



# COMMUNITY

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Evangelical Free Church

## Facility Use Policy

### 1.0 Statement of Policy

1.1 Platteville Community Evangelical Free Church (CEFC), its church members and leadership, want the facilities to be available for worship, ministry, personal and/or organizational use for members and attendees. God has blessed us with a facility that can be used seven days a week and has given us great responsibility to manage the usage of the building and grounds.

### 2.0 Definitions

- 2.1 Member – Person that has attained CEFC membership through the Leadership Team.
- 2.2 Regular attendees – Person(s) attending worship service and other CEFC programs for six consecutive months.
- 2.3 Approved User – CEFC Member or Regular Attendee who is willing to take responsibility for the facilities and equipment used and must agree to abide by the church's rules of conduct for the facility use, as stated below and as described in any additional instructions by church staff.
- 2.4 Fees – Reimbursement to CEFC for operations, custodian, and sound technician costs.

### 3.0 Availability

- 3.1 The facilities will be available to members and regular attendees of CEFC for use as long as it does not interfere with church activities and does not conflict with CEFC values and doctrine. The church custodian's availability is limited and is taken into consideration for each request.
- 3.2 CEFC staff will prioritize facility use. You may be asked to move to different appropriate space, to reschedule, or to cancel due to CEFC activities or unscheduled events such as funerals.
- 3.3 The Worship Center is setup for Sunday service on Saturday and is only available on Saturdays with the chairs setup for Sunday service. If your event is after Sunday service, we ask that you arrange people to stack the chairs.
- 3.4 The member/attendee should contact the church administrator to check the availability of the requested date and room(s) on the church calendar. The church calendar can be found on the church website but may not have current information at times.
- 3.5 Notify administrator and custodian of changes



## **4.0 Accountability**

- 4.1 All communications in regards to facilities use will go through the church administrator or office staff members. They will notify other staff members as necessary.
- 4.2 CEFC requires that the approved user be present during the entire time of the event.
- 4.3 All minor children must be supervised at all times by their parents or adult's 19 years of age or older. Children are not allowed to roam freely inside church building.
- 4.4 Alcoholic beverages or illegal substances are not permitted in the building or on the CEFC grounds.
- 4.5 There will be no smoking inside the building.
- 4.6 Persons may be asked to leave the CEFC property if found disrespecting CEFC's staff, values, doctrine or this policy.
- 4.7 Any missing, damaged or malfunctioning equipment must be reported to the church office by filling out the incident report, as well as contacting church staff utilizing the phone list located on the Housekeeping Checklist. Blank forms can be found on the wall next to the drop box in the church foyer. Issues resulting from the event will be investigated and assessment made if deemed appropriate. Reimbursement to the church will be made.
- 4.8 The activity must be over and everyone out of the building no later than 9:00 p.m.
- 4.9 The person/organization requesting the use of the CEFC facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities.

## **5.0 Facility Use Guidelines**

### **5.1 Facility use request**

- 5.1.1 All facility use inquiries, regardless of purpose, must complete a Facilities Use Request Form at least 2 weeks prior to the event date. The form will provide communication to the requester and CEFC staff in regards to rooms, fees and requestor contact information. Forms may be found at the information table or on the CEFC website. Completed forms will be submitted to the CEFC office. The CEFC administrator may contact you for more information about your request.

5.1.2

5.1.3 The church administrator will consult with the custodian(s) to determine their involvement. Facility use requests will be reviewed and approved by the church administrator and if necessary by the senior pastor and/or CEFC leadership team. The church administrator will contact you after your application has been reviewed. At that time you will be advised of applicable fees and any further instructions.

## 5.2 **Audio / Video (A/V) Equipment**

5.2.1 Monitors (TV's) with playback equipment may be reserved.

5.2.2 Computer projectors may be reserved. Users must provide their own computer and connection cables.

5.2.3 Worship center and fellowship hall A/V equipment will be run by trained CEFC personal only. A/V technician fee will apply.

## 5.3 **Tables and Chairs**

5.3.1 CEFC tables and chairs may be used for your event. Please indicate what your table and chair needs are on the Facility Use Request Form. The church administrator will inform you of what tables and chairs are available.

5.3.2 Tables and chairs will be setup by the facility users. Once your event is over you are expected to clean tables, put them away and stack the chairs the way you found them. Fees will apply if the custodian performs this service.

## 5.4 **Other CEFC Equipment**

5.4.1 If your request needs other equipment or furniture owned by CEFC, indicate that on the Facilities Use Form.

## 5.5 **Kitchen Use**

5.5.1 Kitchen guidelines are found in the kitchen.

## 5.6 **Weddings**

5.6.1 Wedding guidelines are found in the "Planning Your Wedding" handout found at the CEFC information booth.



## 5.7 Safety, Security and Fire Prevention

- 5.7.1 Facilities users should report all fires, serious illness, injury or crime in progress to 911.
- 5.7.2 In the event of an injury, a first aid kit is available in the Worship Center under the back table. An automated external defibrillator (AED) is located by the worship entrance doors if needed.
- 5.7.3 Only driplless candles or candles in glass container may be used.
- 5.7.4 Outside bonfires must be planned through the church office in advance.
- 5.7.5 Any building security problems or personal injuries must be reported to the church office by filling out the incident report, as well as contacting church staff utilizing the phone list located on the Housekeeping Checklist. Blank forms can be found on the wall next to the drop box in the church foyer.
- 5.7.6 The approved user has primary responsibility for completing the CEFC Housekeeping Checklist. All checklists must be deposited into the drop box, along with any loaner key upon departure. The drop box, including blank Housekeeping Checklists can be found in the CEFC foyer on the wall close to the fellowship hall.

## 6.0 Fees & Cancellations

- 6.1 **All individuals or organizations utilizing the CEFC facilities will abide by the below fee structure.**

### One Time Usage

<b>Room</b>	<b>Less than 40 people</b>	<b>More than 40 people</b>
Worship Center	\$50.00	\$75.00
Fellowship Hall	\$25.00	\$50.00
Kitchen	\$25.00	\$25.00
Youth Room	\$25.00	NA
Classrooms (2,3,4,6,7,8,9,10, 11)	\$10.00/classroom	NA
Nursery (Infant and Toddler)	\$15.00/room	NA



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Continual Usage = An individual/group utilizing the same location 3 or more times within the calendar year

- The individual/group will be charged 1/3 of the cost (rounding up) for each usage of the determined room

Room	Regular Fee	Continual Usage Fee
Entire Church	\$225.00	\$75.00
Fellowship Hall	\$25.00 or \$50.00	\$9.00 or \$17.00
Kitchen	\$25.00	\$9.00
Youth Room	\$25.00	\$9.00
Classrooms	\$10.00	\$4.00
Nursery (per room)	\$15.00 or \$30.00	\$5.00 or \$10.00

<b>Technician Fee</b>	\$50.00/person	Sound, Visual, etc.
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## 6.2 Cancellations

- 6.2.1 Contact the CEFC office if for any reason your event needs to be cancelled. Fees may not be reimbursed if the office is not promptly notified.

## 7.0 Policy Review

- 7.1 Facilities use policy was established by the facilities use team which consists of the church administrator, custodian, senior pastor, a member of the leadership team, a member of the finance team and a member of the facilities team. The team reviews and updates the policy on an annual basis. The policy is reviewed and approved by the leadership team.