

## LIVING HOPE BUILDING USE GUIDELINES

1305 19<sup>th</sup> Ave SW • Willmar, MN 56201

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### Living Hope Church Family & Ministry Functions:

We believe that our facilities belong to God. We are His stewards and are committed to using these buildings and grounds consistent with our mission “By God's Spirit, we will be and make disciples who will follow Jesus, become like Jesus and engage in the mission of Jesus”. With this in mind, we put these guidelines forward. Thank you for accepting and honoring them. If you have further questions, please ask our Receptionist/Event Coordinator for clarification or referral to the appropriate staff person.

- **Scheduling:** Please fill out a Building Use Request (BUR) and submit it to the Receptionist/Event Coordinator. She will coordinate with other calendar items and custodial needs. Priority will normally be given to:

- Funerals (they take precedence)
- Living Hope Ministries
- Those events first in line to request usage
- Note: Availability is limited for Friday afternoon through Sunday evening events.
  - ✓ Monday through Friday events need to be out of the building by 10:30 pm
  - ✓ Saturday events need to be out of the building by 8 pm for Sunday resetting
  - ✓ There is no custodial service available on Sundays

- **Child Supervision:** It is important that if you have children present or involved in your event that you have requested rooms/nurseries as needed with at least 2 Adult supervisors\* in each room requested. Children are expected to remain in the rooms requested unless they are using the restroom facilities or accompanied by an adult. This provides safety for them in a church as large as ours. Thank you.

*\*Our definition of the word "supervised" is: they are in your eyesight or in the eyesight of an assigned responsible adult at all times and not in another room, hallway, or another part of the building. If you need a nursery room, this must be prearranged and 1 to 2 qualified adults must be present in that room for the duration of use in order for a nursery to be reserved. We enjoy serving you and your children but their safety, security and protection must be guarded at all costs.*

- **Fees:**

1. Custodial Fees:
    - a. Worship Center, Activity Center, or multiple room requests for Friday afternoon and Saturdays will be charged a minimum custodial fee of \$50 for restroom and facility cleaning costs. (fees will be determined by the size of the event)
    - b. For any other room requests, a \$25 fee will be required for all family and non-ministry related events, pay to “Living Hope” no later than 1 week prior to your event.
  2. Other fees – you will be invoiced for these fees after your event
    - a. Sound/lighting technicians: \$25/hr per technician. Worship Center and Activity Center sound systems must be run by an approved technician.
    - b. Stage clearing fee - \$50 (drum set is covered with black cloth for special events)
    - c. Table cloth cleaning (please discuss these needs with Receptionist/Event Coordinator)
- No room charges for Members or regular attenders but Custodial Fees do apply.
  - No charge for funerals.

*You will be billed for the above mentioned "other" fees after your event. Please make check out to Living Hope for the Custodial Fee. Please note "building usage fee" in memo line. Thank you.*

- Room Setup:**  
Please fill out the back of the BUR for table/chair setup. Table setup and takedown is arranged through the Receptionist/Event Coordinator in the church office for funerals and other large events.
- \*\* DUE TO ALLERGIES: NO NUTS OR NUT PRODUCTS PLEASE! Thank you. \*\***
- Key Arrangements:**  
A church key card can be picked up at the church office during regular office hours if you need to gain access outside of office hours. At the end of your event, **before** you leave the facility, drop the key card in the "Key Return" box located outside the church office. There is a \$35.00 fee to replace a lost key card.
- Expectations & Room Cleanup:**
  1. Use only the room(s) requested.
  2. Leave the room set-up as you found it.
  3. Only battery operated candles are allowed.
  4. No red/blue/purple ie. dark colored juices or beverages (excludes coffee).
  5. Use only blue painters tape to hang items. *No scotch tape, masking tape, pins, nails or tacks allowed.*
  6. Wash all dishes and rinse out the coffeepots. Commercial dishwasher in large kitchen must be operated by our trained personnel. Let us know if you need this service and we can arrange for someone to contact you as to your needs and discuss the **additional cost** for this service.
  7. Take home and launder/bleach as needed any dish towels or dishrags you used and return them to the same kitchen you used them in within one week.
- Sound/Video Needs:**  
If you are using the Worship Center, Activity Center, Chapel, or Fireside Room and will need a sound system, video projection, (*or special lighting needs besides house lights in Worship Center*) please obtain a Sound/Projection/Lighting Technician Request Form from the Church office and return the completed form to Receptionist/Event Coordinator within the time frame noted on the form. Technician requests must be made no less than two (2) weeks prior to your event.  
FYI: You will be invoiced for any fees for these services AFTER your event.
- Final Reminder for Church functions only:**  
Please keep in mind if your function needs a Nursery, you will need to request that room as well, and discuss your need with our Director of Children's Ministries at 235-4317.

**Please read and sign below:**

*I agree to indemnify and hold harmless Living Hope for any and all claims arising as a result of my participation in any Living Hope activity or any activities incidental hereto, wherever, whenever, or however the same may occur. I understand that this waiver is intended to be as broad and inclusive as permitted by the laws of Minnesota and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect.*

I have read the above areas that pertain to my event and I agree to the terms and policies listed above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature