



**EVERGREEN CHURCH – LAKEVILLE**

**FACILITY USE POLICY**

**Version 5 – Issued 01/15/16**

## **Philosophy**

Evergreen Church – Lakeville (EC) wants to 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, cultural, educational and community activities.

Please refer to the Wedding Guidelines and Funeral Guidelines for information and policies on those events.

## **Priority of Users**

The priority of use for our church facility is as follows:

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

Facility reservations for ministry use may be made by EC ministry leaders and pastors up to 12 months prior to the event. Reoccurring 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. These reservation requests are subject to pastoral approval.

## **Groups not eligible to use the church facility**

EC 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 EC members.
3. Any organization engaged in activities that conflict with the gospel of Jesus Christ.
4. Fundraisers that financially benefit EC members, non-members or non-EC groups are not permitted unless approved by EC's Board of Trustees.

EC reserves the right to deny access to any group at any time.

## **Facility Availability**

EC 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. EC reserves the right to re-locate a group to another room if necessary.

2. Facilities are available for use daily, 8:00 a.m. – 9:30 P.M. except during Sunday and Friday service times.

3. The facilities are not normally available for use on holidays. EC will determine if a holiday request will be accepted. Holidays are defined as the following: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve. Certain black out dates as determined by EC will also not be available so as to accommodate EC special events.

4. If the church office is made aware of any scheduling conflicts they will be brought to the location pastors for resolution.

5. If the church office identifies a question of eligibility for an event or group wanting to use the facility, the matter will be brought to the EC Operations Manager for discussion and resolution.

6. If an emergency situation or funeral arises, EC 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.

7. The size of groups using the EC facilities shall not exceed the standards that have been established by the Minnesota 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 EC.

### **Legal Requirements**

The following are legal requirements for non-Evergreen sponsored usage of the building.

1. The individual who reserves space in the building and signs the contract is responsible for the conduct of its participants and is expected to maintain these policies and a level of behavior appropriate for the setting.

2. EC is not legally responsible for the misconduct of participants at an event not sponsored by EC. Any non-Evergreen sponsored group will be responsible for all liability arising from their event and those groups, which are recognized as legal entities, will provide a certificate of insurance and name EC as an additional insured.

3. Any non-Evergreen sponsored group agrees to protect, indemnify and hold harmless EC's officers and employees from any claims, liabilities, damages or rights of action, including attorney's fees, directly or indirectly growing out of the use of the premises covered by this agreement, including building, parking facilities, or grounds on or adjacent thereto.

4. EC will not extend coverage for medical payments in the case of injury to a child, youth or adult in attendance. Obligation for any and all medical care shall be the responsibility of the individual and/or sponsor and costs of medical care shall be paid by that individual and/or sponsor.

5. If an item is lost while using the premises, please contact the church office. EC is not responsible for any personal property left on the premises before, during or after the use of our building. Any property left on the premises by those using the building shall, after a period of thirty (30) days from the last usage, be deemed abandoned and shall become the property of EC.

6. Any non-Evergreen sponsored group damaging equipment or facilities will be responsible to pay for repairs or replacement of the same.

7. EC is not responsible for stolen articles or any bodily injury taking place on church property.

## **Facility Reservation Procedures and Policies**

### **FOR MINISTRY USE**

All facility reservations for EC ministry events, programs and meetings must be made using the online Facility Reservation system. These reservations must be made by either an approved ministry leader, approved Small Group leader or a pastor. Ministry leaders, Small Group leaders and pastors will be assigned individual user id numbers and passwords to access the system. Assigned user id numbers and passwords are not to be transferred to any other individuals.

Approved ministry leaders, approved Small Group leaders and pastors will receive training on accessing and using the online Facility Reservation System. Ministry leaders, Small Group leaders and pastors are expected to use the system correctly and responsibly. If improper use is detected, user access may be denied.

