

The Foundation Church Building Use Guidelines

General Overview

Building Use:

- Church properties/facilities may be used by “ministries” or “members” of The Foundation Church only.
- Requests by outside “Ministries” or “regular church-attenders” (non-members) may request use, but must be signed off by both Pastor Jeff and Pastor Brian.
- Church property/facilities may not be used for activities which conflict with organized church services.
- Church property/facilities may not be used for activities that conflict or could cause conflict with the church’s statement of faith.

Requesting Use:

- The person/ministry desiring to use any Foundation Church property/facility, must fill out the appropriate “Building Use Form” and submit the form (either online or in person).
- The form must be submitted at least 2 weeks in advance of the desired date(s) of use.
- The Foundation Church office will review the submitted form. Once reviewed, the applying person/ministry will be notified via email either “approved” or “denied” of their request.

Release and Indemnity

This Release and Indemnity Agreement is between the above-named organization (“Organization”) and our church.

AGREEMENT

NOW THEREFORE in consideration of this church permitting Organization to use the Property and improvements described above, Organization agrees as follows:

1. Organization hereby releases, discharges, and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization’s use of the Property. If any member, guest, invitee, or participant of Organization makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization’s use of the Property, Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, Organization will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.

ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs posted by my group after the meeting has ended. I further agree that the church property will be used in accordance with the Rules and Regulations of the Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.

Guidelines of Property/Facility Use

- *****The Foundation Church will not be held responsible for missing or stolen articles, accidents or injuries attained while on premises.*****
- No bicycles or skateboards are allowed inside the church facility.
- All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage.
- No tape, tacks or nails may be used to hang decorations or fliers. **Use Only WHITE mounting putty.** Putty can be provided for you at a cost of \$5.00.
- The person/ministry using the approved property/building will understand that they will be held responsible for any damages incurred during the use of the building.
- The persons signing the "Use Form" shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

Times of Use

- Monday through Friday from 8:30 a.m. through 9:00 p.m.
- Weekends from 9:00 a.m. through 6:00 p.m.

The building must be completely cleared no later than 9:30 p.m. (or 6:30 p.m. on Saturdays) to allow the building to be closed promptly. Exceptions to these times must be approved in advance and will be subject to a custodial surcharge.

Instrument(s) Use

Permission to use any of the instruments must be granted by through the designated "Building Use Form".

Worship Center & Sound System (Booth)

The sound system is available upon request. The systems may be operated by the church sound technicians at a cost of \$75 per event (or up to 5 hours). Other technicians may be pre-approved by the church staff. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors without prior approval.

Kitchen Use

- If kitchen is approved, all dishes must be scraped thoroughly before washing them in the sink.
- The stainless-steel sink at the back of the kitchen is to be used for dishes with food residue.
- No food particles are to be rinsed down the stainless-steel double sink.
- No food or beverage is to be left in the church refrigerator or cupboards after an event, unless prior approval is given.
- In case of church related events, things that will be used within the expiration period can be left, but clearly marked with the date and intended ministry use.

Supervision of Youth & Children

- Children are not allowed to play on the stage/platform or be in the sound booth.
- Please do not let children have free run of the church building. All participants must remain in the areas of the building you requested.
- No fewer than two adults must always be present during any program or event involving children.
- These adults must be 18 or older and/or must be at least 5 years older than the children with whom they are working.
- Any questions regarding this policy should be directed to The Foundation Church staff.

Room Setups

All rooms have been designated with a standard room setup. The Church will provide each group with a diagram of the standard set-up for the room they are interested in using. Changes may be made to facilitate your group activity but must be returned to the standard set up when vacating the facility. Any alteration to room structure is prohibited unless free standing and pre-approved.

Smoking Policy

All members of all groups using The Foundation Church property and/or facilities shall always abide by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is enough ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

Alcohol & Drug Use

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including outdoors and parking lots.

Emergency Scheduling Conflicts

The Foundation Church reserves the right to pre-empt any facility use for its own in cases of emergencies and ministry use, such as funerals (and other events and circumstances). Notice will be provided as early as possible.

Further Questions and/or Concerns

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, The Foundation Church elders shall decide the matter and all individuals and groups shall abide by their directions or forfeit immediately the use of any part of the facility.

Parking & Security

Parking on the church property/campus is available only during the period of time that a group has contracted to use the property/campus. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables.

Payment

For use of the approved property and/or building, full deposit and payment must be made prior to the date of use.

I agree to the above listed policies and guidelines.

| | |
|----------------|---------------|
| _____ | _____ |
| Name (printed) | Name (signed) |
| _____ | |
| Date | |