

Facility Use Policy

Approved 9/16/20

PHILOSOPHY

The primary purpose of Generation Church (GC) facilities is to carry out the ministries in support of the mission of the local church. GC has active ministries to children, youth, and adults. Our programs and our people are the top priority when it comes to use of church facilities. In addition, GC wishes to expand its outreach into the community by offering use of our facilities to outside groups and ministries.

Building use activities fall under the jurisdiction of the Executive Team. No commitment for building use is finalized until the **Facility Use Agreement** has been completed and executed by the Executive Team or their Designee.

Approval of the **Facility Use Agreement** does not construe or imply endorsement of any group, their mission, or their positions. Groups approved to use GC facilities must refrain from advertising the event in such a way as to imply endorsement by GC. No advocacy or activities may take place within GC facilities or grounds that conflict with the policies and practices of GC at the sole discretion of the Executive Team Designee.

Included in this policy are the following:

1. Steps to schedule facility use
 - a. GC ministry use
 - b. Outside group use
2. Fees for facility use by outside groups
3. Rules and regulations for use of facilities
4. **Room Use Agreement** form
5. **Release and indemnity agreement** form

STEPS TO SCHEDULE FACILITY USE

1. GC ministry use

- a. Ministry Team Leader provides event details to Ministry Coach via Slack
 - i. Team name and meeting purpose
 - ii. Date
 - iii. Time
 - iv. Room requested
 - v. Set up required
 - vi. Key holder's name
- b. Coach reviews event for compliance with Facility Use Policy Rules and Regulations. If request is compliant, Coach creates request in Planning Center, Calendar. If not compliant, Coach works with Team Leader to resolve conflict and submits request or advises Team Leader event cannot be approved. Note: GC ministries are not charged for facility use.
- c. Submitted events are approved in Planning Center by appropriate authority.

2. Outside group use

- a. Fill out a **Facility Use Agreement** available on our website <http://www.generationchurch.me/leaders> and at the main campus office, 960 Highway 52 W., Portland, TN 37148.
- b. Attach any additional information you feel might be useful to help us determine if we can accommodate your group.
- c. **Return the completed Facility Use Agreement to the Generation Church office at least 15 business days in advance of the event.** The designated authority will evaluate your request and notify you of approval or denial. **After approval, applicable fees are due at the church office at least five business days prior to the event.**

3. Fees for Facility Use by Outside Groups

Please note the basic fee schedule and the non-negotiable fee schedule that follows below

- a. **Type A:** Partners of GC having personal, non-ministry events, non-profit, educational, and other activities that are considered an extension of our ministry as evidenced by our on-going financial support.
- b. **Type B:** Civic and service activities, including musical groups, service clubs, fraternal organizations, and Sumner County Schools.
- c. **Type C:** Businesses, industrial, for profit organizations, weddings, receptions, and other one-time special events

Basic Fee Schedule			
Room	Type A	Type B	Type C
Foyer and Auditorium	\$100	\$150	\$200
Café' Area	\$25	\$35	\$50
Large Meeting Room/Elementary Auditorium	\$40	\$60	\$80
Small Meeting Room	\$25	\$40	\$60

Non-negotiable Fee Schedule			
Set Up	0-20 People: \$25	21-75 People: \$50	76+ People: \$75
Changes to Normal Room Setup	\$15 per hour		
Church Key Holder	\$15 per hour		
Custodial Fee	\$100		
Talking Audio	\$75		
Talking Audio + Music/Graphics	\$150		
Talking Audio + Music/Graphics +Video (Service Programs Only)	\$375		

RULES AND REGULATIONS FOR FACILITY USE

BREAKAGE:

All persons and/or groups using GC facilities are expected to exercise reasonable care and judgement to prevent damage, defacement, and/or breakage. The person signing the **Facility Use Agreement** is responsible for paying costs incurred by GC in cleaning, repairing, and/or replacing any part of the building, furnishings, and equipment which, in the sole judgement of GC, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. Payment for any such costs will be made to GC within 10 days of written notification from GC to Organization.

ROOM SETUPS:

All rooms have been designated with a standard room setup. Any setup changes requested by the group are subject to approval by the Executive Team designee and are considered in the calculation of total facility fees noted in above tables.

MUSIC EQUIPMENT USE:

Permission to move musical equipment is prohibited. Permission to use musical equipment must be granted, in writing, by the GC Worship Coordinator. Please indicate any requests in the Special Needs and Requests section.

AUDITORIUM FURNITURE:

Furniture is not to be moved without written permission from Executive Team Designee. Please indicate requests to move furniture in the Special Needs and Requests section.

