MOUNTAIN VIEW FELLOWSHIP
BUILDING USAGE POLICY

To maintain a large facility, there is a cost incurred with each use including, but not limited to: utilities, whether a staff member or Ministry Lead must be present, and the need for custodial cleanup and room reset for Sunday after events. Our consideration of each building use request takes these costs into account.

When you use the building, two simple rules of thumb should guide you:

- This building is a gift of God, and it represents the sacrificial giving of a lot of people. Use it joyfully for His glory, and do your best to take care of it.

- When you are finished using the building, remember that others will follow who will be using the building. Leave it in great shape, like you would want to find it if you were coming in for an event, ministry-related or otherwise.

GENERAL FACILITY POLICY

1. Facility usage must be coordinated with the church calendar and scheduled in advance by filling out a "Building Use Request" form. Events will be considered for approval upon receipt of a completed Building Usage Request form. Once a completed form is submitted, a tentative "hold" will be placed and notification will follow. Blocks of dates will not be reserved for non-ministry events (i.e. booking every first Monday of the month.)

2. Those using the facility are asked to set-up, take down, and pick up the area(s) used. MVF's Facilities Director will have the number of tables and chairs you requested in the room you requested. We encourage the use of rooms as they are set up; if tables and chairs are rearranged, rooms must be returned to the original layout. If you'll be moving furniture, it's a good idea to take cell phone pictures of the room you're using so it can be returned to its former state. (Additionally, diagrams of usual set ups are at the end of this packet.)

3. Use of kitchen equipment may require a review of operation by an authorized person. The church's kitchen supplies and paper/plastic supplies (i.e., coffee, plates, napkins, Styrofoam cups, plastic silverware) may be used for church-related events and funerals only. All other events must provide their own paper, plastic, and serving supplies unless otherwise approved.

4. **ABSOLUTES- These items will always receive a firm and unchanging NO:**
   - No alcoholic beverages on church property.
   - No smoking of any kind (tobacco or vape) in the church building. No marijuana or controlled substance of any kind on the church property.
   - No food or drink on the stage in the Auditorium, Noble room, or Aspen room. Please report spills in these area to staff immediately.
   - No removal of church equipment from the premises (includes all tables and chairs) unless approved by the appropriate staff member.
   - No moving of musical equipment without permission from a staff member.
   - No Duct Tape or Masking Tape on Auditorium floor; Blue Painter's Tape is a usable alternative.
   - No wheelies, roller skates, skateboards, or bikes indoors.
   - No glitter, confetti, or rice (for weddings) on the premises. Bubbles are permissible outside.
   - No unsupervised children roaming from the reserved area(s).
   - No candles unless they are drip-free. Wax causes considerable damage to the floor finish.

5. Blue Painter's Tape or string can hang decorations; tape must be removed completely. Do not hang items from the ceiling.

6. Sound systems and computers may only be operated by a staff member, certified volunteer or Ministry Lead during any event.

7. In case of inclement weather, the booking party is responsible for snow and/or ice removal for your event.

8. Events scheduled Sunday-Friday must be cleaned up and out of the building by 9:00 pm, and Saturday events must be cleaned up and out of the building by 6pm unless otherwise approved.

9. Please note that because of the sudden nature of funerals and how quickly our facility may be needed, meetings and other events (ministry and non-ministry related) may be asked to help accommodate the funeral with a possible change of room, time, and/or date. This policy does not apply to weddings and conferences. Once a wedding or conference date is on the calendar, it will be honored.

10. Adult supervision of children must be provided during any event held in the building. Separate rooms used for childcare must also be requested and approved before the event.

11. The Juniper, Willow, and Spruce rooms will not be granted use without the approval of the MVF Children's Director. These rooms contain toys that must be sanitized on a weekly basis for the safety and health of the children who will occupy them on Sundays.

12. Room fees and honorariums must be paid in full at least one week before your event. Events may book up to a four-hour time block, with only one wedding or funeral booking per day.

