



# LAKE FOREST CHURCH BUILDING USAGE POLICY

REVISED: 03/01/2013

- Lake Forest Church (LFC) has been richly blessed with a beautiful facility, one that includes multiple spaces and many with state of the art audiovisual equipment. The hopes and prayers of our church is that God will allow us to utilize this facility to enrich our community and serve our tribe.



## LFC MISSION STATEMENT

Loving people as they discover and live out their role in God's story.

## GENERAL POLICY STATEMENT

Our facility makes much of our ministry possible and therefore the building must be handled with great skill, care and diligence. The primary purpose of our buildings is to encourage activities or ministry events. In addition to both church and ministry events the building is available to celebrate life of our church family with events such as weddings, funerals, showers and baby dedications. We ask that when you use this facility that you treat it with great care and respect as you would your home, as this is our Church home.

### **1. PRIORITY OF USE**

The Church reserves the right to make final determination as to whether a group may use Church facilities, grounds, and equipment. LFC is aware that the use of our resources may result in direct costs to the Church. Our usage fees are used to defray this cost and maintain the equipment.

The priority of use for LFC facilities is as follows:

- 1) LFC groups using the facility as part of the ministry of the Church. This would include LFC activities, programs, and committees.
- 2) LFC ministry partners (weddings, funerals, showers, baby dedications).
- 3) Outside social, civic, service, educational and charitable non-profit groups or individuals and church members.

### **2. PROVISIONS**

- 1) All events must be scheduled through the church office with the Room Scheduling Coordinator.
- 2) A room scheduling form must be completed and approved before facilities or resources can be used. The Form is available in the church office, or on the LFC website. The form can be emailed to [buildinguse@lakeforest.org](mailto:buildinguse@lakeforest.org). Please allow at least 2 business days for approval.
- 3) All request forms can be submitted as soon as 6 months but must be submitted no later than three weeks prior to the event. Any form submitted after that time may be denied.

- 4) Each request must name the adult person responsible. The individual of the group requesting the use will be responsible for the care and physical appearance of each area used and for adhering to building use policies. This person is responsible to LFC for any damage incurred.
- 5) If the coordinator identifies a question of eligibility for an event to use the church, the matter will be brought to the building use committee and their decision will be final.
- 6) The use of all audiovisual equipment requested will be operated by our trained personnel only and must be approved for use by the A/V manager.

### **3. COMMERCIAL/FUNDRAISING STATEMENTS**

- 1) LFC facilities are not available for any commercial enterprise. This includes product sales, services or promotional activities, which benefit a for-profit group or business including those owned by LFC ministry partners.
- 2) Fund raisers that financially benefit LFC ministry partners or non-LFC groups are not permitted unless approved in advance by the Building Use Committee.
- 3) Organizations engaged in partisan political campaigns are not eligible to use any of the church resources for their programs. Organizations who directly conflict with our doctrine principles will also not be eligible to use our resources.

### **4. SCHEDULING PROCEDURES and ROOM AVAILABILITY**

- 1) LFC facilities are not available for Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and the weekend after, Christmas Eve, Christmas Day and the week after through New Years Day.
- 2) Scheduling of events must be submitted for approval to the Room Scheduling Coordinator via a Room Scheduling Form. LFC continues to reserve the right to deny usage of its church.
- 3) Space availability will be assigned on a first-come, first-served basis and given priority as deemed in this policy. Groups may request space for a recurring meeting/event for a time period of one (1) year. LFC reserves the right to re-locate a group to another appropriate room if necessary.
- 4) The rooms at LFC are only available from 7:00 am-10:00 pm unless otherwise approved by the building use committee.
- 5) An outside group shall be defined as any group not sponsored by LFC whose purpose is religious, charitable, civic, educational, or recreational, whose leader or organizer is not a ministry partner of LFC, or the majority of the participants are not LFC ministry partners.

