



Facilities Use Policy and Facility Use Request/Permit

Hope Community Church, 7000 Myers Lake Ave NE, Rockford, MI 49341 616-874-4673

A PLACE FOR MINISTRY AND SERVICE

In addition to its ministry to members and as a service to the community, Hope Community Church welcomes the use of its facilities when the use does not conflict with the spirit and purpose of the church or its regularly scheduled activities. It is our goal that our space be used in a God honoring way, and that all visitors are treated as honored guests.

In order to provide guidance to those that desire to use our facility, and those that make decisions regarding those requests, Hope has established policies on the use of our property and facilities to ensure that:

- Hope can effectively carry out all its ministry objectives and goals
- Users exercise proper care and safety
- The facilities and the congregation are properly protected against loss or misuse
- The life of the facility is extended through a proper maintenance program.

There are certain types of events and activities that may not be held at Hope Community Church:

- Facilities are not available to outside groups for general profit making activities.
- Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.
- Any other purpose which the pastoral staff and/or church council considers inappropriate, undesirable or unmanageable, at their sole discretion.

PRIORITY OF USE

1. Recognized Ministries of Hope Community Church

- Church Services- (i.e. worship services, Advent and Lenten meals, pageants and programs, etc)
- Regularly scheduled church activities- (i.e. Faith Formation and education, committee meetings, etc)
- Church related activities- (i.e. youth retreats, blood drives, yard sale, etc)

2. Church Members

- Weddings, Funerals, and Receptions (see separate and independent Guide for Weddings, etc)
- Individual Parties and Special Events (anniversary & graduation, etc)
- Other informal Church Member requests

3. Outside Groups

- Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by Hope Community Church.

Although church and church-related meetings, functions, and activities obviously have higher priority in requests for space, outside groups can request space up to three months prior to the date of the event. It is therefore to the advantage of everyone to request space as early as possible.

Any reservation of the church facility is on a “first-come, first served” basis and is subject to the approval of the property committee and/or church council. In addition, any potential scheduling conflicts will be subject to final decisions made by the property committee and/or church council. Confirmation of the reservation will be made when the Facility Request is completed and full payment (if required) is received.

Few reservations can be expected during the month of December due to the full schedule of church activities during that month.

CARING FOR THE FACILITY

A member of staff or a worshiping member of Hope Community Church will typically be responsible to oversee the set-up, cleaning, restoration of rooms to proper arrangement for next scheduled usage, usage of equipment, opening the facility prior to the event, securing the building when the event is completed, and any other activities deemed reasonable by the pastoral staff and/or council. In special situations a non-member may fulfill this role.

In General

- Worship-related furniture, decorations, equipment, etc (such as the altar, A/V systems, music instruments, altar and candles, etc) may not be moved without prior approval from the pastoral staff.
- Users are expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event. The user will be held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- Candles (if used) must be placed on tables in candle-holders that protect against falling and dripping.
- Decorations are limited to what will not mar, scratch, soil or otherwise damage surfaces or fixtures. All decorations must be removed immediately after the event. No highly combustible materials are to be used.
- No paints, tapes, glues, or other substances may be used on any surfaces without written approval.
- No oil base paint, flammable liquids, fire producing chemicals, and/or open flames in any form (exception of approved candles) may be used without the approval of Hope Community Church's designated staff member.

In the Kitchen

- If you use the kitchen, wash and dry counters, sweep floors, put all dishes and other items in their proper places, etc.
- Put garbage in the outside trash bins, and replace any indoor trash can liners.
- Do not leave leftovers in the refrigerator or elsewhere in the facility.

Building Lockup Procedure

Please follow this checklist when closing the building. Please check ALL items in this list. PLEASE do not assume something must be OK simply because you did not use it. It is vital that ALL of these items be checked EVERY TIME the building is used.

General

- All decorations and other materials removed
- All trash is collected and taken to outside trash cans
- All furniture and tables returned to proper positions
- Turn off all lights, including storage rooms

Sanctuary

- Turn off sound system & TV (see instructions on wall beside the system)
- Heating & A/C thermostat are returned to normal "Run" mode
- Close all sanctuary doors

Kitchen

- Ensure all water faucets, stove, oven and other appliances are turned off.

