



FACILITY USE POLICY

MISSION STATEMENT

Faith Church's Mission Statement will guide the decision-making process for any consideration of special uses of the building and grounds. All functions and use of the facility must be compatible with the Mission Statement, which is:

REACHING PEOPLE, BUILDING LIVES

RESERVATION PROCEDURE (all events except Funerals)

1. The person responsible for an activity must complete a *Building Request form and Facility Use Agreement* (available online and in the church office) and return it to the church office no later than three weeks in advance of the requested date. Church office hours are 9:00 am to 5:00 pm Monday through Thursday.
2. Church administrative staff will receive the request, check the master calendar for any conflicts, and forward the request to each department involved. After *approval* is obtained, responsible party will be notified.
3. In order to *reserve* the requested facility, the church must receive a security deposit of \$150.00 or 30% of the total fee, whichever is greater. After the security deposit is received, the event will be scheduled on the church Master Calendar. All checks must be made out to Faith Church.
4. The full usage fee must be received by the church no later than one week prior to the event to prevent the facility from being released to accommodate another event. The security deposit is not a part of the usage fee.
5. If the event is cancelled after fees are received and prior to the scheduled event, all fees are refundable provided the church has

not incurred any expense. Any such expense will be deducted from the fees and/or security deposit received.

6. Normally the security deposit will be refunded within two weeks after the event minus: a) the costs to repair any damages caused by the event, and b) an amount equal to \$100 for each 30 minutes, or part thereof, the event exceeds the agreed upon end time. A Faith Church representative will confirm the time the event was over and the facilities were cleaned and vacated.
7. Regular, recurring meetings of Faith Church Circles/` Small Groups are exempt from the reservation process since they have already been approved. However, requests for extra meetings at the church and/or a location other than the group's normal meeting place and time must be approved prior to the event to insure the requested room is available.

GENERAL POLICIES

1. For special events the church facilities may only be used between the hours of 8:00 am and 10:00 pm on weekdays and between 8:00 am and 8:00 pm on Saturdays. Special requests for other hours may or may not be approved. A church staff member or other approved representative must be on site during the entire event.
2. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission has been obtained and the activity is recorded on the Master Calendar. Anticipated functions may normally be placed on the Master Calendar up to nine months in advance, and must be on the calendar no later than three weeks before the event in order to insure the facility or equipment is available.
3. The person responsible for a function must be an adult over the age of 21. This responsible person must be present during the

entire function and shall see that all guidelines and policies are followed.

4. Children or youth may not use the building and grounds unless they have adequate adult supervision. Children are not allowed to run free through the building. There must be a minimum of one adult supervisor for every 10 children or teens. Mixed groups of teens or children must have both male and female supervision.
5. The person in charge of the activity must be instructed on how to secure the building after the activity and how to use the fire suppression equipment in an emergency.
6. The sound and video systems in the Main Worship Auditorium, and Kids26 Auditorium may only be operated by a trained technician. No unauthorized person may use any sound, audio or visual equipment in the Main Worship Auditorium or Kids26 Auditorium. Normally one sound technician is included in the rental fee. If additional sound or video support is needed, there will be a per hour charge for a second trained sound technician.
7. If requested, the music stands & microphone stands may be moved and set up. Drums, percussion and keyboard will not be moved. Only approved Faith Church technicians may move items from where they are located on the platform. Additionally, it should be noted that the design of the back wall on all the platforms in the building change from time to time and may or may not be the same as on the date of your request.
8. The musical instruments in the Main Worship Auditorium and Kids26 Auditorium are under the care of the Worship Pastor and may not be used without specific permission of the Worship Pastor.
9. Church equipment is to not be borrowed or removed from the church facility and grounds.

10. Church office equipment is restricted to church use only, no personal use. This includes copiers and computers. No office equipment is to be used without prior approval.
11. Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may normally be delivered the day before the event and should be removed as soon as possible after the event. Please note that church offices are closed on Fridays and Saturdays, and the church must be cleared of all rented or personal items no later than 6:00 pm on Saturday. The church will not store special equipment over the weekend.
12. The use of decorations, changing arrangement of rooms, attachment of materials to the walls and other similar items may only be done with prior approval of the Facilities Manager.
13. Any damage to the church facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the *Building Request and Facility Use Agreement*.
14. Use of the kitchen and its equipment must be approved prior to any activity or event. If the kitchen is used, it must be left clean and free of trash or leftover food or beverages. All items on the "Kitchen Check List" posted in the kitchen must be completed before leaving the building.
15. If the reserving party wants coffee, they must provide their own coffee and supplies. The reserving party must request and gain approval to use the coffee makers in the kitchen. Church supplies (coffee, tea, sweeteners, cups, napkins, towels, filters, etc.) are not to be used unless authorized. The coffee bar area, however, can be used.
16. The building and grounds must be left in the same or better condition as before an activity or event. All inside and outside trash must be bagged and taken to the dumpster. All personal items, decorations and leftover food and beverage items must be removed. They may not be left on site. Rooms must be set up in the same condition as before the event.

17. Food and beverage items are allowed in the Main Worship Auditorium, however, the reserving party is responsible for and covering any spills on carpet, chairs, tables, and table cloths.
18. Meetings, parties, and activities that result in private financial gain will not be allowed. The only exception is fundraisers for ministry activities.
19. Use of alcoholic beverages, tobacco products, illegal drugs or other controlled substances, and gambling in any form is not allowed on church property.
20. Political parties may not attach or display political advertising on any part of the church property.
21. All recurring uses automatically expire on December 31 each year. Use after expiration requires a new *Building Request and Facility Use Agreement*.

PRIORITIES FOR USE OF SPACE, FACILITIES, AND EQUIPMENT

1. Faith Church's regularly scheduled services and meetings
2. Faith Church's sponsored groups and ministry activities (e.g. Circles, small groups, etc.)
3. Other activities and meetings of Faith Church members
4. Community non-profit organizations and service groups
5. Other groups, organizations or individuals (e.g. weddings, HOAs, etc.)

FEE SCHEDULE

Priority Groups 1 and 2 are exempt from fees. Priority Groups 3, 4 & 5 are subject to fees.*

Main Worship Auditorium

\$600.00 for up to 4 hours (no chairs moved)

\$100.00 each additional hour (one sound technician included*)

Kids26 Auditorium

\$400.00 for up to 4 hours \$75.00 each additional hour (One sound technician included*) Room to be returned to Sunday morning setup

Kitchen

\$150.00 for up to 4 hours \$50.00 each additional hour

*If a sound technician is needed for a Group 2 event in the Main Worship Auditorium, or Kids26 Auditorium, there will be a sound tech fee charged unless the group is able to find a **Faith Church approved and trained** sound technician to volunteer their time. If a second technician is needed to run video or other equipment, the cost will be an additional \$30.00 per hour for the second technician.

Discover Room

\$100.00 for up to 3 hours \$25.00 each additional hour. Room must be returned to Sunday Morning and Family 101 setup.

Front Foyer/Living Room

\$100.00 for up to 3 hours \$25.00 each additional hour. Room must be returned to Sunday Morning setup. (Additional cost for tables and chairs if requested*)

Playzone

\$100.00 for up to 2 hours \$25.00 each additional hour.

Classrooms

\$50.00 per hour and must be returned to its original setup after use.