelical Church of San Gabriel Valley

聖迦米羅省基督教會

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Policy on Use of FEC-SGV Facilities

Guiding Principle for Use of FEC-SGV Facilities

All FEC-SGV facilities are mainly for the use of church activities organized by FECSGV (the Church). Commercial or personal use is prohibited. The Church reserves the right not to serve any outside organizations.

Priority in Facility Allocation

1. All-church activities
2. Congregational activities
3. Activities organized by fellowship(s) and small group(s)
4. Occasional religious activities organized by other non-profit-making organizations (IRS 501c organizations). Such activities are not to be regular in order to maintain FEC-SGV property tax exempt status.

Guidelines on Facilities Allocation

1. Use of FECSGV facilities must be applied through the Church Administration. Access to facilities will be denied without prior completion of proper application procedures in order to avoid possibly embarrassing and difficult situations.
2. Basically, facilities are assigned on a first-come-first-served basis. However, factors such as nature of the activities and attendance size will also be taken into consideration.
3. Impromptu checks of reserved facilities will be carried out to ensure all FECSGV facilities are utilized at its maximum capacity.
4. Any special requests (e.g. year-round booking, block booking) should be directed to the Board of Deacons for consideration and approval.

Guidelines on Use of FEC-SGV Facilities

1. To ensure that FECSGV is safe, law-compliant and smooth in its operation, users of its facilities should always observe City codes and church regulations, including but not limited to those spelt out in the Facilities Reservation Form.
2. FECSGV has implemented an inventory tracking system. To avoid misinterpretation, no equipment or items can be removed from the premises without prior clearance with the Church Administration.
3. Guidelines on use of FECSGV vehicles are contained in the Policy for use of Church Vehicle.
4. The Board of Deacons is to set rental fees for non-FECSGV activities, while the Board of Elders review and/or audit rental charges and make changes as required.
5. In the case of non-FECSGV activities, the organizers will be asked to furnish proof of liability insurance together with the Facilities Reservation Form.
6. Church Administration will issue warnings on violations of This Policy and refer to the Board of Deacons any "three (3) strikes" for action.

Review of This Policy

Any review of This Policy, if deemed necessary, is to be undertaken by the Board of Elders.