

Policies for Use of Facilities



Application for use of church facilities is made with the understanding that the following general guidelines govern the use of Leroy Community Chapel properties, and the applicant agrees to abide by them. In all activities every effort shall be exercised to bring glory to our Lord Jesus Christ, to whom LCC is dedicated. This does not apply to the regular ministries of Leroy Community Chapel, which are approved by the pastoral staff and ministry directors. Leroy Community Chapel reserves the right to refuse the use of facilities for any reason.

I. General Policy

A. Application

1. The application form may be obtained from the church office or church website (leroychapel.org)
2. The application should be made as far in advance of the event as practical. This allows for greater opportunity to avoid schedule conflict, and provides the Deacons time to set things in order. While exceptions can be made, applications should be submitted two months prior to event.
3. At the time of submitting a completed application, a 50% deposit of the total fee for facility use is requested.
4. Approval for use is at the discretion of the Board of Elders. The LCC Administrative staff will approve the daily items; while the deacons will handle the non-routine requests.

B. Use of Facility

1. Church members and their families have priority for use of the facilities. Requests from non-members and outside organizations will be considered on an individual basis. Availability of dates may be checked at the church office.
2. Events must not conflict with the regular ministries of the church.
3. Arrangements will be made (usually by the appropriate Deacon, or Facility Manager) for opening and closing the facility. If responsible for closing, make sure all windows and doors are properly secured.
4. Only the areas or facility requested can be used.
5. Any group using the facility must assume responsibility for damage, destruction, or loss of church property incurred during use of the facility. All reports of damage will be reviewed by the Facility Manager (usually a Deacon). If damage has occurred, a recommendation will be made, and the responsible party will be contacted.
6. All individuals are expected to leave the facilities in a clean condition. The contact person is responsible to see that the room(s) or facility used is cleaned according to the agreement. Additional charges may be assessed if special or unusual cleaning is necessary after an event. Where a cleaning deposit is required, it will be promptly refunded, less any deduction for special or unusual cleaning, damage, breakage, etc.

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7. Permission to borrow and use church equipment may also be granted.

C. Use of Equipment

1. Kitchen Equipment and facilities.

- a. Food and beverages are to be served only in fellowship areas as agreed upon.
- b. When given permission to use the kitchen, the renter is responsible to clean and put away any equipment used from the kitchen. Make sure those who use stoves, dishwashers, etc. are responsible and trained to do so.
- c. There will be an extra fee for using the kitchen facilities to bake food and serve meals.

2. Sound Equipment.

- a. Church sound equipment can only be used by someone who is trained and/or approved by the Worship Director.
- b. The use of the sound equipment is included in the rental fee for the rooms or activity.

3. Tables and Chairs.

- a. Tables and Chairs can only be loaned to members of Leroy Community Chapel. Round tables are not to be loaned out. Regular attendees will be considered only after consideration of the Deacon Board's approval. Tables and chairs must be signed in and out through the church office during office hours.

II. Rental Policy

A. Completed facility use application forms may be submitted to the church secretary. Applications should be submitted two months prior to the event. While exceptions may be granted, additional advance notice allows questions that may arise to be resolved and is less likely to result in rejection due to a schedule conflict.

1. The completed application form should be sent to the church office. Include a check made out to Leroy Community Chapel for 50% of the fee. The balance is to be paid on or before the event unless other arrangements have been made with the office.
2. After approval, the applicant will receive written notice of confirmation.
3. All fees will be refunded if the application is not approved.

B. Cancellations

1. Leroy Community Chapel will make every effort to make the facility available for the approved date. If a cancellation takes place for an unforeseen reason outside of the churches control, you will receive a full refund. In this event LCC assumes no other liability other than the full refund of the paid fees.
2. If the applicant cancels an event two weeks or more prior to the event, one-half of the deposit and all remaining fees paid will be refunded.

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- C. The renter will protect and save harmless Leroy Community Chapel, its officers and other personnel from any claim or suit for damages arising out of use of this property.
- D. When applicable, liability rider must be obtained by the renter and a copy submitted to the office with the rental agreement.
- E. Leroy Community Chapel is a smoke free zone. The use of drugs, tobacco, alcoholic beverages and party dancing are prohibited.
- F. The facilities of Leroy Community Chapel will not be used for any unlawful practice.
- G. When children are in attendance, adult supervision is expected.
- H. Decorations may be used on a temporary basis. Permanent hanging devices are not permitted (glue, nails, tape, etc.). If in question, contact the church office.
- I. If the renter plans to collect money, take a love offering or engage in fund raising, approval should be obtained from the Elders.
- J. All events should be concluded and the building cleared by 10:00 p.m. unless permission has been obtained by the facility manager.

III. Long Term Rental Agreements

- A. Long term rental agreements will be dealt with on an individual basis. All the details of the proposal should be clearly presented in the application form. Long term agreements are non-routine and shall be handled by the Elders.
- B. The General and Rental policies will still be followed in principle.

APPLICATION FOR FACILITY USE

Non-Member / Private Use



Form must be submitted two weeks in advance of event date. Incomplete forms are not acceptable.

