

# BUILDING AND EQUIPMENT USE POLICY

## I. Purpose

The core focus of Harvest Bible Chapel (HBC) is *“To welcome and care for wounded and hurting people where they are in their journey, so that they find purpose and joy in a relationship with Jesus Christ.”*

Members of HBC seek to be the window through which the people of our community see God at work in their midst and in turn will seek a personal relationship with Jesus Christ.

Harvest Bible Chapel (HBC) will make its facilities available to church groups, Christian groups and individuals both inside and outside of our congregation who wish to help us in fulfilling our purpose. The facilities may also be used by non-member groups and individuals as outlined in this policy. HBC regards this non-member use as part of the church’s outreach to the community. The Operations Team Leader reserves the right to consult with the Administrative Director, associate pastor or the Elders as to whether a group may use its facilities. Use of church facilities by an outside group on a regular basis must receive the approval of the Elders.

## II. Building Use

Use of the church facility shall always be scheduled with the approval of the associate pastor of HBC or the Administrative Director.

This policy will outline who may use the facility, rules for use of the facility and fees and deposits for building use.

The following guidelines are set forth for building and facilities usage:

1. Priority Section: Who may use the Church. (*in order of priority*)
  - a. HBC church groups using the facilities as part of the ministry of the church. Some example would be the Elders, Deacons, Staff, Leadership Team, HBC small groups, HBC committees. No charge.
  - b. Groups that come as invited guests of the congregation of Harvest Bible Chapel. No charge.
  - c. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only. (must be approved by the elders)
  - d. Mission trip fundraising may reserve church facilities per the approval process found in the “Mission Trips – Sponsoring and Fundraising” policy.
  - e. Groups and individuals who are not sponsored by HBC may be charged a facilities usage fee, a custodial services fee, a technician fee and a host/hostess fee if required. (See Fees & Charges attached.) Examples would be weddings, showers, birthday parties, graduation parties and funerals.
2. Who may not use the Church:
  - a. Partisan political groups
  - b. Groups operating for commercial gain
  - c. Organizations whose activities conflict with the mission and doctrine of Harvest Bible Chapel.

### 3. Rights of the Church and Responsibilities of the User

#### a. HBC reserves the right to execute as follows:

- 1) To deny the application for the use of church facilities by any individual or group without stating the reasons.
- 2) To cancel any approved application due to unexpected church needs at any time without liability.
- 3) To terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the church.
- 4) To cancel the rental agreement and make a refund without interest in case of cancellation by the church due to harsh weather conditions (e.g. snow storms) and/or building maintenance problems.
- 5) To make alterations to the building use policy, procedures, rules and regulations at any time without prior notice.

b. The Church assumes no responsibility for lost, stolen or destroyed items, nor will the Church be liable for any user's injury or property damage at all times in any part of the building.

c. Users should be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any persons using the church facilities.

d. Users are responsible for indemnifying the church in a maximum amount of \$2,000 against any loss, liability or claim resulting from use of facility by those engaged in the activity of the user.

### 4. Procedures and Guidelines for Scheduling Facilities and Equipment

a. Potential groups wishing to use church facilities should contact the church administrative assistant ( (440) 942-8420 Tuesday through Friday 9am – 2pm or email [Dianav@harvestclevelandne.org](mailto:Dianav@harvestclevelandne.org) for a building use packet. (Packet materials are also available online.) Review the packet and submit the Building Use Application Form.

b. Church ministries / small groups or fellowships / HBC members / HBC regular attendees wishing to use church facilities for church-related functions must make reservation with the church office at least **three weeks in advance** for ongoing ministry/event or **at least two weeks** in advance for a one-time event/activity

c. Scheduled meetings of HBC will take precedence over all other requests.

d. Use of the church facilities is scheduled on a first-come, first-serve basis. In case of a scheduling conflict, the priority of use will be in accordance with the priority section (II.1)

e. Nonmember groups and nonmember individuals will be assigned and charged for a host/hostess for the event. (See host/hostess duties and related fees, Sec IV.4)

f. Member groups and individuals must provide their own host/hostess who is responsible for the building use requirements. The name of the person must be listed on the application.

g. Members who do not have a key will need a host/ hostess to unlock, lock and set the alarm. (Compensation is at their discretion.)

- h. The HBC Associate Pastor and/or the HBC Administrative Director will approve requests for building use. Nonmembers and unsponsored groups and individuals will need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
- i. Liability insurance (minimum \$300,000) will be required of non-members and unsponsored groups or individuals. See your insurance company for details.
- j. Scheduled events will usually take priority over non-scheduled events. However, use of the church facilities for church emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations.
- k. Facilities may not be confirmed more than 30 days in advance, except for weddings.
- l. Church ministries / small groups or fellowships / HBC members / HBC regular attendees must *immediately* notify the Church Administrator of cancellation prior to the date of use, so that he/she has sufficient time to re-allocate the booking to the other members who are on the waiting list.
- m. Access to church offices and equipment are not permitted unless approved.

