



BUILDING USAGE POLICY

The facilities of Life Church are recognized as a blessing from God and as an important resource for our ministries and the fulfillment of our mission locally. Therefore, it is the responsibility of Life Church to be good stewards in the management of this resource. The following policy is intended to ensure orderly access, availability, and priority to, first, weekly/regular church gatherings and programs; second, to members and regular attenders of the church; and third, to the local community and partners in the community.

When using the building, there are two general guidelines:

- This building is a gift of God, and represents the sacrificial giving of members, regular attenders and guest to be made available. Use it joyfully for His glory, and while doing so, do your best to take care of it.
- When you/your group are finished using the building, keep in mind that other gatherings, events and activities will follow. Please do everything possible to leave the building in better shape than you found it, or how you would like to find it if you were first arriving.

GENERAL FACILITY POLICY

1. Facility usage may be requested by completing and returning a Facility Request Form, available at the Church Office or the Life Church website. Requests will be considered by church staff and a notification will follow within 2-weeks of the request. Upon approval, a 'hold' will be placed on the calendar for the requested time/date.

- Consideration of events will be made based on their relevance to the values, vision and mission of Life Church.
- NOTE: A \$50 refundable security deposit will be requested prior to the event for the use of the building.

2. Arrangements for opening and locking-up the building will be made by the Office Administrator.

- Carefully follow the *OPENING/CLOSING PROCEDURES* provided by the Office Administrator when opening and locking-up the facility. When leaving the building, please follow the lock-up procedure listed below.

3. Members, regular attenders and groups are asked to take care of their own set-up, take-down and clean-up of all areas used. An additional fee may be assessed in the event excessive or unusual clean up is required after the event.

- Carefully follow the *CLEANING CHECKLIST* provided by the Office Administrator when cleaning up after your event.

4. Members, regular attenders and groups will assume liability for damage to the property.

Groups are asked to provide proof of insurance prior to an event.

5. We encourage the use of rooms as they are set up. Any changes must be approved prior to the event and rooms must be returned to the original layout. For events involving food, please limit use to non-carpeted rooms.

6. Use of kitchen area in the Annex, coffee makers and all audio/visual/technical equipment require operation or review of operation by church staff. An additional fee of \$25/hour will be added for staff or volunteers needed to operate equipment. Please provide all the kitchenware needed for your event as the supply in the cabinets and coffee are reserved for church/ministry events.

7. ABSOLUTELY NO:

- Alcoholic beverages on church property
- Smoking in the church building
- Food or drink on the stages or in the classrooms
- Taking church equipment (including tables and chairs) from the premises unless otherwise approved.
- Moving of platforms, technical/musical equipment, or other fixtures without permission
- Duct tape on floors/walls or Scotch tape on windows
- Roller Skates, skateboards or anything else that could scratch, mark or damage floors

8. Children must be supervised by adults at all times while in the building. **Rooms used for childcare must be specified and approved before the event.** The use of snacks with children must be supervised by adults; snacks should be served in areas without carpeting.

9. The church will not be responsible for personal property left in the building.

10. Candles may only be used with great caution and supervision.

11. We request respect for other programs using the building at the same time.

12. Doors of rooms not requested (and approved for use) should remain closed.

13. Saturday events must be cleaned-up, finished and out of the building by 2:00 pm, and Sunday events by 5pm.

14. Life Church reserves the right to cancel an event at any time due to unforeseen circumstances (i.e: funerals) or if there is anything objectionable taking place. Further, the church does not, at any time, relinquish control or responsibility of the facility.

15. Users must control people coming in and out of the building, including the number of people admitted to the facility.