



## **Facilities Use Policy**

### **1.0 Statement of Policy**

1.1 Platteville Community Evangelical Free Church (CEFC), its church members and leadership, want the facilities to be available for worship, ministry, personal and/or organizational use for members and attendees. God has blessed us with a facility that can be used seven days a week and has given us great responsibility to manage the usage of the building and grounds.

### **2.0 Definitions**

2.1 Member – Person on the CEFC membership roll.

2.2 Regular attendees – Person(s) attending worship service and other CEFC programs for six consecutive months.

2.3 Approved User – CEFC Member or Regular Attendee or person approved by the Leadership Team who is willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for the facility use, as stated below and as described in any additional instructions by church staff.

2.4 Fees – Reimbursement to CEFC for operations, custodian, and sound technician costs.

### **3.0 Availability**

3.1 The facilities will be available to approved users for use as long as it does not interfere with church activities, the custodial capacity, and does not conflict with CEFC values and doctrine.

3.2 CEFC staff will prioritize facility use. Users may be asked to move to different appropriate space, to reschedule, or to cancel due to CEFC activities or unscheduled events such as funerals.

3.3 The Worship Center is set up for Sunday service on Saturday and is normally available on Saturdays with the chairs set up for Sunday service. If Saturday use requires rearranging the Worship Center, the user must arrange to have the Worship Center re-set for the Sunday service. If the event is after Sunday service, the user must arrange for people to stack the chairs after the service.

3.4 The approved user should contact the church office to check the availability of the requested date and room(s) on the church calendar. The church calendar can be found on the church website but may not have current information at times.

3.5 The activity must be over and everyone out of the building by no later than 10:00 p.m. Monday – Friday and 9:00 p.m. on Saturday – Sunday.

#### **4.0 Accountability**

4.1 All communications in regard to facilities use will go through the church office.

4.2 CEFC requires that the approved user be present during the entire time of the event.

4.3 All children under 18 must be supervised at all times by their parents or an adult.

4.4 Alcoholic beverages or illegal substances are not permitted in the building or on the CEFC grounds.

4.5 There will be no use of tobacco products including smoking inside the building.

4.6 Persons may be asked to leave the CEFC property if found disrespecting CEFC's staff, values, doctrine, or this policy.

4.7 Any missing, damaged or malfunctioning equipment must be reported to the church office by filling out the incident report, as well as contacting church staff utilizing the phone list located on the Housekeeping Checklist. Blank forms can be found on the wall next to the drop box in the church foyer. Issues resulting from the event will be investigated and assessment made if deemed appropriate. Reimbursement to the church will be made.

4.8 The person/organization requesting the use of the CEFC facilities hereby absolves the church, its pastors, staff, leadership, members, or others associated with the church of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.

#### **5.0 Facility Use Guidelines**

##### **5.1 Facility use request**

5.1.1 All facility's use inquiries, regardless of purpose, must complete a Facilities Use Request Form which are available in the church office or on the CEFC website. The

Facility Request Use form should be submitted at least 2 weeks prior to the event date. The form will provide communication to the requester and CEFC staff in regard to rooms, fees and requestor contact information. Completed forms will be submitted to the CEFC office. Late requests will be considered on a case-by-case basis.

5.1.2 The church office will consult with the custodian(s) to determine their involvement. Facility use requests will then be reviewed and approved by the church office or if necessary by the CEFC leadership team designee. The church office will contact the user after the request form has been reviewed and a decision made. If the request is approved, the user will be advised of applicable fees and any further instructions. Facility reservations are placed on the church calendar only after they have been approved.

5.1.3. The user must notify the church office or custodian of any changes to the original Facilities Use Request Form.

## **5.2 Audio / Video (A/V) Equipment**

5.2.1 Monitors (TV's) with playback equipment may be reserved.

5.2.2 Computer projectors may be reserved. Users are encouraged to provide their own computer and connection cables. If a more powerful sound system is needed, a refundable \$50.00 deposit will be required before the event.

5.2.3 Worship center A/V equipment will be operated by trained CEFC personnel only.

## **5.3 Tables and Chairs**

5.3.1 CEFC tables and chairs may be used for approved events. Table and chair needs should be listed on the Facility Use Request Form. The church office will inform the user of what tables and chairs are available.

5.3.2 Tables and chairs will be setup by the facility users. Once the event is over ~~you are~~ tables must be cleaned and put away and the chairs stacked the way they were found. Fees will apply if the custodian performs this service.

## **5.4 Other CEFC Equipment**

If the request includes the use of other equipment or furniture owned by CEFC, that should be indicated on the Facilities Use Form.

## **5.5 Kitchen Use**

Kitchen guidelines are found in the kitchen.

## **5.6 Weddings**

5.6.1 Wedding guidelines are found in the “Planning Your Wedding” handout found at the CEFC information booth.

5.6.2 If the Worship Center is requested, the A/V technician fee will apply.

## **5.7 Safety, Security and Fire Prevention**

5.7.1 Facilities Users should report all fires, serious illness, injury or crime in progress to 911.

5.7.2 In the event of an injury, a first aid kit is available in the Worship Center under the back table. An automated external defibrillator (AED) is located by the worship entrance doors.

5.7.3 Only dripless candles or candles in glass container may be used.

5.7.4 Outside bonfires must be planned through the church office in advance.

5.7.5 Any building security problems or personal injuries must be reported to the church office by filling out the incident report, as well as contacting church staff utilizing the phone list located on the Housekeeping Checklist. Blank forms can be found on the wall next to the drop box in the church foyer.

5.7. The approved user has primary responsibility for completing the CEFC Housekeeping Checklist. All checklists must be deposited into the drop box, along with any loaner key upon departure. The drop box, including blank Housekeeping Checklists can be found in the CEFC foyer on the wall close to the Community Room.

**6.0 Fees & Cancellations**

**With the exception of church ministries and supported missionaries utilizing the space for ministry needs, all individuals or organizations will be assessed by the below fee structure.**

Room/Personnel	One Time Usage Less than 40 people	One Time Usage More than 40 people	*Continual Usage
Entire Church w/o Worship Center	\$225.00 \$200.00	\$250.00 \$225.00	\$75.00 \$60.00
Worship Center	\$50.00	\$75.00	\$17.00/\$25.00
Community Room	\$25.00	\$50.00	\$9.00/\$17.00
Kitchen	\$25.00	\$25.00	\$9.00
Youth Room	\$25.00	--	\$9.00
Classrooms (2,3,4,6,7,8,9,10, 11)	\$10.00/classroom	--	\$4.00
Nursery (Room A - Infant and Room B - Toddler)	\$15.00/room	--	\$5.00/room
Technician	\$50.00/person	\$50.00/person	\$50.00/person/day

\*Continual Usage: Utilizing the same location 3 or more times within the calendar year. The individual/group will be charged the indicated fee for each usage.

**6.3 Cancellations**

The CEFC office must be contacted if for any reason the approved event needs to be cancelled. Fees may not be reimbursed if the office is not promptly notified.

**7.0 Policy Review**

Facilities use policy was established by the facilities use team which consists of the church office, custodian, senior pastor, a member of the leadership team, a member of the finance team and a member of the facilities team. The team reviews and updates the policy on an annual basis. The policy is reviewed and approved by the leadership team.