Disclaimer:

It is very important that Mountain View Fellowship (through our staff, members, and in the use of our facility) maintains a consistent message to the community, as part of our witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion to both church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

Therefore, Mountain View Fellowship reserves the right to deny use of our facility to any persons or groups holding, advancing, engaging in, or advocating beliefs and practices that conflict with our faith or moral teachings. Nor may facilities be used for activities that contradict, or are deemed by the pastor as inconsistent with, or contrary to the church's faith or moral teachings. The pastor, or his official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

FACILITY AND HONORARIUM FEES

Facility fees are broken down by the type of event/meeting.

MVF Ministries:

Have direct oversight and accountability by MVF Staff and are part of MVF's Core Ministries. There will be no facility charges and MVF ministries have priority for reservations.

Funerals:

No facility fees will be charged for funerals, but per-diem fees will be charged for the people taking time out to assist with the funeral. Funerals have reservation priority and may over-ride existing reservations, ministry-related or otherwise.

Auditorium/Lobby (More than 100 people)	~~$500.00~~ Waived
Noble or Aspen Room (Less than 100 people)	~~$100.00~~ Waived
Balsam, Fraser, Cedar, Conifer Room (Less than 100 people)	~~$25.00~~ Waived
Pastoral Honorarium	$150.00
A/V Tech Honorarium	$75.00 (Use of A/V Tech)

Weddings:

Due to the additional care wedding events require, a MVF Wedding Consultant must be in attendance on the day of the wedding for your benefit at $25/hr. Reservations may be made at least 30 days prior and up to twelve months in advance. Premarital counseling is currently not a requirement to hold your wedding at MVF. However, we strongly recommend all couples invest in their marriage prior to your wedding by benefiting from the wisdom premarital counseling provides. Contact the MVF offices for information.

Auditorium/Lobby	$500.00 Reservation Fee
Noble or Aspen Room (Less than 100 people)	$100.00 Reservation Fee
Pastoral Honorarium*	$250.00 (includes planning, travel, rehearsal & wedding time)
Custodial Honorarium	$100.00
A/V Tech Honorarium	$75.00 (Use of A/V Tech)
MVF Building Representative	$25.00/Hour (Rep must be present for rehearsal & wedding)

**Pastors may be requested on order of preference. There is no guarantee your first requested pastor will be available for your service. You will be notified if this is the case.*

Para-Ministry and Nonprofits: (any non-MVF Christian ministry or not-for-profit entity)

Reservations may be made at least two weeks in advance, and up to three months in advance. Privilege of future use of the facility may be revoked if space is left in unacceptable condition (ie: not cleaned up, damaged, and/or not adhering to facility policies.)

Auditorium/Lobby	$200.00 Reservation Fee
A/V Tech Honorarium	$50.00 (Use of A/V Tech)
Noble or Aspen Room (Less than 100 people)	$40.00 Reservation Fee
A/V Tech Honorarium	$50.00 (Use of A/V Tech)
Balsam, Fraser, Cedar, Conifer Rooms	$20.00 Reservation Fee
A/V Tech Honorarium	$25.00 (Use of A/V Tech)

Events & Parties: (Celebratory and Business related activities, etc.)

Reservations may be made at least two weeks in advance. Privilege of future use of the facility may be revoked if space is left in unacceptable condition (ie: not cleaned up, damaged, and/or not adhering to facility policies.) Please note there is a 4 hour time limit for parties and non-conference meetings.

Auditorium/Lobby	$250.00 Reservation Fee
A/V Tech Honorarium	$50.00 (Use of A/V Tech)
Noble or Aspen Room (Less than 100 people)	$50.00 Reservation Fee
A/V Tech Honorarium	$50.00 (Use of A/V Tech)
Balsam, Fraser, Cedar, Conifer Rooms	$25.00 Reservation Fee
A/V Tech Honorarium	$25.00 (Use of A/V Tech)

A $50 cleaning fee per room will be assessed post-event if damage is incurred or additional cleaning is required.

Mountain View FELLOWSHIP

FACILITY USE REQUEST FORM

Please fill out the entire form and give us as much information as you're able so we can help you have the most successful event possible! This form should be returned to the MVF Office during business hours (M-F; 9am-5pm); we do not accept electronic form submissions.

