

CHURCH OF THE REDEEMER
1410 Dundee Road – Winter Haven, FL 33884
Phone: 863-298-9849 – Fax: 863-292-0645
www.redeemerwinterhaven.org

FACILITY USE POLICY

Members of Church of the Redeemer and non-profit organizations may apply to Church of the Redeemer's facilities. Please see Redeemer's facility use policy below for our guidelines and rules relating to facility use. To request use of the facility, a completed application must be mailed or faxed and accompanied by the appropriate proof of insurance as outlined in the guidelines. An application form is provided at the end of this document.

I. GENERAL GUIDELINES

Church of the Redeemer's facility is primarily for conducting its own business of bringing God's kingdom to bear in Winter Haven through the gospel. However, non-profit organizations and Redeemer members may be granted the privilege of using the facility, as long as the use is not inconsistent with Redeemer's purposes and does not interfere with the regular conduct of business.

FACILITY - For purposes of this policy, and with respect to indemnification, the term "facility" means any part of Church of the Redeemer of Winter Haven, Inc.'s physical location, and includes, but is not limited to, whether or not being used by the facility user, the Sanctuary, Covenant Hall, Kitchen, Student Room, Conference Room, Playground, as well as the offices, classrooms, other rooms, areas open to the public, building lobby area, sanctuary lobby, grounds, walkways, courtyard, patio, parking lot, roof, and restrooms.

Requests to use Church of the Redeemer's facilities must be made to _____
_____ on Redeemer's Facility Use Request form (accessible below). Approval will be on a first-come, first-served basis, as long as all requirements have been met. For competing requests, priority will be given in the

following order: members of Church of the Redeemer, staff of Church of the Redeemer, building tenants, ministries with a vision like that of Church of the Redeemer, and other qualified non-profit uses.

All organizations and groups using Redeemer facilities are required to comply with applicable state, city and local ordinances relating to businesses and charitable organizations.

Organizations interested in using Redeemer facilities will need to furnish the following:

Liability Insurance - Facility user shall be required to furnish Redeemer evidence of general liability insurance with a minimum limit of One Million Dollars (\$1,000,000), per occurrence, and have Redeemer named as an additional insured on any such liability policy.

Workers' Compensation Insurance – For facility user with employees, workers' compensation insurance shall be required which meets all statutory requirements of the Labor Code of the State of Florida, and which specifically covers all employees providing services on behalf of facility user and all risks to such persons under this application.

Indemnification - Facility user shall agree to and shall indemnify, defend and hold harmless Church of the Redeemer of Winter Haven, Inc., its agents, officers, officials, employees, representatives, and successors-in-interest against any legal proceeding in law or equity, and further, shall indemnify, defend and hold harmless Church of the Redeemer of Winter Haven, Inc., and its agents, officers, officials, employees, representatives, and successors-in-interest from and against any and all claims, liability, demands, suit, judgments, expenses, costs, and other legal expenses of every kind to which Church of the Redeemer of Winter Haven, Inc., may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, by Church of the Redeemer of Winter Haven, Inc., and its agents, officers, officials, employees, representatives, and successors-in-interest; by the facility user, its agents, officers,

officials, employees, representatives, and successors-in-interest; or by any participant, invitee, attendee, sponsor, or any third person who is or is not an invitee, attendee, or sponsor; and arising from or related to any meeting or event held by the facility user at or within Church of the Redeemer of Winter Haven, Inc.'s facility (as defined herein).

Certificates of insurance should be sent with the application. Organizations that use the facility more than once do not need to submit a new certificate each time as long as the policy on file is valid at the time each request is made and the facility is used.

II. DESCRIPTION OF FACILITIES

Room Location*	Square Footage	Maximum Capacity (seats)	Fee
Sanctuary			Call
Covenant Hall (w/ Kitchen)			Call
Classrooms			Call
Parking Lot			

*All rooms have limited availability.

Room Descriptions:

Sanctuary - The Sanctuary is equipped with 4 permanent microphones and 2 wireless microphones, a projector, a CD recorder, and a projection screen. Even if no equipment is required, Redeemer's Director of Worship or an appointed audiovisual technician must be present to operate equipment for the duration of the meeting. To discuss equipment needs and staff availability, contact the Director of Worship at (863) 298-9849. Use of audiovisual technician services will require a fee of \$100, which is included in the Sanctuary Fee.