### **FOR NON-MINISTRY USE and OUTSIDE GROUP USE**

Facility reservation requests for non-ministry and outside group events, programs and meeting should be done by submitting a Facility Reservation Request form available on the church website. These reservation requests will require location pastor approval and they will be held as "tentative" until a signed facility use contract and rental fees are received in the church office.

1. A Facility Reservation Request form must be on file for the event. Reoccurring events may have one standing form on file for a given set of dates, not exceeding one year.

2. Use of EC equipment is subject to availability and approval and must be included in the Facility Use Contract.

3. EC reserves the right to schedule other events throughout the building with consideration given to parking requirements.

4. Events wishing to use the **Kitchen** must follow the **Kitchen Use Policy** contained in this document.

5. Events should be scheduled to begin no earlier than 8:00 a.m. and conclude no later than 9:30 p.m. Event times should include the time needed to do clean-up and put the furniture back in the same layout as found, if necessary.

## **Building Usage Guidelines**

1. Guns, alcoholic beverages or illegal drugs are not permitted anywhere on EC premises.
2. Smoking is not permitted within the facility.
3. Groups must provide adequate supervision for their activity. In particular, children may not be left unsupervised while on the premises, inside or outside. Events wishing to offer childcare must be pre-approved through the church office. Events wishing to use the **Nursery** must follow the **Nursery Use Policy** contained in this document.
4. Use of the building is restricted to those areas as confirmed through the Facility Reservation process.
5. All signage to be posted in the building related to a scheduled activity must be approved in advance through the church office. Items may not be posted on windows, non-concrete surfaces or painted walls and no duct tape may be used. All signage must be removed at the end of the event or activity.
6. No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam within or outside the property without prior approval of the church office.
7. All scenery or props must be freestanding. No nails, screws, or stage hooks may be used. All materials used must be non-combustible or have been treated so as to have been made fire-retardant.
8. No oil base paint, flammable liquids, fire producing chemicals or open flames in any form may be used on the property (including candles) without prior approval through the church office.
9. EC will not provide storage for the property of outside groups using its building, or be responsible for equipment, supplies or other property of such groups or their members.
10. The reserving group is expected to leave the room(s) in the same lay-out and condition as found. A clean up checklist can be found in each room.
11. Movement of furniture or equipment between rooms is not allowed without prior approval through the church office.
12. Because of limited space, furniture, equipment or staff availability, a request from any group may be denied. All groups using the building must use only the equipment and furniture agreed to under the Facility Use Contract.
13. Equipment may be brought in for use in the building only after being approved in advance through the church office.
14. Equipment owned by EC is not to be removed from the EC premises without permission.

15. Animals should not be brought into any part of the building except for working/guide dogs. Any animals on building grounds must be on a leash and the owner is responsible for waste clean up.

16. Use of facilities grounds for outdoor activities must be approved by the church office, through the Facility Reservation process, prior to the event. Examples of activities: bon fires, outdoor concerts, sports activities on the grounds or in the parking lot, etc.

17. Heat and air conditioning systems and settings are controlled by EC personnel and should not be changed.

18. Food is not allowed in the sanctuary at any time including public events, rehearsals, etc.

19. It is the responsibility of the user to assure that all members of the group are aware of these policies.

## **NURSERY USE POLICY – All Users Evergreen – Lakeville**

In order to provide a safe, fun experience for your group and to help EC be a responsible steward of its resources, we ask that you follow this policy for the use of the Nursery.

1. There should be a minimum of **two** adults per room supervising activity and play. **Never** leave a child unattended in a room.

2. All toys, puzzles, blocks, etc. must be put away in their proper locations when you are finished using them. Please **do not** transfer toys from one room to another.

3. The Nursery will be locked at all times, unless a group has requested these rooms through our facility reservation system.

4. If any item (furniture, toys or building structure) is damaged during a group's use of these rooms, it should be reported immediately to the church office (952-895-1773).

5. Any toys that are mouthed or have been exposed to runny noses, saliva, etc. should be removed from play after use. Please clean them with a disinfectant solution.