All facility use must be coordinated with the church calendar and events will be considered for approval upon receipt of this form. If your event is approved, a tentative "hold" will be placed on the requested dates and notification will follow. A 50% deposit is due within five business days of your event's approval, and the full amount due must be received by MVF no later than one week before your event. Checks may be written to MVF, or we accept debit and credit cards.

Tell us about yourself:

First & Last Name (Please Print) _____ Mobile Phone _____

Email _____ Organization Name (If Applicable) _____

Street Address _____ PO Box _____ City _____ State _____ Zip Code _____

Type of Event:

Select the type of event. If "Other" is selected, please let us know the type of event you're planning (ie: child's birthday party, business meeting, retirement celebration, recital, etc...)

❑ Memorial Service ❑ Wedding ❑ Conference ❑ Meeting ❑ Party ❑ Event ❑ Other: _____

Approximately how many people are you expecting? _____

If this request is for a Wedding Ceremony, please tell us which Pastor you would like to perform the ceremony as well as an alternate should he not be available. 1. _____ 2. _____

Date(s) Requested:

If event is a wedding, also include the requested rehearsal date. If set-up time is needed in addition to the event day, include additional requested date.

Please note there is a 4 hour total time limit for parties and regular, non-conference meetings.

_____, _____ _____, _____
Day of Week *(Monday, etc...)* Month Date Year

Time: From _____ A.M. / P.M. To: _____ A.M. / P.M. Rehearsal Date? Y N Wedding Date? Y N

_____, _____ _____, _____
Day of Week *(Monday, etc...)* Month Date Year

Time: From _____ A.M. / P.M. To: _____ A.M. / P.M. Rehearsal Date? Y N Wedding Date? Y N

Alternate Date(s):

❑ No Thanks Remember to include any additional dates as needed.

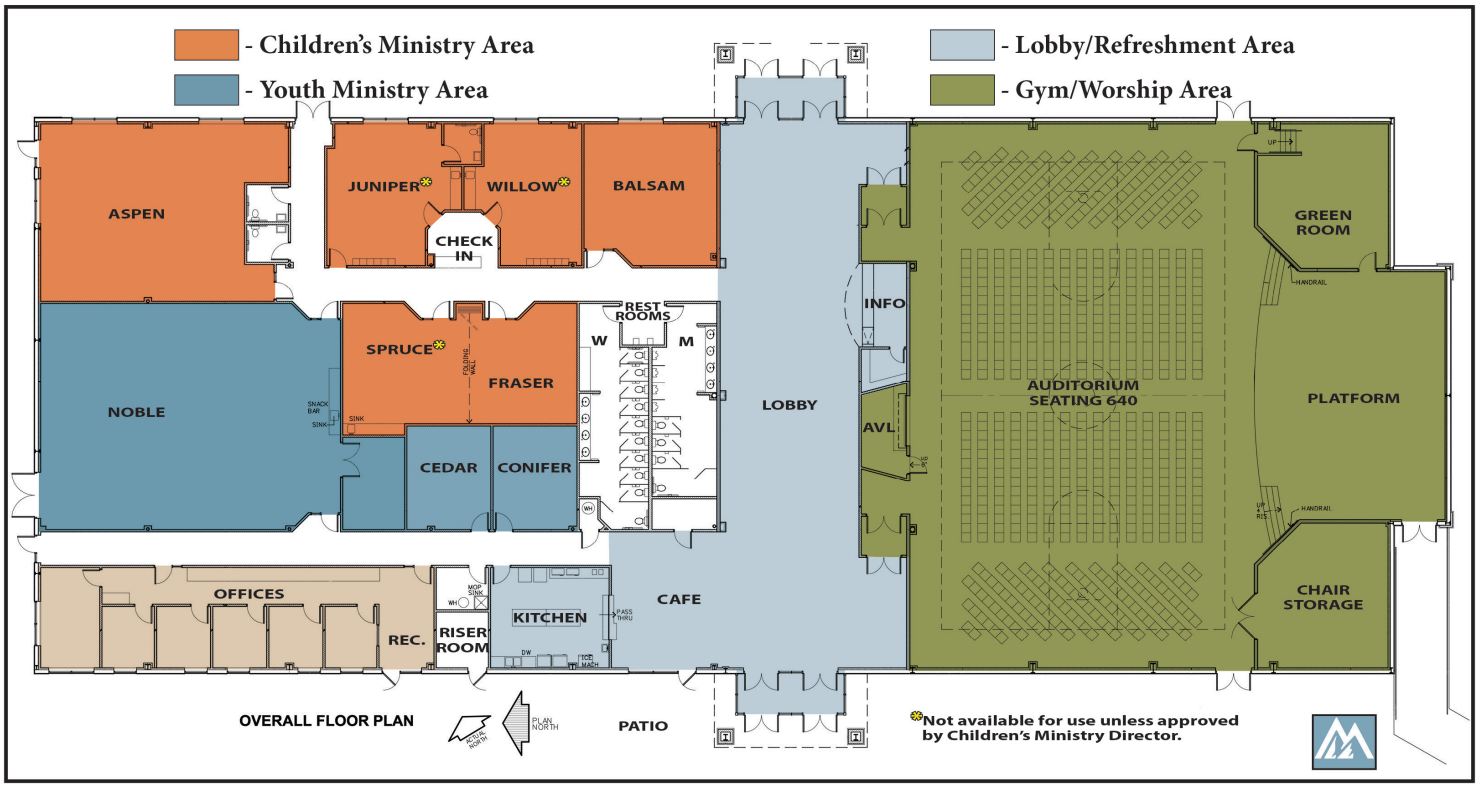
_____, _____ _____, _____
Day of Week *(Monday, etc...)* Month Date Year

