

BUILDING USE POLICY

Church of the Valley, Apple Valley, CA

STATEMENT OF PURPOSE

Church of the Valley in Apple Valley, CA exists to glorify the Lord Jesus Christ in all our proclamations and actions. We are a Christ-centered Church in which the Bible is the sole authority for all we say and do. Our ministry is to care for each other in the Lord and our mission is to share the love and truth of Jesus Christ with our neighbors.

INTRODUCTION

Church of the Valley welcomes the use of its facilities by Church of the Valley members and other individuals or groups who support the purpose, ministry and mission of this congregation. The use of our building becomes an extension of our ministry and mission to share the Good News of Jesus Christ through worship, discipleship, fellowship, ministry and outreach. We actively seek ways to utilize our building in fulfillment of our ministry and mission.

The building, equipment, furnishings and supplies are the property of the congregation and, therefore, shall not be used by any group or individual(s) without prior written approval or for any meeting or activity for personal gain.

Individual(s) or group(s) wishing to reserve the church should contact the Church Office, who will get approval from the Buildings and Grounds Administrator for single use events or the B&G Administrator and the Pastor for multiple use events. In all cases, the B&G Administrator and the Pastor reserve the right to refuse the use of church facilities. Church of the Valley reserves the right to cancel all usage agreements at any time with appropriate attempt at notice, especially in emergency situations.

Functions directly related to the ministry and mission of Church of the Valley shall have priority for building use. Sensitivity regarding memorial services is expected from all building users.

BUILDING USE POLICY

Building use events shall fall into one of the following three categories and priorities of use:

Category 1: Church of the Valley events scheduled by the program staff, Church leaders, or congregational ministries and groups.

Category 2: Member events including receptions, anniversaries, family dinners, weddings or baby showers, etc. Member weddings are covered by a separate policy that can be secured from the Church Office.

Category 3: Other Christ-centered organizations and/or non-profit public service events whose objectives are deemed by the B&G Administrator and the Pastor to compliment the aforementioned mission of Church of the Valley. All groups in category 3 are required to sign a facilities use agreement before using the requested space. Ongoing building users by groups in category 3 are required to submit an application annually or upon amendment to this policy unless this requirement is waived by Church of the Valley.

BUILDING USE REQUESTS

Requests: All requests for usage of Church of the Valley rooms are available through application from the COV office. These applications should be completed and returned at least 30 days prior to the scheduled use. The submission of an application does not guarantee in any way that the usage will be approved. All usage by category 3 groups will be considered only after usage by category 1 and 2 groups have been arranged.

Donations and Fees:

- Donations and fee deposits are payable at the time of completing the application and are refundable if not granted usage.
- A safety deposit of 25% of the fees will also be required for the protection of all furnishings, property and grounds. This safety deposit will be returned after the event if all conditions of proper use of the facilities are met.
- Deposits and safety deposits are not refundable within 30 days of when the event is scheduled.
- All donations and fees are to be turned in by 30 days before the event is held.

FEE SCHEDULE

Category 1: Events are without charge.

Category 2: Events are arranged with donations to offset costs involved in using the building (heat/cooling, lights, etc.) Suggested donations are \$25.00/hour for 1- 49 attendees and \$50.00/hour for more than 50 attendees. If custodial services will be required before and/or after the event an additional charge will be required depending on services needed.

Category 3: Events are subject to the fees and rates appropriate to the room/s being used and the services requested. The nearest rest rooms are included in use of reserved area(s).

Custodial Services require \$75.00/hr.

REQUIRED INSURANCE

Groups in Category 2 and 3 must provide proof of insurance to the Church of the Valley office before using the Church of the Valley rooms and grounds. Minimum Guidelines:

- General Liability: Each occurrence \$1,000,000.00
- Damage to premises: \$1,000,000.00
- Medical expense: \$25,000.00
- Personal and Adv. Injury: \$1,000,000.00
- General Aggregate: \$2,000,000.00
- Prod. Comp./of Agg.: \$2,000,000.00
- Caterers: Completed Operation Liability (hold harmless for resulting ailments) and Workers Compensation required.