Exterior

- Walk around entire building
- Check all outer doors closed and locked
- Check all windows are closed and locked
- Check trash cans are upright and lids closed

If there are any problems or unusual conditions that you cannot correct, contact Craig Tolhurst (616-874-3139) or another member of the property committee.

PLEASE DO NOT LEAVE THE PREMISES UNTIL THE PROBLEMS ARE RESOLVED.

IMPORTANT RESTRICTIONS

- Alcoholic beverages (other than wine for communion), illegal substances, and weapons are not permitted in the buildings or on the grounds of the church. Smoking is not permitted inside the building. Please restrict any smoking outside to the area in back of the church building.
- No equipment may be removed from the church property without prior approval.

PUBLICITY AND PROMOTION

- Any outside group using publicity material and/or making public service announcements in which the Hope Community Church name or logo is used must have prior approval by the Church Council.
- The sale of admission tickets to the event must be handled by the user with the approval of the Church Council.

LEGAL LIABILITY

- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- In no event shall Hope Community Church be responsible or liable for any loss or theft of, or any damage to, any articles of property of any group or organization of any member thereof.
- Outside groups to Hope Community Church may be required to provide a Certificate of Liability and Property Damage insurance coverage, with a limit not less than \$1,000,000, naming Hope Community Church as an additional insured. This is for the purpose of covering liability and property damage or accidents that might occur on church property, and if required, MUST be on file prior to the date of the event.
- Those using our facilities agree to release, protect, defend, indemnify and hold harmless Hope Community Church and its council officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their use of the facilities, equipment or premises of Hope Community Church.

FACILITY USAGE FEES AND SECURITY DEPOSITS

Usage fees help to cover the cost of maintaining the facilities.

Hope Community Church charges the usage fees based on whether the event/activity is being held by a member, by an outside group that is sponsored by a member, or by an outside group unaffiliated with any member.

	Members	Member-Sponsored	Non-Members
Usage Fee	\$0	\$50	\$100

Special arrangements can be made for recurring activities or events. Separate and special arrangements, restrictions and fees are applicable to weddings. Please refer to the Guide to Weddings for more information. All fees are due prior to the event, and all checks shall be made out to “Hope Community Church.”

Hope Community Church may require, in addition to any usage fees, the advance payment of a security deposit of \$150, which will be refunded following the activity if no damage has resulted.

There is a separate Security Deposit of \$50 for borrowing a key. All recipients of a key agree to make no duplicates or copies, and to return the key promptly to the church office upon completion of the event, at which time the \$50 deposit will be refunded. Please note there is a \$50 charge for lost or unreturned keys.



Facility Use Request/Permit

Hope Community Church
7000 Myers Lake Ave NE
Rockford, MI 49341
616-874-4673

Date Submitted: _____
Name of Group/Organization _____
Address _____ Phone _____
Contact Person _____ Email _____

Person Supervising the Event _____ Phone _____

Date(s) of Event _____ Start Time _____ am/pm End Time _____ am/pm
Is this a request recurring event? If yes: Weekly Monthly

Nature of meeting or other event _____

Expected Number of people attending: _____

Room(s) Requested _____

Equipment Requested : _____

Facility Usage Fee _____ Security Deposit(s) _____

The above-named group or organization, and the undersigned representative below, acknowledges receipt of Hope Community Church's Facilities Use Policy and has read and fully understands and agrees to all guidelines, requirements, restrictions and other provisions, and any special requirements and restrictions required by Hope Community Church prior to or in the course of such usage.

The undersigned agrees to release, protect, defend, indemnify and hold harmless Hope Community Church and its council officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their or their guests use the of the facilities, equipment or premises of Hope Community Church.

I am an individual and/or authorized agent for the group/event requesting use of these facilities. I have read the terms of the policy, request and permit and agree to abide by those terms.

Date _____ Signature _____
Print Name _____ Hope Community Church Member? Yes No
Title _____

Accepted by Hope Community Church:
Date _____ Signature _____
Title _____