Application Date: _____

Renter's Name (Group Name): _____

Event Date: _____ Event Time: _____

Contact Name: _____

Billing Address: _____

Phone: _____ Fax: _____

Type of Activity: _____

Attendance: _____ Set up Time: _____ Clean up Time _____ Leave by : _____

Will you be using a food service? Y / N Will you be using the Kitchen? Y / N

Will you be charging money or taking an offering? Y / N. Explain: _____

<u>ROOMS (or Space) NEEDED</u>	<u>TIME NEEDED</u>	<u>EVENT FEE*</u>
Chapel Auditorium Rental	_____	\$100
Chapel Auditorium Building Cleaning Deposit		\$50
Chapel Classrooms Rental (____)	_____	\$75
Classroom Cleaning Deposit		\$50
Cornerstone Fellowship Hall Rental	_____	\$75
Cornerstone Fellowship Hall Cleaning Deposit		\$50
Cornerstone Kitchen Rental	_____	\$50
Cornerstone Kitchen Cleaning Deposit		\$25
Cornerstone Classrooms Rental (____)	_____	\$75
Cornerstone Classroom Cleaning Deposit		\$50
The Center Rental	_____	\$100
Center Auditorium Cleaning Deposit		\$50
The Center Kitchen Rental	_____	\$50
Center Kitchen Cleaning Deposit		\$25
The Center Classrooms Rental (____)	_____	\$75
Center Classroom Cleaning Deposit		\$50

MEDIA NEEDS: (LCC Trained AV Technician must be present if equipment used) **\$150**

CLEANING FEES:

(A possible refund of \$50 may be made based on the condition of the rooms)

Signature of responsible party

Date

Check #	Date	Amount	Initials

* Long term contracts are negotiated individually.

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APPLICATION FOR FACILITY USE
Members / Regular Attendees
Private Use

Form must be submitted two weeks in advance of event date. Incomplete forms are not acceptable.

Application Date: _____

Renter's Name (Group Name): _____

Event Date: _____ Event Time: _____

Contact Name: _____

Billing Address: _____

Phone: _____ Fax: _____

Type of Activity: _____

Attendance: _____ Set up Time: _____ Clean up Time _____ Leave by : _____

Will you be using a food service? Y / N Will you be using the Kitchen? Y / N

Will you be charging money or taking an offering? Y / N. Explain: _____

<u>ROOMS (or Space) NEEDED</u>	<u>TIME NEEDED</u>	<u>EVENT FEE*</u>
Chapel Auditorium Rental	_____	\$50
Chapel Auditorium Cleaning Deposit		\$50
Chapel Classrooms Rental (____)	_____	\$35
Classroom Cleaning Deposit		\$35
Cornerstone Fellowship Hall Rental	_____	\$35
Cornerstone Fellowship Hall Cleaning Deposit		\$50
Cornerstone Kitchen Rental	_____	\$25
Cornerstone Kitchen Cleaning Deposit		\$25
Cornerstone Classrooms Rental (____)	_____	\$35
Cornerstone Classroom Cleaning Deposit		\$50
The Center Rental	_____	\$50
Center Auditorium Cleaning Deposit		\$50
The Center Kitchen Rental	_____	\$25
Center Kitchen Cleaning Deposit		\$25
The Center Classrooms Rental (____)	_____	\$35
Center Classroom Cleaning Deposit		\$50

MEDIA NEEDS: (LCC Trained AV Technician must be present if equipment used) **\$150**

CLEANING FEES:

(A possible refund of \$50 may be made based on the condition of the rooms)

Signature of responsible party

Date

* Long term contracts are negotiated individually.

Check #	Date	Amount	Initials

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APPLICATION FOR FACILITY USE
Members / Regular Attendees
Ministry Related



Form must be submitted two weeks in advance of event date. Incomplete forms are not acceptable.

Application Date: _____

Renter's Name (Group Name): _____

Event Date: _____ Event Time: _____

Contact Name: _____

Billing Address: _____

Phone: _____ Fax: _____

Type of Activity: _____

Attendance: _____ Set up Time: _____ Clean up Time _____ Leave by : _____

Will you be using a food service? Y / N Will you be using the Kitchen? Y / N

Will you be charging money or taking an offering? Y / N. Explain: _____

<u>ROOMS (or Space) NEEDED</u>	<u>TIME NEEDED</u>	<u>EVENT FEE*</u>
Chapel Auditorium Rental	_____	<u>\$0</u>
Chapel Auditorium Cleaning Deposit		<u>\$0</u>
Chapel Classrooms Rental (____)	_____	<u>\$0</u>
Classroom Cleaning Fee		<u>\$0</u>
Cornerstone Fellowship Hall Rental	_____	<u>\$0</u>
Cornerstone Fellowship Hall Cleaning Deposit		<u>\$0</u>
Cornerstone Kitchen Rental	_____	<u>\$0</u>
Cornerstone Kitchen Cleaning Deposit		<u>\$0</u>
Cornerstone Classrooms Rental (____)	_____	<u>\$0</u>
Cornerstone Classroom Cleaning Deposit		<u>\$0</u>
The Center Rental	_____	<u>\$0</u>
Center Auditorium Cleaning Deposit		<u>\$0</u>
The Center Kitchen Rental	_____	<u>\$0</u>
Center Kitchen Cleaning Deposit		<u>\$0</u>
The Center Classrooms Rental (____)	_____	<u>\$0</u>
Center Classroom Cleaning Deposit		<u>\$0</u>

MEDIA NEEDS: (LCC Trained AV Technician must be present if equipment used) \$ _____
 (TBD)

 Signature of responsible party Date

Check #	Date	Amount	Initials

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