Covenant Hall – Fellowship Hall seating consists of 100 white chairs and a variety of 8' round tables and 6' and 8' rectangular tables. Tables and chairs may be reconfigured, but must be returned to the previous arrangement.

Failure to return the furniture to the previous arrangement will result in the loss of the deposit. Reservation of the Kitchen is limited and must be made through the kitchen manager, who can be reached through Redeemer's Business Administrator. Audiovisual equipment is available in the Fellowship Hall at the user's request.

Computer graphic input/output is available in some rooms. However, users must provide their own laptops and other equipment, such as overheads, televisions, VCRs, etc. Please contact the Worship Arts Director for further information.

III. USE OF FACILITIES

1. The Redeemer facility is currently available for use Monday thru Saturday, 9:00 a.m. to 5:00 p.m. (sorry, no exceptions allowed). Staff and facility support are available during regular Redeemer office hours which are Monday through Friday from 9:00 a.m. to 5:00 p.m. Arrangements for equipment or support must be made in advance when reserving any room.
2. Use of Redeemer facilities must be approved in advance and may not exceed one occurrence per calendar month.
3. Any food and beverage catering must be approved in advance.
4. Use of Redeemer facilities shall comply with all state and local fire and health and safety laws.
5. Control and supervision of events is the responsibility of and at the expense of the user. Activities involving attendees 18 years or younger must be adequately chaperoned by adults.
6. Unfortunately, due to staffing limitations, Redeemer cannot be responsible for delivering messages or faxes to event attendees. Users must supply their own message

boards, cellular phones, pagers, or other means of communicating to attendees. Public telephones are not available.

7. Use of facilities that generates excessive noise or other activity that could disturb or disrupt Redeemer's normal operations or the community will not be permitted.

8. No extraordinary electrical or mechanical equipment shall be brought on site and used without prior arrangements and approval from Redeemer. Installation and use of special equipment must be under Redeemer supervision and at the user's expense.

9. No unauthorized use of Redeemer equipment or supplies (e.g., copiers, fax machines, ovens, stoves, freezers, refrigerators, etc.) is permitted. Those using the facility must provide their own laptops and other portable audiovisual equipment unless other arrangements are made.

10. Only those rooms or areas of the building specified in Redeemer's facility use confirmation letter may be used.

11. All those using Redeemer facilities must adhere to the "NO SMOKING" policy that is enforced in all areas of the building and within 100 feet of outside doorways.

12. Events with 100 people or more may be required to provide their own security and traffic-control staff.

IV. THE FOLLOWING USES OF THE FACILITY ARE PROHIBITED

1. Use by any organization or group that advocates violence or unlawful means to cause harm to the community or to the local, state or federal government.

2. Use that is not consistent with the proper and regular use of such facilities, where the purpose of the gathering is deemed by Redeemer to be immoral, obnoxious, or injurious.

3. Use of facilities, including walkways, courtyard, patio, parking lot or restrooms, that involves any attendees engaging in the following:

- a. Gambling in any form whatsoever, including lotteries
- b. Use of narcotics or drugs unless for medical reasons as prescribed by a duly licensed medical physician
- c. Fighting, quarreling, abusive language, or noise of any kind that may be disruptive or offensive.

V. HOUSEKEEPING RULES

1. The person signing the request agrees to accept responsibility for the actions of all event participants and the facility must be left in the same condition as it was found, which means users must clean up rooms before leaving. Trash cans are available in each room.

2. All tables and chairs must be put back in the layout existing prior to the event. Absolutely no tables and chairs may be moved from one area to another. Any special arrangements must be made and approved in advance, at the time the application is made.

3. No tape, nails, staples, etc. may be used on facility walls, ceilings or windows. Candles are also not permitted.

4. Absolutely no food or drink is allowed in the Sanctuary. Food or drink taken into any of the other meeting rooms must be cleaned up immediately after the event.

5. Any violation of these rules may result in the billing of direct costs incurred – such as clean up, security, or damages – and the denial of future requests to use the facilities.

VI. APPLICATIONS AND APPROVALS

Applications must be received at least 30 days prior to the requested date, but not more than 60 days prior to the event. The application must clearly and completely describe the

event and indicate how it fits Redeemer's facility use requirements. If setup or other preparation is needed, allow extra time in filing your request and note your needs on the application.

The completed application form, submitted to Connie Lear, serves as the agreement between the user and Redeemer for use of facilities and is the complete understanding as to what has been agreed to by both parties regarding the purpose, date, and time of the event. As a consequence, the application must be signed by an officer of the applicant organization or other person authorized to bind the organization. An official form must be submitted for each reservation requested. Previous use does not waive the requirement to submit a new application for any new requests.