Time: From _____ A.M. / P.M. To: _____ A.M. / P.M. Rehearsal Date? Y N Wedding Date? Y N

_____, _____ _____, _____
Day of Week *(Monday, etc...)* Month Date Year

Time: From _____ A.M. / P.M. To: _____ A.M. / P.M. Rehearsal Date? Y N Wedding Date? Y N

Room Request(s)



Rooms Requested:

Which rooms are you interested in using? (Include kitchen, dressing rooms for bride/groom, separate rooms for childcare, etc...) Lobby and restroom use are assumed.

❑ Auditorium	❑ Auditorium Stage	❑ Café
❑ Noble	❑ Aspen	❑ Aspen
Children's Rooms: *Additional Approval Required*	❑ Willow	❑ Juniper
❑ Spruce & Fraser	❑ Spruce Only	❑ Fraser Only
❑ Balsam	❑ Conifer	❑ Cedar

Tables/Chairs:

Requested items will be placed in your requested room(s); you are responsible for set up, tear down, and returning the room to the state in which you found it when your event is done.

Rectangle Tables: Our rectangle tables are 6' long and comfortably seat 3 people per side and one person on each end. It is possible to fit 4 people per side, but the fit is tight.

Rectange Tables:_____ # Chairs:_____ Room:_____

Round Tables: Our round tables are 6' in diameter and comfortably seat 8 people per table. It is possible to fit up to 10 people per table, but the fit is tight.

Round Tables:_____ # Chairs:_____ Room:_____

Anything else you'd like to tell us? ❑ If so, check this box & write it on the back of this page.

REV1026

I have read, understand and agree to adhere to the MVF Building Usage Policy including the fees, standards and disclaimer. If my event request is approved, I accept my event may need to be rescheduled or relocated to a different area if a memorial service or other unexpected high priority need should arise. I also understand that payment in full is due no less than one week before my event.

Renting Party's Signature _____ Date Submitted to MVF _____

Office Use Only Below This Line

Facility Fee Worksheet

Funeral:

Auditorium/Lobby (Over100 people)	~~$500.00~~ Waived	
Aspen or Noble Room (Under 100 people)	~~$100.00~~ Waived	
Fraser, Balsam, Cedar, or Conifer Rooms	~~$25.00~~ Waived	
Pastoral Honorarium*	$150.00 (*includes family planning meeting & prep time)	
Custodial Honorarium	$100.00	
A/V Tech Honorarium	$50.00 (Use of A/V Tech)	
Stage use requested? ❑ Yes ❑ No		

Wedding:

