

The building and grounds of New Heights Chapel have been dedicated to the service of our Lord Jesus Christ. Our desire is to reach the people of Murfreesboro and Rutherford County with the Gospel while exercising proper stewardship of the building and grounds God has provided. To this end, we require that all users of the New Heights Chapel facility will:

1. Include no service elements that would detract from New Heights Chapel's desire to honor God in all that is done in our church building. Please contact Special Events Coordinator if you have questions about a particular element.
2. Use appropriate care in order to respect and protect the facilities and grounds.
3. Serve only non-alcoholic beverages on the entire campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas.
4. Report any stains or damage to Special Events Coordinator.
5. Provide a Certificate of Insurance at least two weeks prior to the event which names New Heights Chapel as Additional Named Insured with minimum \$1 million coverage per incident. You can obtain this from your insurance carrier. It must be provided to the Chapel no later than 7 days prior to the event.
6. Observe the "smoke-free" and "peanut- and peanut product-free" policies of the entire campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas. "Smoke-free" includes the use of smokeless tobacco. Our detailed peanut policy is on page four.
7. Refrain from the use of music which includes offensive or graphic elements. The building shall not be used for the purpose of staging a dance with either a live band or a live DJ.
8. Use only dripless candles.
9. While securing decorations, refrain from the use of any implement, device, or tool leaving any marks or holes of any kind.
10. Remove all decorations and flowers following the ceremony.
11. Refrain from any movement or rearrangement of furniture or equipment except that which is agreed upon in writing prior to the date of the event by Chapel Building Leadership. This includes all musical instruments and equipment on stage, particularly the piano, keyboard, and SamePage stations. Tables and/or chairs in the classrooms or the West Hall may be moved as needed; we request that you put them back in place after your event.
12. Vacuum and empty trash in any rooms used. Group 1 users must confirm clean-up arrangements with Chapel Building Leadership prior to the date of the event. Custodial arrangements are included in fees for Group 2 and Group 3 users.
13. All food and beverages must be kept within the kitchen and West Hall.
14. Vacate the building by six hours after the scheduled start time of the event but no later than 10:00 pm if the event is held on Saturday evening.
15. The \$250 damage deposit is due with application to secure event on the Chapel Calendar. All other fees must be paid at least 7 days prior to the event.

Building use is limited to the following:

Group 1

- Groups administered by New Heights Chapel:

These groups are funded by or coordinated by New Heights Chapel and are directly accountable to the Deacons, Elders or other authorized Ministry Leader. No fee will be assessed to these groups, either for regularly scheduled meetings/regular use of the facilities or for extra meetings or events.

- Member sponsored events:

This category includes not-for-profit activities, groups or ministries not directly connected to New Heights Chapel, but in which members of the New Heights family will be significantly and/or administratively involved.

Group 2

- Affiliated Individuals, Groups or Organizations:

This category includes not-for-profit activities, groups or ministries not directly connected to New Heights Chapel. Members or the New Heights family may or may not be involved. For applicable fees, see the Fee Schedule.

Group 3

- Unaffiliated Groups / Organizations:

Other individuals or organizations not a part of nor supported by New Heights Chapel, whose philosophy, goals and objectives do not conflict with the vision and purpose of New Heights Chapel, will be considered on a case-by-case basis. New Heights Chapel reserves the right to accept or reject facility use to entities within this priority level at the discretion of the Elders. For applicable fees, see the Fee Schedule.

Fee Schedule

A Usage Fee will allow the use of facility and furnishings and cover fees for cleaning, media technician, and break-down and set-up of equipment. These prices are applicable to events with a duration of 5 hours or less. If your event is expected to exceed 5 hours, additional fees may be assessed. All fees shall be paid to New Heights Chapel no later than 7 days prior to intended use, and are as follows:

	Group 1	Group 2	Group 3
Damage Deposit *	n/a	\$250.00	\$250.00
Worship Hall OR West Hall, with associated areas	n/a	\$200.00	\$300.00
Worship Hall AND West Hall with associated areas	n/a	\$400.00	\$600.00

* Damage deposit will be returned within 7-14 days upon approval of facilities team leader. However, if any of Items 1 through 11 in the "Expectations" section of this document are not honored, part or all of the deposit may not be returned.

Equipment and instruments on the stage in the Worship Hall are not to be moved by anyone other than persons authorized by New Heights Chapel (see Item 11 of Expectations section of this document.) If desired, piano may be removed from stage ONLY by people authorized by New Heights Chapel for a fee of \$400, which is what the movers and piano tuner charge for their services.

Consideration will be given to special requests and unusual circumstances, as well as for ongoing regularly scheduled events.

Checks shall be made payable to "New Heights Chapel." Please mail checks to: New Heights Chapel, Attn: Jackie Weathers, 2650 St. Andrews Dr., Murfreesboro TN 37128.

New Heights Chapel
Peanut- and Peanut Product-Free Facility Policy
Effective December 7, 2010

The leadership of New Heights Chapel recognizes that peanut allergies represent a health and safety hazard with serious consequences for those with this allergy. In order to protect all members and guests of New Heights Chapel, the deacons, elders and staff have determined that it is necessary to make the interior of our facility peanut- and peanut product-free.

For purposes of this policy, a peanut- and peanut product-free facility is hereby defined as being free from the carrying, use or serving of peanuts, peanut butter, or any product containing peanuts or peanut oil by any person on the premises.

This policy is in effect 24 hours a day, seven days a week, and applies to anyone in the facility and to any use of the facility.

Oversight will be the responsibility of individuals using the facility. Repeated occurrences of peanut/peanut product use should be reported to the deacons for appropriate action. Periodic reminders shall be distributed via email, announcement and newsletter; and appropriate signage shall be used, concentrating on but not limited to the kitchen and nursery areas.

Under this policy, items that should not be brought into the building include (not an exhaustive list):

- n shelled or unshelled peanuts, mixed nuts that include peanuts
- n peanut butter and other peanut products
- n desserts and other foods containing peanuts, peanut filling / paste / flavoring
- n candy such as Reese's, peanut M&M's, Whatchamacallit, Payday, Butterfinger, Mr. Goodbar, Snickers

This policy does not prohibit:

Tree nuts (almonds, walnuts, pecans, Brazil nuts, cashews, coconut, hazelnut, macadamia, pine nut, pistachios, etc.) and food/candy containing tree nuts (Almond Joy, etc.)

Candy and other products without peanuts, manufactured in facilities that use peanuts. For example, bags of Hershey Miniatures are permissible if the Mr. Goodbars are removed; plain M&M's are acceptable, etc.)

Questions about the policy should be directed to the office (615.890.2004) or to Peter Burns (217.3675) for consideration by the deacons.