FACILITY AUDIO AND VIDEO SYSTEMS

Systems for audio and video may be made available upon request. Systems may only be operated by GC technicians at the cost shown on above table. Group-provided audio, recording, and/or video may not be connected to the GC systems, including the electrical system, without prior approval.

DRUG, ALCOHOL, AND TOBACCO POLICY

Serving, consumption, or use of alcoholic beverages, use of illegal drugs, and use of tobacco products shall not be permitted at any time on GC property, including outdoor areas and parking lots.

DECORATIONS:

All decorations require prior approval. They may only be attached to wooden trim and wooden doors and only with painter's tape. No decorations are permitted in the hallways. All decorations must be removed immediately and completely following the event.

STARTING AND ENDING TIMES:

- Monday through Friday from 9:00AM to 9:00PM
- Saturday: 9:00am to 2:00PM
- Sunday: 3:00pm to 9:00pm

The facility must be completely cleared by the designated ending time to allow the building to be closed and secured promptly. Exceptions to the times shown above must be approved in writing by the Executive Team Designee and are subject to an additional custodial surcharge.

PARKING:

Parking in GC lots, including designated handicap parking is available only during the period of time the group has contracted for facility use. All parking is first-come, first-serve and excludes spots marked as reserved. Any damage to vehicles is at the owner's expense. GC is not responsible for theft or damage to personal property.

SECURITY

GC works to maintain a safe and secure environment within all facilities. Our systems are not foolproof. We ask that all users pay close attention to personal property and valuables as we are not responsible for theft or damage to personal property.

FINAL DECISIONS

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 Executive Team Designee shall have the authority to make the final decision. All applicants shall abide by this decision or forfeit immediately the right to use the facility.

Arrangements for access to the facility will be made upon approval of the **Facility Use Agreement**.

EMERGENCY SCHEDULING CONFLICTS

GC reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

Please complete Entire Form and Submit to GC Executive Team Designee

Name of Individual or Organization: _____

Responsible Person: _____

Name

Daytime Phone No.

Non-Profit Status: _____ Federal Tax ID No.: _____

Address: _____
Street City State Zip Code

Individual/Organization Daytime Phone Number: _____

Email: _____ Organization's Purpose: _____

Event Name and Description: _____

Location requested for the event: _____ Main Campus _____ Annex

Date of Request: _____

Requested Date(s) for Event: _____ Start Time: _____ End Time: _____

Will the event be recurring?

_____ One Time _____ Weekly _____ Monthly _____ Multiple Days _____ Non-recurring

Which day of the week? (circle one)

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Please place and X in the appropriate boxes below for rooms and services requested:

Basic Fee Schedule			
Room	Type A	Type B	Type C
Foyer and Auditorium			
Café' Area			
Large Meeting Room/Elementary Auditorium			
Small Meeting Room			

Non-negotiable Fee Schedule			
Set Up	0-20 People: \$25	21-75 People: \$50	76+ People: \$75
Changes to Normal Room Setup			
Church Key Holder	Required		
Custodial Fee	Required		
Talking Audio			
Talking Audio + Music/Graphics			
Talking Audio + Music/Graphics +Video (Service Programs Only)			

Anticipated number of people in attendance: _____

Will food and drink be consumed: ____ Yes ____ No

Special needs or requests: _____

Set up instructions:

RELEASE AND INDEMNITY

Organization name: _____

This Release and Indemnity Agreement is between the above-named organization (Organization) and Generation Church (GC).

RECITALS

GC is the owner or lessee of the real property and improvements located at 960 Highway 52 W., Portland, TN 37148 and 802 S. Russell, Portland, TN 37148 (Properties). In the event GC acquires or leases additional real properties and improvements, they are automatically included in this recital.

The Organization desires to use one of the properties described above, as specified on the Facility Use Agreement.

AGREEMENT

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

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

ACCEPTANCE OF RESPONSIBILITY

The undersigned agrees to be responsible for the conduct of those attending 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 ensure all signs and decorations posted by my group are immediately removed after the meeting/event has ended. I further agree that GC Property will be used in accordance with the Rule and Regulations and I hereby consent to the Release and Indemnity Agreement.

Note: In the event fees required by this request are not paid as agreed, my signature below authorizes GC to bill said fees to the credit card listed below.

Signature: _____

Printed Name: _____

Title: _____

Visa/MasterCard Number (REQUIRED)

Expiration Date: _____ CCV: _____

Date: _____

Billing Address:

Street

City

State

Zip Code

If paid by check, Executive Team Designee indicate below:

Paid by check number _____ Initials of Designee _____