Auditorium/Lobby (Under 100 people)	$500.00 Reservation Fee	
Stage use requested? ❑ Yes ❑ No		
Aspen or Noble Room (Under 100 people)	$100.00 Reservation Fee (each)	
Fraser, Balsam, Cedar, or Conifer Rooms	$25.00 Reservation Fee (each)	
Pastoral Honorarium*	$250.00 (*includes planning, rehearsal & wedding time)	
Custodial Honorarium	$100.00	
A/V Tech Honorarium	$75.00 (Use of A/V Tech)	
MVF Building Representative	$25.00/Hour(Rep must be present for 1 hour rehearsal and wedding)	
Pastor Request: _____		

**Pastors may be requested on order of preference. There is no guarantee your first requested pastor will be available for your service. You will be notified if this is the case.*

Para-Ministry and Nonprofits:

Auditorium/Lobby (Under 100 people)	$250.00 Reservation Fee	
Stage use requested? ❑ Yes ❑ No		
A/V Tech Honorarium	$50.00 (Use of A/V Tech)	
Aspen or Noble Room (Under 100 people)	$40.00 Reservation Fee (each)	
A/V Tech Honorarium	$50.00 (Use of A/V Tech)	
Fraser, Balsam, Cedar, or Conifer Rooms	$20.00 Reservation Fee (each)	
A/V Tech Honorarium	$50.00 (Use of A/V Tech)	

Events & Parties:

Auditorium/Lobby (Under 100 people)	$250.00 Reservation Fee	
Stage use requested? ❑ Yes ❑ No		
A/V Tech Honorarium	$50.00 (Use of A/V Tech)	
Aspen or Noble Room (Under 100 people)	$40.00 Reservation Fee (each)	
A/V Tech Honorarium	$50.00 (Use of A/V Tech)	
Fraser, Balsam, Cedar, or Conifer Rooms	$20.00 Reservation Fee (each)	
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Total Due: _____

For all reservations, a $50.00 Cleaning & Reset Fee will be assesed per room in the event of damage or additional cleaning is required.

REV1026

Deposit Refund Record

-MVF Use Only-

Date Facility Request form received: _____

Form Received By (employee): _____

Date 50% deposit is due: _____

Date Full Amount is due: _____

Facility Fee Waived? YES NO

Notes on facility condition:

REV1026

Mountain View FELLOWSHIP

FACILITY USE REQUEST FORM

Please fill out the entire form and give us as much information as you're able so we can help you have the most successful event possible! This form should be returned to the MVF Office during business hours (M-F; 9am-5pm); we do not accept electronic form submissions.

All facility use must be coordinated with the church calendar and events will be considered for approval upon receipt of this form. If your event is approved, a tentative "hold" will be placed on the requested dates and notification will follow. A 50% deposit is due within five business days of your event's approval, and the full amount due must be received by MVF no later than one week before your event. Checks may be written to MVF, or we accept debit and credit cards.

Tell us about yourself:

First & Last Name (Please Print) _____ Mobile Phone _____

Email _____ Organization Name (If Applicable) _____

Street Address _____ PO Box _____ City _____ State _____ Zip Code _____

Type of Event:

Select the type of event. If "Other" is selected, please let us know the type of event you're planning (ie: child's birthday party, business meeting, retirement celebration, recital, etc...)

❑ Memorial Service ❑ Wedding ❑ Conference ❑ Meeting ❑ Party ❑ Event ❑ Other: _____

Approximately how many people are you expecting? _____

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Date(s) Requested:

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_____, _____ _____, _____
Day of Week *(Monday, etc...)* Month Date Year

Time: From _____ A.M. / P.M. To: _____ A.M. / P.M. Rehearsal Date? Y N Wedding Date? Y N

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Day of Week *(Monday, etc...)* Month Date Year

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Alternate Date(s):

