

# Morton Apostolic Christian Fellowship Hall

## Guidelines and Regulations

Effective 4-21-17

### **MISSION STATEMENT**

The Morton Apostolic Christian Fellowship Hall is dedicated to the honor and glory of God. The use of the Fellowship Hall is limited to wholesome, Godly activities and functions compatible with sound Biblical teachings. All activities are to be properly chaperoned and conducted in a manner honorable to God, and the harmony with our Faith, Doctrine, and Church practices.

The operation of the Morton Apostolic Christian Fellowship Hall is under the direction of the Church Board of Trustees and Elder. Generally, government shall be under the local congregation bylaws and, by extension, the national bylaws of the Apostolic Christian Church of America. In particular, activities such as weddings, receptions, and anniversaries should comply with the BYLAWS OF THE APOSTOLIC CHRISTIAN CHURCH OF AMERICA, ARTICLE III: MEMBERSHIP-SECTION 4: STATEMENT ON MARRIAGE AND SEXUALITY.

### **I. APPROVED USES OF THE FELLOWSHIP HALL**

- A. Weddings and/or wedding receptions
- B. All Apostolic Christian Church sponsored activities
- C. All Apostolic Christian Church operated facility sponsored activities
- D. Private use is restricted to the following and where the scheduling member of the party attends the Apostolic Christian Church:
  - 1. Reunions and family gatherings
  - 2. Picnics or meal function
  - 3. Singings
  - 4. Sewing groups
  - 5. Showers
  - 6. Anniversaries
  - 7. Seminars and Training Programs that can meet all the established rules and guidelines.
  - 8. All other uses must be approved by the Church Trustees and Elder.

### **II. GENERAL RULES AND REGULATIONS**

#### ***The following are required:***

- A. Supervision by an adult over the age of 18 years
- B. Children are to be confined to the Fellowship Hall property at all times
- C. Telephone use is to be limited to local calls only
- D. Acts of misconduct are to be reported to the Church Trustees
- E. All activities are to fit within the Mission Statement and approved uses
- F. The following are **not permitted**:
  - 1. Smoking inside or on the Fellowship Hall grounds
  - 2. Alcohol or drugs

3. Profanity, offensive language, or inappropriate noises
4. Audible auctioneering, ticketed events, or pre-priced raffles
5. Applause
6. Music other than Church approved Hymns unless approved by the Church Trustees in conjunction with the Elder.
7. VCR's, DVD's, video, and monitors (Exceptions, see Multimedia guidelines)
8. Activities other than Church related activities during Church services
9. Shorts, bare feet, tank tops, T-shirts with offensive language or graphics
10. Percussion, wind, and amplified instruments
11. Card playing or dancing

### III. CHURCH SPONSORED ACTIVITIES

- A. Proper attire which is in harmony with Church order.
- B. All music is to be Apostolic Christian Church approved. Musical instruments are limited to piano (no percussion, amplified, or wind instruments).
- C. Program speakers are limited to our Brethren in the Apostolic Christian Church.

### IV. MULTI MEDIA PRESENTATIONS DURING ANY EVENT

***All presentations must adhere to Fellowship Hall Guidelines in addition to those listed below.***

- A. Videos and DVD's are only permitted when used in conjunction with presentations, seminars, training, and non-church events if they meet the guidelines listed below.
- B. The following are **not permitted**:
  1. Pictures of children over the age of 12 and adults that are partially clothed or in swim attire.
  2. Pictures of parties involving alcohol or drugs.
  3. Pictures of unlawful or criminal behavior.
  4. Pictures of lewd gestures or behavior against the guidelines and practices of the Apostolic Christian Church.
  5. Background music that does not meet the music guidelines.
  6. Internet usage of any type.

### SHELTER GUIDELINES

- All general rules and regulations apply unless specified differently in permitted guidelines.
- All church functions are to adhere to the church guidelines in addition to the general rules.
- Single restroom with West side access is the extent of building use when shelter only is rented.
- Unscheduled use of the Shelter may occur if you check the web posted calendar the same day. ***However you are required to contact the scheduler no later than 1 day after use of the facility or you will lose the privilege of this facility.***
- The following instruments **are not permitted**:  
Percussion, amplified, or wind instruments

### HOUSEKEEPING

- Manpower to perform activity set-up and cleanup is the responsibility of user
- Cleanliness is the responsibility of the user. Please use check list provided in packet supplied by the scheduler.

- Users must use care to preserve the facility and grounds. Please report any damage or problems on the form provided in packet.
- All personal materials left behind will be disposed of, please make sure you have removed all rentals and personal belongings.

### **WEDDING GUIDELINES**

- Marriage ceremonies are to be performed by an Apostolic Christian Elder or ordained minister.
- Pre-marriage counseling by an Apostolic Christian Church Elder is required which includes reviewing the Fellowship Hall guidelines.
- Photography and video is not allowed during the ceremony which begins with any member of the wedding party entering the assembly and ends when the entire wedding party has exited.
- Marriage activities are to be to the praise and glory of God. Godly order shall prevail as well as the refrain of applause.
- Supplemental furnishing and props for the ceremony will be limited to a podium, floral arrangements, and candelabrams. No other furnishings are permitted without prior approval of the Church Trustees and Elder.
- Music and slide shows are limited to all the Fellowship Hall Guidelines (see General, Church Sponsored, and Multi-media guidelines for what is acceptable). Only the piano can be used during the ceremony as described above.

### **RESERVATION GUIDELINES**

***All events are scheduled on a first come basis and cannot be changed or moved unless the following conditions are met.***

- All scheduling is to be coordinated and approved by the Fellowship Hall appointed persons. No other reservations will be honored or allowed. Please see Church website for current schedule and appointed schedulers.
- Dates can be scheduled at any time prior to the event, but are subject to the guarantees listed below.
- Reservations will only be accepted if the party attends the Apostolic Christian Church.
- Morton wedding rates apply only if the parent or if one of the party attends the Morton Apostolic Church.
- Please be specific with your needs. Reservations are taken for the following **FOUR** areas of the facility: *(Please note: The North and South areas share the entry and restroom facilities)*
  - a. North of the dividing wall including large kitchen and facilities
  - b. South of the dividing wall including small kitchen
  - c. Shelter
  - d. Cooking shed
- **Reservation Guarantees:**
  - a. Annual events of the Morton Apostolic Christian Church are prescheduled and cannot be moved without Church Trustees approval.
  - b. Weddings & receptions are guaranteed 150 days out for any Apostolic Christian Church.
  - c. Church functions of any Apostolic Christian Church will be guaranteed 90 days out.
  - d. Non-Church functions where a member of the party attends the Morton Apostolic Christian Church will be guaranteed 90 days in advance.

e. Non-Church functions where the party attends another Apostolic Christian Church will be guaranteed 60 days in advance.

**SUGGESTED MINIMUM DONATIONS** (Effective January 1, 2016)

<b><u>Function</u></b>	<b><u>Morton</u></b>	<b><u>Others</u></b>
Private groups (< 100)	\$100	\$200
Private groups (100 – 200)	\$200	\$350
Private groups (>200)	\$350	\$500
Wedding Only	\$350	\$600
Wedding and/or Reception	\$500	\$1,000
All set-up days	\$100	\$200
Grill Shed	\$50	\$50
Shelter Only	\$50	\$50

I acknowledge I have read the above guidelines and regulations and will adhere and respect them completely. I also understand, failure to do so may forfeit the privilege to use the facility in the future.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

The Church Trustees sincerely hope you will abide by the above rules that have been sanctioned by the church body to be consistent with Godly order and Church unity.