

TITLE: Facility Usage and Rates

APPROVED DATE: April 23-2023

EFFECTIVE DATE: April 23, 2023

REVIEW DATE: April 23, 2028

**Policy:**

This policy and procedure is established to provide a uniform and consistent process for requesting facility usage, standardized rental fees, and insurance requirements for use of church buildings and grounds outside of normal church activities.

**Procedure:**

1. The approved Facility Usage Agreement will be used for any event that is not a regular scheduled event (i.e. not normally listed in the Church Sunday bulletin or a regularly scheduled event such as Bible Studies or Sunday school).
2. Any person/group requesting use of the Church facilities will fill out a Facility Usage Agreement with all required information (form will not be required for special services such as weddings, funerals, etc. that are held in the sanctuary only).
3. The form will be turned in to the Administrative Assistant either in person or electronically.
4. The Administrative Assistant will ensure that the part of the facility being requested for use is available on the date(s) and time(s) requested.
5. If the facility is not available, the Administrative Assistant will notify the requestor that their request cannot be approved and will provide alternative dates/times as available.
6. Once a date/time is verified, the Administrative Assistant will submit the form to the Pastor for approval.
7. The Pastor will review and determine whether the request meets the mission and doctrine of the Church and will approve or deny the request based on these standards. (In the event that the Pastor is not available the Church Administrator or Executive Board Chair can approve or deny the request)
8. After review is completed, the form will be returned to the Administrative Assistant for processing and notification.
9. The Administrative Assistant will notify the requestor of the approval or denial and the rates required for use of the facility.
10. Any deposits are required upon execution of the Facility Usage Agreement and all other fees are required no later than 24 hours prior to the event. In the event of a cancellation by the church or an act of God, the deposit will be returned in full. Cancellations by the user must be made at least 72 hours in advance for a full refund of the deposit.
11. Upon approval and receipt of the deposit, the Administrative Assistant will place the event on the Church Events Calendar.
12. The Administrative Assistant will coordinate with the Custodian and/or other Church staff as required to provide the necessary support for the function to include, pre-event set-up and post-event cleanup, unlocking and locking of facilities, etc.
13. Any waiver or change of rates **MUST** be approved by the Executive Board