



Building Use Policy

(Ministries, Attendees, and Outside Groups)

We see our church as an outreach tool that should be readily available to our ministries, attendees, and community. Church Eleven32 members and attendees have generously contributed time and resources to build and maintain our facility. Our policies and procedures ensure that our church will remain in excellent condition for many years of service.

Eligibility

Eligible Events

- *Church Eleven32 Ministries*

Church Eleven32 ministry leaders are responsible to schedule events in Planning Center Resources.

- *Church Eleven32 Attendees*

Attendees must reserve events through the Facilities Manager. The nature of the events will be evaluated on a case-by-case basis and usage will be approved at the discretion of the Executive Staff.

- *Outside Groups*

Outside groups include nonprofit organizations, conferences, and group meetings or events unrelated to Church Eleven32. These groups may rent the facilities provided their purpose and activities are consistent with Church Eleven32's values, beliefs and ministry. All of these events will be handled on a case-by-case basis and must be approved by the Executive Staff. We reserve the right to deny any requests for any reason at any time.

Ineligible Events

- Recurring meetings
- Sport Practices
- Groups engaging in partisan politics
- Events that conflict with Church Eleven32's values, beliefs and ministry.

General Procedures

Capacity

Users must abide by the capacity codes for the Church Eleven32 campus. Users will not sell or distribute tickets, passes or registration badges in excess of the capacity of the facility.

Decorations

Decorations are defined as any materials placed on facility surfaces that were not included in the original building design. All decorations must be approved by the Facilities Manager.

Fireproof materials must be used whenever possible.

Depending upon the sermon series at the time of your event, there may be items on the stage and/or walls that cannot be removed.

Equipment and Supply Usage

Basic room equipment: All church assets and equipment are to remain on the church property. All indoor assets will remain in the building. Equipment in any room must remain in that room and may not be moved without the approval of the Facilities Manager.

Any equipment brought on to the church property needs to be approved by the Facilities Manager.

Table Cloths: Table cloths for round and rectangle tables are available. A cleaning fee of \$100.00 will be charged.

Technical Equipment: A Church Eleven32 technician must be present for the operation of all church-owned audio and visual equipment. Outside operators are not allowed to use or attach equipment to our system.

Guests

The conduct of all persons attending programs or events at Church Eleven32 will be respectful of the church facility and other guests. Users and their activities are restricted to their designated rental areas.

Childcare

Anyone who uses the church building and will be requesting childcare must abide by the Church Eleven32 childcare guidelines.

Insurance and Liability

Church Eleven32 will not be responsible for items that are lost, stolen or damaged. Users are responsible and assume liability for any personal injuries or damages to the facility and/or equipment.

Larger events may be required to provide proof of adequate insurance coverage before the rental agreement can be completed.

Kitchen Use and Food Policies for Building A Kitchen, Building B Coffee Bar and Building B Green Room

The kitchen and coffee bar (**excluding equipment**) at Church Eleven32 will be available to our Users. Green Room in Building B is available for an additional fee.

All equipment used is to be properly washed, dried and put away immediately after use.

The kitchen is equipped with a microwave, refrigerator, and coffee brewer. The coffee bar is equipped with refrigerator and ice caddy. The green room is equipped with a microwave, refrigerator and ice maker. **We do not have a freezer.**

Outside caterers may be used to cater events. However, because these rooms are small, they are not available for their food preparation or clean-up.

The serving of food and beverage is allowed in all rental areas of the facility, with exception to the areas on and around the stage, sound boards and other technical equipment, etc.

Food and/or beverage with the tendency to stain, such as red or purple liquids, are not allowed.

The use of coffee cup lids is required in order to help prevent spillage on our furniture and flooring.

Outside events must provide their own paper goods.

Outside Media, Music and Materials Approval

All music, media, printed materials, and presentations for an event held at Church Eleven32 must be submitted to the Facilities Manager for review and approval at least one month in advance of the event. Any changes made, after approval has been given, must be resubmitted.

The use of materials and music found to conflict with the values and beliefs of Church Eleven32 will not be allowed.

Reservations and Rental Fees

All outside events and corresponding room rentals must be scheduled through the Facilities Manager.

Reservations may be made no more than six months in advance.

Outside groups may meet 4 times per calendar year.

All details including date, time, equipment, room(s), set-up, and special needs or accommodations must be specified before the agreement is signed.

Buildings and rooms will remain locked until the resource time agreed upon at the time the reservation was made.

Payment of the rental fee is required, along with the signed agreement, at the time of the reservation.

Additional fees will be charged for events and services lasting longer than the agreed upon end time.

For any event requested and approved to be scheduled more than six months in advance, Church Eleven32 reserves the right to reschedule the event up until six months prior to the reserved date, should an unforeseen ministry need arise and conflict with the event. Weddings will be the only exception to this policy.

If the reservation is cancelled by the User less than 30 days before the event, 50% of the rental fee will be refunded to the User.

Returned Payments

There will be a service fee of \$25 for returned payment. In the event of a declined payment, all previous agreements and reservations may be considered null and void.

Responsible Party

Every rental event must have one appointed person as the responsible party. This person must be present at the event and will act as a contact and will be responsible for enforcing the contract guidelines by providing supervision at the event. The User will assume liability for personal injuries, damage to personal property, damage to the facilities or equipment and additional maintenance or cleaning costs. The User will restore the facilities or equipment to pre-rental condition.

Restrictions

In general, buildings and associated rooms will not be available on holidays, when the church is closed. We do not have the staffing or obtainable resources to support events during these times.

Recent interpretations of Federal Tax Laws indicate that immaterial use of church facilities is permissible.

In general, fundraising activities or events are not permitted in the case where goods are sold (i.e. garage sales, bake sales etc.). Other types of fundraising will be reviewed on a case by case basis.

Smoking, illegal substances and alcoholic beverages are prohibited on the grounds or in the building.

Users must be present to receive any items that are to be delivered for their event. Our staff will not be responsible for or allowed to sign for any event-related items.

For safety and security, children's ministry areas are reserved for childcare and children's events only and considered restricted areas. Users must remain in their designated rental areas.

Animals are not allowed in the building or on the grounds, with the exception of "seeing-eye" dogs.

Church-sponsored ministries using animals at an event must have prior approval. Animals must be under constant supervision. The owner is financially liable for damages to the facility as a result of the animal(s).

Set-up, Cleaning and Maintenance of the Facility

All Users are expected to leave the building reasonably clean and remove all items associated with their programs immediately following the event.

If the event involves food service, all users must remove all trash from building to dumpster before leaving.

Report damages to the Facilities Manager.

All room set-up requests must be finalized one week before the event. Additional fees will be charged for changes made after that time, if the Facilities Manager can work the change into his team's schedule.

Temperature Control

Room heating and air-conditioning are controlled by thermostats that may be manually adjusted, by the Manager on Duty, two degrees above or below the set temperature of 72 degrees.

Outside Officiating Pastors for Weddings or Funerals

We welcome ordained pastors from other churches and denominations of the Christian faith to officiate at weddings and funerals of Church Eleven32 attendees. For approval of outside officiating pastors, please contact Spencer Andonie at spencer@churcheleven32.com.

Weddings

Artificial flower petals may be used during the wedding ceremony. However, during the exit of the bride and groom from the facility, only bubbles may be used. Confetti or pop bottles with confetti type materials, flower petals (real or artificial), birdseed, rice and any other materials are prohibited.

Unexpected or Uncontrollable Events

In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Church Eleven32 that might cause a substantial delay, rescheduling or cancellation of a scheduled event, the church will be released from the rental agreement. The User hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of the rental fee.

Church Eleven32 Emergency Closings Guidelines: At times, emergencies such as severe weather, fires, power failures or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of our offices and church facility. Church Eleven32 will act in conjunction with the Allen Independent School District. If Allen schools are closed, the church facility will be closed. If Allen schools delay their opening until 10:00 a.m., our church campus will open at 10:00 a.m., etc. Users should visit our website for updates on closings at www.churcheleven32.com.

Safety, Security and Fire Prevention

A Manager on Duty and/or a security official will be on site during events and after hours and available for assistance.

In the event of an emergency, the first contact should always be the event staff or security official on site.

Dial 911 immediately in case of an accident, smoke, fire, serious illness or injury, or crime in progress.

Report all issues, such as missing or stolen equipment, suspicious persons, unusual activities, or safety hazards to the facilities staff member or the security official on site.

Complete an "Incident Report" and deliver it to the Facilities Manager as soon as possible.

Security

For larger events and conferences, the church reserves the right to require security and possible traffic control that will be provided at the User's expense.

Users will enter and exit through main entrances only.

Fire Prevention

Candles, smoke generators, Sterno heating material, pyrotechnical devices or any other fire hazard materials must be listed in the agreement and approved for use through the Facilities Manager. Bonfires or any open fires are prohibited on the campus. No flammable substances are to be stored in the facility. Please report all potential fire hazards to the Facilities Manager immediately.

Only stationary, drip-less candles may be used and must be placed in appropriate holders with continual supervision in order to adhere to fire codes.

Consequences for Non-Compliance to Policies and Procedures

The guidelines above define the criteria for anyone requesting the use of the facility at Church Eleven32. The policies and procedures are to be followed by any and all individuals or groups using the buildings and/or grounds. If any of these are not followed, the church reserves the right to cancel or stop activities and request individuals to leave the premises. Violations may also result in the denial of future use of Church Eleven32.

I have read and agree to abide by the Church Eleven32 Building Use Policy as outlined above.

Name: _____

Title: _____

Date: _____

For questions please contact us at *facilities@churcheleven32.com*.