BUILDING USE CONDITIONS

The acceptance of a permit issued for use of Church of the Valley facilities constitutes an acknowledgment by the individual, organization or group of the following conditions:

- We shall indemnify Church of the Valley, Apple Valley from any and all liability for harm to any person(s) or property caused or claimed to be caused for any reason while Church of the Valley's premises are used by the organization or individual making the application. The responsibility and liability for injury to persons or damage to property must be assumed by the organization or individual making the application.
- Use and/or distribution of alcoholic beverages and/or illegal drugs is prohibited on Church of the Valley property.
- Smoking is prohibited inside Church of the Valley's building and allowed outside only in the smoking designated areas.
- All weapons are prohibited on Church of the Valley's property.
- The individual or group representative making the application must be present from the time of entry into the facility until the time of departure. No key will be issued. An individual designated by the church will unlock and lock the buildings.
- All events must begin within the times of the Church of the Valley operations starting no earlier than 8:00 am. and ending no later than 10:00 pm.
- The use of Church of the Valley's buildings is limited to the area(s) requested plus rest rooms.
- The persons or groups using the facility or grounds agree to restore to the original condition any property destroyed or suffering from excessive wear and tear because of their use of the facility. Any equipment or supplies destroyed or missing will be replaced by Church of the Valley with equipment or supplies of equal quality and the cost will be charged to the applicant.
- The applicant will provide adequate and competent adult supervision during the entire contracted time of use.
- All groups and individuals are required to clean up after using the facilities. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.
- No group or organization may sublet their use of the facilities to any other group.

GENERAL GUIDELINES

- When the kitchen will be used for actual cooking (more than just serving) the applicant will meet with a member of the church prior to the event to be instructed in the use of the kitchen and kitchen equipment. (Note that COV kitchens are not commercially licensed.)
- Food shall never be left at the church after use.
- The use of candles is strongly discouraged because the dripping wax makes spots on the carpet and furniture that are very hard to remove.
- No taping, stapling, thumb tacks, nails or any kind of adhesives are to be applied on any papered or plaster boarded walls, ceiling tiles or any furniture. No thumb tacks or nails are to be used on any wood work or doors.
- Removal of church furnishings from the church premises is prohibited.
- Rearranging sanctuary furnishings is not permitted.

- For personal security, do not unlock doors that are not necessary for your meeting. In advertising your meeting give guidance as to which door(s) will be open. Each group is responsible for putting up and removing signs in the building directing persons attending the meeting to the correct room(s).
- The building may be closed to all groups on short or no notice due to exceptional circumstances (inclement weather, man-made issues, etc.). Every attempt will be made to have the facility available for scheduled uses.
- Use of COV audio/video/projection/computer equipment are not included in the usage agreements. (Audio may be provided at additional fees.)

GUIDELINES FOR THE USE OF SANCTUARY, PIANO AND ORGAN

- Members may use the piano and organ for practicing only with prior approval. Please clear the date and time for practicing with the Church Office.
- Piano and music recitals held at Church of the Valley are for members of Church of the Valley only. If custodial services will be required before and/or after the event an additional \$75.00 charge will be required.
- NO object will be placed on the grand piano for any reason (especially flowers).
- NO object will be placed on the Communion Table (especially flowers with water.)
- NO food or drinks are allowed in the Sanctuary. Limited beverages and light refreshments may be consumed in the entrance area only.
- NO furniture on the stage area of the Sanctuary may be moved without prior approval.

**Church of the Valley
Apple Valley, CA
FACILITIES USE AGREEMENT**

Date _____

I, _____,

of _____ (Your name and position)

_____ (Organization's name & tax exempt #)

hereby seek permission to use _____,
(Area(s) requesting to be used)

_____ room(s)

at Church of the Valley on _____,
(Date(s) requesting use of facility)

between the hours of _____ and _____.

Name and Phone number of contact person: _____.

We hereby agree to pay in advance \$ _____ for rental of the listed church property.

Damage deposit submitted \$ _____
(Make your check payable to Church of the Valley.)

I (We) have received, read and understand the Building Use Policy of Church of the Valley.

(Individual representing organization and Date)

COV Signature (Single use)

Rental fees and the damage deposit are due in the Church Office in advance of the event.
Any extraordinary janitorial services required after the premises are vacated will be charged at
\$75.00 per hour and will be deducted from the damage deposit.

Please fill out and return also the next page with your application.

Describe your group or organization by title and purpose:

If this is a religious organization or group, what are the key beliefs of the group?

Will this particular use of the COV facilities include worship activities and if so describe them?

What activities will be conducted while the event is being held at COV?

FOR OFFICE USE ONLY

Call made to confirm or deny building use: _____(date)

Cost to group requesting use of facility: \$ _____(one time/per use)

Damage Deposit: \$ _____ Date Received _____ Returned _____

Damage Deposit Return Approved by _____

Office Comments:
