


FACILITY USAGE POLICY
FIRST FREE CHURCH - ONALASKA, WI
Issued 08.15.2018

FACILITY USAGE POLICY

PURPOSE

This FACILITY USAGE POLICY outlines FIRST FREE CHURCH's accepted practice, usage, fees and maintenance for ministry events, non-ministry events and outside groups.

POLICY

FIRST FREE CHURCH - Onalaska will utilize its facilities in a spirit that honors God, introduces others to Jesus Christ and encourages all individuals to grow in faith. Therefore, we will create a welcoming atmosphere for the use of our facilities for religious, educational and community activities.

FIRST FREE CHURCH's facilities are for the use of FIRST FREE ministries. However, as resources permit, outside groups or individuals (adult/adult-supervised) may be granted access, as outlined in this policy, to utilize the facilities if they are not in conflict with the values of FIRST FREE CHURCH and if the required information is supplied.

- **WEDDINGS:** For specific policies pertaining to weddings, please refer to FIRST FREE's WEDDING POLICY (firstfree.org/weddings) or contact communication@firstfree.org.
- **FUNERALS:** For funeral information, please contact communication@firstfree.org or call 608.782.6022.

PRIORITY OF USERS

The priority of use for the FIRST FREE CHURCH facilities are as follows:

1. FIRST FREE worship services.
2. FIRST FREE ministries, programs and events.
3. FIRST FREE sponsored programs or events.
4. All other approved events.

Facility reservation requests for MINISTRY use may be made by our Pastors and/or their assistants, upon pastoral approval, up to 12 months prior to the event. Recurring facility reservations running 6 months to 1 year may be scheduled up to 1 year prior.

Facility reservation requests made for NON-MINISTRY use or by outside groups may be made up to 90 days prior to an event with pastoral and/or COMMUNICATION & EVENT TEAM approval.

ALL reservation requests are subject to approval.

NON-ELIGIBLE GROUPS

FIRST FREE facilities are not available for:

1. Organizations engaged in partisan political campaigns.
2. Organizations engaged in commercial enterprise. This includes product sales, services or promotional activities, which benefit a for-profit group or business including those owned by FIRST FREE members.
3. Any organization engaged in activities that conflict with the gospel of Jesus Christ.
4. Private parties.
5. Fundraisers that financially benefit FIRST FREE members, non-members or non-First Free groups are not permitted unless approved by PASTORAL STAFF and the COMMUNICATION & EVENT TEAM.

First Free reserves the right to deny access to any group at any time.

FACILITY AVAILABILITY

FIRST FREE facilities are available for usage as follows:

1. Space availability will be assigned on a first-come, first-served basis within the scheduling time frames and priorities as outlined above. FIRST FREE reserves the right to re-locate a group to another room if necessary and/or cancel a reservation, should a conflict with a ministry use of the building arise.
2. For most events, exterior doors will remain locked at all times; to accommodate access, please have a member of your group stationed at the exterior door to let members of your group into the building. For security purposes, exterior doors should **NOT** be “propped” open during your event.
3. The facilities are not typically available for use on holidays. FIRST FREE will determine if a holiday request will be accepted. Holidays are defined as the following: Easter weekend, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year’s Eve, and New Year’s Day.
4. If an emergency situation or funeral arises, FIRST FREE reserves the right to switch the reserved group/event to a suitable, alternative location or to cancel the group/event. Every attempt will be made to notify parties in advance of any change.
5. The size of groups using FIRST FREE facilities shall not exceed the standards that have been established by the Wisconsin State Fire Marshall for the scheduled room of the event. All events will adhere to state and city laws, this policy, and any additional agreements made with FIRST FREE.

RESERVATION POLICIES

- An EVENT REQUEST form and signed copy of the FACILITY USAGE EXPECTATIONS must be on file for the event. Recurring events may have one standing form on file for a given set of dates, not exceeding one year.
- A non-ministry or outside group event is not approved for publication or advertisement until AN EVENT REQUEST form is received, a confirmation email is sent approving the event space, and the EVENT MANAGER has received a signed copy of the FACILITY USAGE EXPECTATIONS.
- Use of FIRST FREE equipment must be included in the EVENT REQUEST form and is subject to availability and approval.
- FIRST FREE CHURCH reserves the right to approve/deny a requested service as well as reduce and waive fees associated with events.
- Event organizers are required to read and adhere to the FACILITY USAGE EXPECTATIONS.

FOR NON-MINISTRY USE OR OUTSIDE GROUP USE:

Facility reservation requests for non-ministry and outside group events, programs and meetings require an approval by the COMMUNICATION & EVENT TEAM and they will be held as “tentative” until a signed facility usage document and any rental fees are received in the church office.

PLEASE SEE PROCEDURES BELOW:

1. Please read the FACILITY USAGE POLICY.
2. Please read and sign the FACILITY USAGE EXPECTATIONS.
3. Fill out the NON-MINISTRY EVENT REQUEST FORM.
4. Please allow two weeks for notification regarding the event’s approval or denial. If approved, the EVENT MANAGER will send a confirmation email detailing the approved event space and the event organizer’s responsibilities.
5. If approved, all details will be coordinated with the EVENT MANAGER.

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6. Usage fees will be charged as outlined in the FACILITY USAGE POLICY. You will receive notice of anticipated fees prior to your event and all fees must be submitted in advance. (Note: FIRST FREE CHURCH reserves the right to approve/deny a requested service, as well as reduce or waive fees associated with events).
 7. On the day of the event, the event organizer is in charge of the event and must be present for the entire event, unless acceptable arrangements are made in advance with the EVENT MANAGER. The individuals/groups are responsible to follow and adhere to all facility usage expectations as outlined in this FACILITY USAGE POLICY and the FACILITY USAGE EXPECTATIONS document.

FACILITY COSTS

Fees associated with Special Events, Non-Ministry and Outside Groups:

- **FACILITY RENTAL FEE \$300**
*Please Be Advised: If damage occurs to FIRST FREE CHURCH's facility, grounds and/or internal property it is the financial responsibility of the person/company hosting the event.
- **SOUND/LIGHT TECHNICIAN FEE \$100 MINIMUM**
*\$100 minimum includes up to 4-hours (including 1 hour set-up, event time and 1 hour tear-down)
*An event exceeding 4-hours will be a flat rate of \$200.
*ONLY First Free authorized personnel may operate sound/lighting equipment and a fee will be charged unless special arrangements have been made with the TECH TEAM through the EVENT REQUEST process.
- **CUSTODIAL FEE - \$25/Hour**
*FIRST FREE CHURCH authorized personnel only.
*4-hour minimum

**FIRST FREE CHURCH RESERVES THE RIGHT TO APPROVE/DENY
A REQUESTED SERVICE, AS WELL AS REDUCE OR
WAIVE FEES ASSOCIATED WITH EVENTS.**