## 5. Use of Building

- a. Use of the facilities must be within an 8:00am to 11:00pm timeframe unless an exception is granted by Associate Pastor or Administrative Director.
- b. Food drinks and guns are not allowed in the worship center without church approval.
- c. Thermostats are not to be adjusted in any way.
- d. Responsible adult supervision must be with the group always when facilities are in use. All minor children must be supervised by an adult.
- e. No roller-skating, roller-blading or skateboarding is allowed inside the facilities.
- f. No pets (except guide dogs) will be allowed in the church unless approved in advance.
- g. Smoking and illegal drugs are prohibited in the building. Smoking is permitted outside the back door. Non-prescriptive drugs are prohibited outside the church and it's parking lot.
- h. Alcoholic beverages will not be permitted on church grounds.
- i. All decorations must be appropriate to a church setting, must not damage the walls (such as tape damage),
- j. No candles, glitter, nails, tape, smoke machines or other articles that could stain or damage the carpet are allowed. **No drinks with red dye allowed.**
- k. All decorations must be removed at the end of the event.
- l. Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.
- m. Maximum number of participants cannot exceed 300 people.

## 6. Kitchen Use

- a. In case of breakage or damage to kitchen materials or equipment, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached)
- b. Every group including catering services is expected to leave the kitchen and its equipment clean and in place as it was found.
- c. The Individual member or the responsible organization should be responsible for their own table clothes, dishes, utensils, glasses and food items. The food and coffee stored in the kitchen are not available for event use.
- d. The Associate Pastor, the assigned Hostess or their listed designee must inspect the kitchen and facilities following use for cleanliness and damage and for the release of deposit funds to be returned. The following must be completed:
  - i. Dispose of trash at the end of the event, in bags provided, and place them in the trash receptacles behind the building.
  - ii. Remove all food, beverages, and condiments for the event from the building including the refrigerator or freezer after the event.
  - iii. Return all items used from the kitchen to their proper place, cleaned and ready to use for the next group. Do not leave out anything to dry. Dry it and return to its place of storage.
  - iv. Clean up all countertops, sinks and other surfaces.

### III. Use of Audio-Visual Equipment

1. Any use of audio-visual equipment in the Worship Center requires the hiring of a member of the audio-visual team from Harvest Bible Chapel. The audio-visual equipment will only be operated by a member of the audio-visual team. (See Fees & Charges attached)
2. The mobile audio-visual equipment may be used without a member of the audiovisual team. This includes the use of one speaker, sound board, and up to two microphones if trained by the church staff.
3. The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, the computer and the equipment are to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio technician. (See Fees & Charges attached)
4. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building except for official Church functions without prior approval of the Church Custodian and Associate Pastor.
5. Non-member groups using the facility may use tables, chairs, and lecterns as their needs require.
6. If music is to be played at the event, only Christian music is allowed unless approved by the Church. In no case will any music be allowed that contains inappropriate lyrics or violates the beliefs and doctrines of the church.

### IV. Fees:

1. For nonmembers and non-church sponsored organizations a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement. Members using church for nonsponsored church events (such as parities, etc.) will deposit only \$50.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:
  - a) \$500 for the use of the Worship Center\*
  - b) \$400 for the use of the Welcome Center
  - c) \$300 for use of Harvest Kids area.

*\*Use of the Worship Center is left to the Administrative Director's or Associate Pastor's discretion.*

3. Host/Hostess fee – Non-Member or unsponsored groups. (Fee paid directly to host/hostess.) The Host/Hostess's responsibility is to oversee that this building

- policy is followed, the lights are off, doors locked, and alarm set before leaving.
- a) \$20 per hour or per partial hour.
  - b) Members may provide their own host/hostess (see II.4.g)
4. Audio-visual technician fee: All groups whether Members & Nonmembers who have a need for the sound system will be required to pay for the technician's time as follows. Be sure to arrange seven days ahead of time through the church office. All fees are to be paid directly to technician
- a) Worship Center Equipment: \$50 an hour for first two hours, then \$25 an hour thereafter unless it's a Wedding Package.
  - b) A Wedding Package will include a technician for the rehearsal and the ceremony for a flat rate of \$75.00.
  - c) Welcome Center: Microphone and Speaker set-up, \$25 flat rate.
  - d) A technician will be provided for free by the church for a funeral service.
  - e) If a church group wants a technician for their church sponsored group (e.g. a retreat,) the rate will be \$15 an hour on campus and \$25 a hour off campus. (For Welcome Center mic and speaker, a designated person can learn how to set it up from the worship leader or technician before the event and avoid the cost.)
  - f) \$50 late notification penalty.
5. Custodian Fee: Members & Nonmembers according to custodial services required for non-sponsored church events. Be sure to arrange seven days ahead of time through the church office. Fee paid directly to Custodian. Members can request the option of set-up, tear down and cleaning themselves upon request.
- a) Worship Center: \$50 to clean
  - b) Welcome Center: For set-up, tear down, and cleaning
    - a. \$100 for ten tables or more
    - b. \$50 for under 10 tables
  - c) Harvest Kids Area: \$50 to clean
  - d) Kitchen must be cleaned, and all items used put away clean. \$25 penalty if not done.
  - e) \$50 late notification penalty
6. Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.
- **All fees for use shall be paid in advance (unless otherwise noted) for building use to: Harvest Bible Chapel, Cleveland Northeast.** (Official legal name.)
  - **Any further questions should be directed to the Associate Pastor or the Administrative Director.**