Please send or fax your application to:

Church of the Redeemer – Attn: Connie Lear
1410 Dundee Road
Winter Haven, Florida 33884
Telephone (863) 298-9849, Fax (863) 292-0645

Redeemer Business Hours: Monday - Friday 8:00 a.m. to 4:00 p.m.

Please note that Redeemer is closed for lunch and Saturdays

Once an application is approved and the appropriate insurance documents are submitted, Redeemer will send a confirming letter.

**NO APPLICATION IS CONSIDERED APPROVED UNTIL
A CONFIRMING LETTER IS RECEIVED**

In the event a reservation is to be canceled by the applicant, the Redeemer must be notified at least 72 hours in advance of the scheduled use. Failure to provide such notification may result in denial of future requests and retention of any deposits and payments.

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Fax or mail completed form with proper signature & attached insurance certificate to the attention of the Business Administrator.

Person/Organization: _____

Address: _____

City: _____ State/Zip Code: _____

Contact Person: _____

Telephone : () _____ Fax: () _____

Description of Organization (profit/non-profit, goals, etc): _____

Date(s) and Time(s) of Proposed Meeting(s):

Date	Starting Time	Ending Time	Room (for office use)

Date	Starting Time	Ending Time	Room (for office use)

Number of Persons Attending: _____ Preferred Room: _____

Purpose and Description of Event: (Attach copy of agenda and/or description if available)

(continued on next page)

As authorized representative for the above-referenced organization, I understand that Church of the Redeemer of Winter Haven, Inc. (herein REDEEMER) retains the right to deny use privileges to any group that **a)** advocates discrimination based on race, creed, sex, color, ethnic origin or religion, **b)** could cause a disturbance, demonstration or disruption by its presence on REDEEMER property, or **c)** whose use is inconsistent with REDEEMER purposes and with facility use guidelines. I also attest that I have read, understand, and agree to comply with REDEEMER rules and regulations contained in REDEEMER's Facility Use Policy and that I agree to reimburse REDEEMER for any loss or damage to the facility resulting from my [organization's] use of the facility and to indemnify REDEEMER as stated below.

Liability Insurance – Attached is evidence of general liability insurance with a minimum limit of One Million Dollars (\$1,000,000) per occurrence, with REDEEMER named as an additional insured on the liability policy.

Workers' Compensation Insurance (*for facility users with employees*) – I attest that my organization has workers' compensation insurance which meets all statutory requirements of the Labor Code of the State of California and which specifically covers all employees providing services on behalf of my organization and all risks to such persons under this application.

Indemnification - By my signature below, the organization hereby agrees to indemnify, defend and hold harmless REDEEMER, its agents, officers, officials, employees, representatives, and successors-in-interest against any legal proceeding in law or equity, and further, shall indemnify, defend and hold harmless REDEEMER and its agents, officers, officials, employees, representatives, and successors-in-interest from and against any and all claims, liability, demands, suit, judgments, expenses, costs, and other legal expenses of every kind to which REDEEMER may be subject by reason of any act or omission, whether intentional or negligent, or from strict liability, by REDEEMER and its agents, officers, officials, employees, representatives, and successors-in-interest; by the facility user, its agents, officers, officials, employees, representatives, and successors-in-interest; or by any participant, invitee, attendee, sponsor, or any third

person who is or is not an invitee, attendee, or sponsor; and arising from or related to any meeting or event held by the facility user at or within REDEEMER's facility (as defined in REDEEMER's Facility Use Policy).

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Insurance Certificate Attached (____)

Print Name: _____ Signature: _____

Title: _____ Date: _____

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Calendar / Event Form

Please fill in as much information as you can; attach additional paper if necessary.

Ministry:	
Title of Event:	
Person requesting event, email and phone #:	
Event contact person, email and phone #:	(if different from above) Permission from this person to post phone # on web? YES or NO
Set up person:	
Clean up person:	
Who is this event for?	
New event or change to existing event?	
Date:	
Time:	
Description of event in two sentences or less: (for the web)	
# of people expected:	
Audio/Visual equipment Required (list):	
Room(s) / Location:	
How much time will you need to set up?	
How many tables and chairs will you need?	(specify rectangle or round tables)
Kitchen access?	(yes/no)

Please return this form to Connie Lear at Church of the Redeemer.