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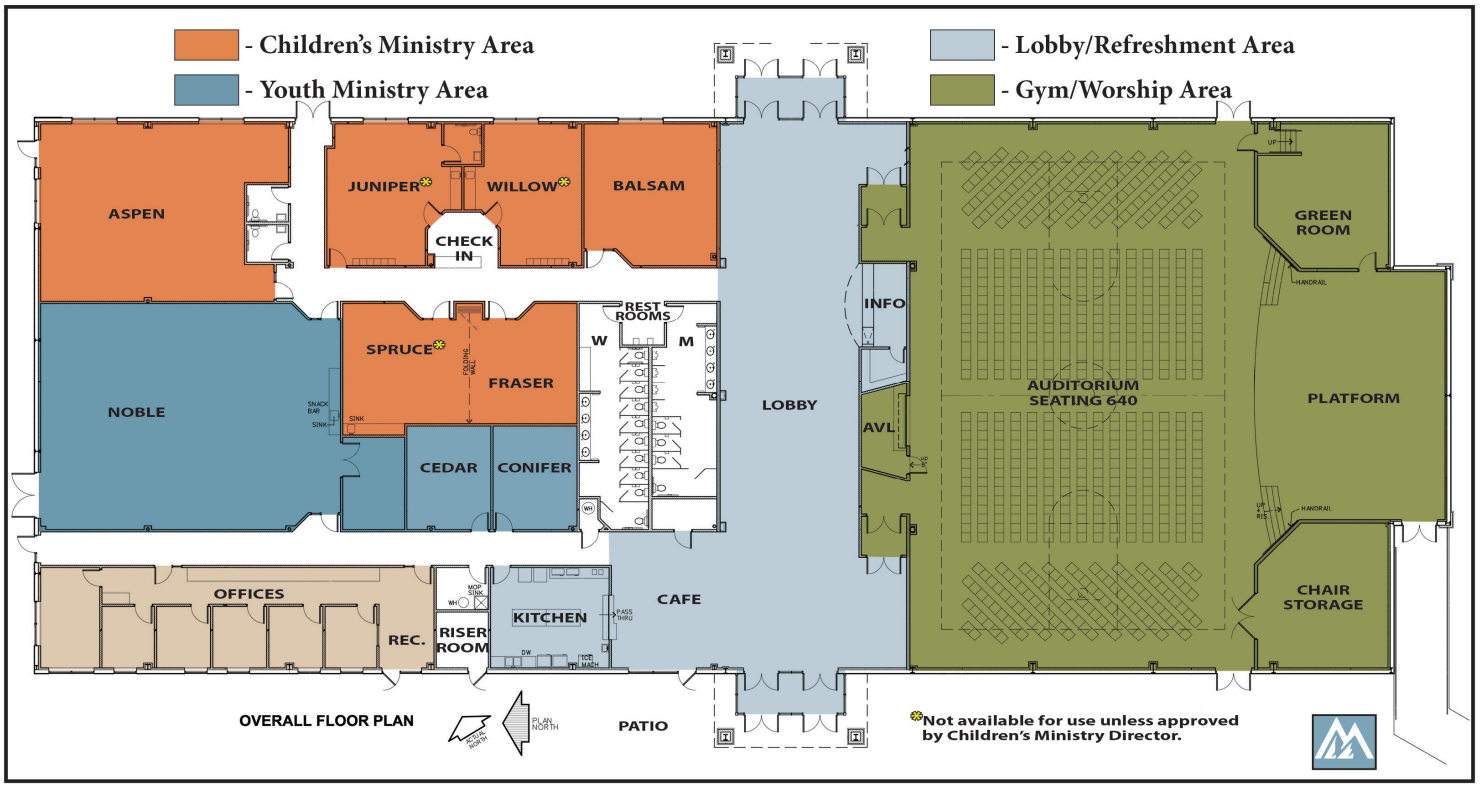
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Room Request(s)



Rooms Requested:

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❑ Auditorium	❑ Auditorium Stage	❑ Café
❑ Noble	❑ Aspen	❑ Aspen
Children's Rooms: *Additional Approval Required*	❑ Willow	❑ Juniper
❑ Spruce & Fraser	❑ Spruce Only	❑ Fraser Only
❑ Balsam	❑ Conifer	❑ Cedar

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REV1026

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Stage use requested? ❑ Yes ❑ No		

Wedding:

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Stage use requested? ❑ Yes ❑ No		
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REV1026

Deposit Refund Record

-MVF Use Only-

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Form Received By (employee): _____

Date 50% deposit is due: _____

Date Full Amount is due: _____

Facility Fee Waived? YES NO

Notes on facility condition:

REV1026