6. Please clean the changing table pads after use with a disinfectant solution.

7. All toys, equipment and furniture are to be used in the manner for which they were intended. (For example, do not allow toddler children to climb in and sit in walkers or swings or to climb on shelves or tables.)

8. Be sure that children being cared for in the nursery are well. A child with a fever, cough or cold, etc. should not be left in the care of the Nursery.

9. If a crib is used, after use remove the dirty sheet place it in the hamper and put on a clean sheet.

10. Once all the toys are picked up and cleaned, please vacuum the floor (found in the closet at the top of the hallway ramp on the left hand side). Please **do not** leave cereal or crumbs on the floor.

11. Remove all used garbage bags and take them to the outside dumpster next to the Youth Center building.

We respectfully ask that you adhere to this policy for the use of our Nursery. Failure to do so may affect your privilege to use these facilities. However, by following them, we hope that you and your group will enjoy your time here and that your experience will be a safe one. If you should have any questions about the use of our Nursery or this policy, please contact the church office at 952-895-1773.

### **KITCHEN USE POLICY For Non-Ministry Use and Outside Group Use Evergreen – Lakeville**

1. Purchase and use of all consumables (plastic cups, paper plates, napkins, knives and forks) and food are the responsibility of the group reserving the kitchen.

2. The church coffee-makers are not available for use as they require training. If you wish to serve coffee, please bring your own coffee maker.

3. No food may be sold or used for fundraising purposes without prior approval.

4. Wash and put away any church-owned dishes used. Wipe down counters and the leave the kitchen in better shape than you found it.

5. Dirty towels should be placed in the labeled laundry basket.

6. Used garbage bags should be placed in the outside dumpster next to the Youth Center building. Put a new liner in the garbage container.

7. Clean the floor (mop, broom and dustpan are located in the custodial closet across the lobby from the kitchen).

8. Please remove and take with you all left-over food, beverages and any other non-church items you purchased and brought to use in the kitchen.

9. If any church-owned kitchen item or equipment is damaged during your group's use, it should be reported immediately to the church office (952-895-1773).

We respectfully ask that you adhere to this policy for the use of our kitchen. Failure to do so may affect your privilege to use these facilities. If you should have any questions about the use of our kitchen or this policy, please contact the church office at 952-895-1773.

## Facility Costs/Charges

The fee structure is to cover normal wear and tear of the building and to cover operating overhead. Fees do not cover damage; the cost to fix damage will be the responsibility of the reserving group.

The fee chart follows:

Rooms	Ministry Use	Member Fee for Non-Ministry Use	Non-Member and Outside Group Fee
Sanctuary	No charge	\$200	\$350
Chapel	No Charge	\$100	\$150
South Fellowship Hall	No charge	\$65	\$115
North Fellowship Hall	No charge	\$75	\$135
Kitchen	No charge	\$25	\$40
Room 215	No charge	\$25	\$40
Room 220	No charge	\$25	\$40
Room 225	No charge	\$25	\$40
Room 230	No charge	\$25	\$40
Room 235	No charge	\$25	\$40
Room 275	No charge	\$25	\$40
Nursery	No charge	\$25	\$50
Youth Center	No charge	Not available	Not available
Outdoors – parking lot	No charge	\$50	\$75
<b>Equipment - Chapel/Sanctuary Only</b>			
Projector	No charge	\$25/hr tech support	\$25/hr tech support
Sound System	No charge	\$25/hr tech support	\$25/hr tech support
Theater Lighting	No charge	\$25/hr tech support	\$25/hr tech support

**Payment of the usage fee and a signed Facility Contract must be received in order for the reserved dates and rooms to be confirmed and placed on the church facility use calendar.**

Reoccurring events held monthly or more frequently for 6 months or more, booked at one time and paid in full, will receive a 10% fee reduction. Payments may be made monthly, however failure to make payment prior to an event will cancel any remaining reservations.