

# FREEDOM CHURCH FACILITIES USAGE POLICY

## I. General Guidelines

1. Freedom Church makes its facilities available to Dream Team members when they are not otherwise being used for church/ministry purposes. Freedom Church generally does not rent its facilities to outside groups or individuals.
2. If you are reserving a Freedom Church facility for a wedding, please complete our [Wedding Request Form](#) before submitting a room request.
3. For purposes of this policy, any reference to facilities includes any property of the church, including furniture and equipment.
4. Any person or group using Freedom Church facilities is required to abide by all church guidelines, requirements, and other restrictions regarding usage of the church facilities.
5. Users of the church agree to use utmost care in the use of church facilities and agree to leave the facilities in a good, clean condition.
6. If a Dream Team member is reserving rooms for a group or organization, that organization must furnish to Freedom Church a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.
7. The church reserves the right to schedule other activities and events in other parts of the church facilities.
8. Events on Saturdays must end by 5pm to allow time to ready the building for Sunday and not be longer than 5 hours in length. We do not generally make the facilities available on Sundays.
9. Freedom Church Facilities will be unavailable for large events during the month of December, as well as during the week leading up to Easter.
10. Freedom Church reserves the right to deny the use of its facilities at any time and for any reason. If your event is canceled by Freedom Church, any fees paid before the event will be refunded.

## II. Procedures

1. Requests to use the facilities can be submitted via the [Room Request form](#). Freedom Church staff will respond to all Reservation Requests within five business days.
2. To allow time for church calendar planning, we do not guarantee reservations more than 2 months before the date of an event. If a request is made more than 2 months before the date of the event, we will hold the date for that request and not allow others to book the space on that date.
3. Two months prior to the event, Freedom Church will contact you to confirm the reservation if the calendar is clear of church/ministry events at that time and make any other necessary arrangements for your event.
4. Once your event is confirmed, a Facilities Usage agreement will be sent to you. Your event will not be confirmed until a signed facilities agreement is received from you.

### **III. Facility Rental Rates**

- Individual classroom - \$25/hr
  - Growth Track room - \$50/hr
  - Lobby - \$50/hr
  - Freedom Kids room - \$75/hr
  - Main auditorium - \$150/hr
1. The use of Freedom Church restrooms and the parking lot are included in all rental rates.
  2. Depending on the size and timing of your event, a \$125 cleaning fee may apply in addition to the above rental rates.
  3. Rental fees are due 14 days prior to the event. Rental fees can either be paid online [HERE](#) or by check made payable to Freedom Church.
  4. If you cancel your event more than 48 hours prior to the scheduled start time, any fees paid will be refunded in full. Fees for events canceled within 48 hours of the start time will be refunded less a \$50 fee.

### **IV. User Requirements and Restrictions**

1. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the posted capacity limits of requested facility areas.
2. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage.
3. No food/meals may be served or consumed in the auditoriums
4. Users may not take tables and/or chairs, and/or other items from other rooms and/or areas of the church facilities.
5. The use of tobacco products, alcoholic beverages, or drugs is strictly prohibited on church premises, including the parking lot.
6. Absolutely no wire, tape, glue, staples, nails or tacks may be used to fasten any decorations to furniture, floor, walls, or doors of the building. The user of the church facility will pay the church for repair of any damage to the church facilities in accordance with *Section V.2* below.
7. It is the responsibility of the contact person named in the Facilities Usage Agreement to ensure all attendees are aware of and abide by these guidelines. The Facilities Usage Agreement must be signed by a Dream Team member who will be present at the event.

## **V. Additional Details**

1. Those using Freedom Church facilities agree to release, protect, defend, indemnify and hold harmless Freedom Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Freedom Church facilities.
2. In the event of damage to the church facilities, those using any church facility will accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and will pay the church for such repair and replacement costs upon demand.
3. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
4. No group or organization (whether or not a church member is affiliated with such organization) will use any church facilities in any manner or for any purpose that is in conflict with or contradicts the values and mission of Freedom Church as outlined in the Freedom Church Statement of Faith and By-Laws.