

Northern Lakes Community Church Building Use Policy

1. Smoking and the use of drugs, including alcohol, are prohibited in our building and on our entire property.
2. The church secretary keeps a master calendar of all events in the building and on our property. This is the only official calendar. If an event does not appear on the calendar, it does not officially exist
3. The church secretary may approve the scheduling of all regularly scheduled events sponsored by **our church groups** with regular time and space needs (examples: worship services, youth meetings, etc.)
 - a. Usage of the building and/or property by church groups will be determined on a first-come, first-served basis; **except in the case of unusual need, such as the scheduling of funerals.** There will be no right for members to claim a date and time already claimed by non-members.
 - b. There will be no charge for use of the church building and/or property by NLCC family. However, donations will be gratefully accepted to defray costs of utilities.
 - c. All expenses incurred for damage and/or maintenance by any group using the building and/or property are solely the responsibility of those groups and not of the church.
4. Use of the building and/or property by **non-church** entities will be approved on a first-come, first-served basis.
 - a. The church secretary may schedule the building for non-church groups at her or his discretion. In case any question about the propriety of that group and/or its intended activity should arise, the secretary will refer the usage request to the pastor.
 - b. Fee schedule for non-church groups' usage of the church building:
 - i. Weddings: \$250
 - ii. Private groups: \$100 per day for use of main hall, \$50 per day for use of the new addition, \$25 per day for kitchen use
 - iii. Private groups: \$35 per short-term usage of the main hall (not to exceed 3 hours), \$17 per short-term usage of the new addition (not to exceed 3 hours), \$10 for kitchen use per short-term (not to exceed 3 hours)
 - iv. Corporate groups: \$250 per day for use of main hall, \$125 per day for use of the new addition, \$50 per day for use of kitchen

The church may waive these fees for groups if they are not-for-profit, and if the mission of the groups and the events to be held in the building are in agreement with the church's printed mission statement. (Copies are available in the church office.)

- c. A refundable damage and maintenance deposit of \$200 will be collected in advance of the use of the facility by any group. Refunds of this deposit – or any part of it – will be made only after the church's representatives have inspected its condition following the rental.
 - d. All expenses incurred by non-church groups using the building are solely the responsibility of those groups and not of the church.
 - e. Snow plowing will be done at the church's discretion and only by vendors the church designates. Any snow plowing done in order to make the building safely accessible for guest groups will be billed to those groups.
5. Weddings and funerals will be scheduled on a first-come, first-served basis. (There will be no right for members to claim a date and time already claimed by non-members.)

6. Each group that uses the building and/or property will be provided a clear set of instructions, with a chart that graphically displays our precise expectations, for how we want all space used to be set up after groups have finished. This set of instructions will include cleaning expectations.
7. Groups may never affix anything to the walls or windows (which must be closed upon departure).
8. No one may throw rice, birdseed or any other substance on the floors, walks and/or grounds.
9. Groups, whether church or non-church, which fail to meet all the terms and conditions of the building use policy will receive a written warning, In the case of a second failure to meet these terms, such groups may be prohibited from further use of our building and/or property.
10. No group may host more than 290 people in our building at any time.
11. The church will provide a person to welcome each group into the building, and to close it upon completion of the rented activity, or the church will make arrangements with the group to access the building. The church will provide groups with a list of names and telephone numbers of church members on call to provide emergency assistance during their rental of the facility.
12. No group or individual may use any part of the church's audio-visual system without prior permission and training from a representative of the church.
13. Nothing may be removed from the building without the prior approval of the church secretary or pastor. Members may borrow tables, chairs, kitchen equipment, and/or other items, but only with such approval and a specified return date.
 - a. All Expenses incurred for loss, damage and/or maintenance of borrowed items are solely the responsibility of the borrower and not of the church.

I, _____, the representative of the _____ group using the building of the Northern Lakes Community Church, have read and understood this building use policy.

(Signature) _____ (Date) _____