- 6) The Building Use Committee and a Worship Arts representative must approve use of the Worship Center prior to approval and scheduling of any event.
- 7) If an emergency situation arises, such as a funeral, LFC reserves the right to switch the event to a suitable, alternative location or cancel the event. Every attempt will be made to notify parties in advance of the change.

## **5. NOTIFICATION REQUIREMENTS**

- 1) Any individual or group who reserves any facility of LFC is responsible for the conduct of its participants and is expected to maintain these policies and a level of behavior appropriate for the setting.
- 2) Lake Forest Church will not extend insurance coverage for medical payments in the case of an injury to a child, youth, or adult in attendance. Obligation for any and all medical care shall be the responsibility of the individual and/or group sponsor. Costs of medical care shall be the responsibility of the individual or group. LFC is not responsible for any damages or claims of any kind arising from an incident occurring on church property. The individual or group agrees to indemnify and hold harmless LFC and all parties associated with LFC. LFC retains the right to require a copy of a certificate of insurance.
- 3) Any non-LFC group damaging equipment or facilities will be responsible to pay for repairs or replacement of the same.
- 4) LFC is not responsible for stolen articles. If an item is lost, please contact the church office and you will be directed to the lost and found. LFC is not responsible for any personal property or valuables left on the premises before, during, or after the use of our building. Any property left on the premises, after a period of thirty days, will be deemed abandoned and shall become the property of LFC.
- 5) LFC retains the right, through its representatives to enter upon and remain at the facilities for any and all purposes. LFC has the right at all times to remove from its property any objectionable person or persons.
- 6) LFC recognizes that all arrangements are made in good faith. We also recognize that LFC cannot be responsible for circumstance and situations beyond our control, e.g. natural disasters, facility damage, quarantine, etc. In the event of circumstances beyond LFC's control, LFC will have the final authority on all decisions regarding building use. LFC will make good efforts to reschedule the event. However, if no agreement can be reached on another available date, it is understood that the only remedy against LFC is the refund of any amounts pre-paid to LFC for the event.

## 6. GENERAL USAGE GUIDELINES

- 1) Guns, alcoholic beverages, or illegal drugs are not permitted anywhere in the LFC buildings or on any LFC property.
- 2) Smoking is not permitted within the facilities at anytime and is restricted to designated areas.
- 3) Groups must provide adequate supervision for their activity. No child under the age of 18 is allowed in the buildings or property unsupervised.
- 4) Events wishing to have childcare must complete a Childcare Request Form (available from the office) and submit it to the Coordinator for approval.
- 5) All signage to be posted in or upon the building and grounds must be approved in advance through the Coordinator. Items may not be posted directly on windows or non-concrete, painted walls and no duct tape may be used. All signage must be removed at the end of the event or activity.
- 6) No signs, banners, flags, streamers, etc. are to be attached or hung from any wall, post or beam without prior approval from the Building Use Committee. Absolutely no nails, screws, or hooks may be used.
- 7) No flammable liquids, fire producing chemicals, or open flames in any form (including candles) may be used on the property without prior approval.
- 8) LFC will not provide storage for the property of community groups using it's building, or be responsible for equipment, supplies or other property of such groups.
- 9) The reserving group is expected to leave the room(s) in the same condition as found. Illustrations and reset diagrams can be provided.
- 10) No furnishings or equipment owned by LFC is to be removed from the premises without approval.
- 11) Groups using the facility are responsible for turning all inside lights off and cancelling any temporary holds placed on the HVAC thermostats. The HVAC controls are programmed.
- 12) If the group has received a key for their event they are responsible for assuring all outside doors are locked and the key is returned to the office by the first business day after their event.
- 13) Individuals or groups are required to remove all food and personal items from the facilities and empty all trash cans used and place all trash in the outside dumpster.

14) If one of our Kitchens is used or items in it, the group or individual must clean and return the kitchen to the condition in which it was found.

15) It is the responsibility of the user to assure that all members of the group are aware of these policies.

## 7. USAGE AND AV FEES

RESOURCE	FEE
The Box	<b>\$300</b>
AV (Usually one person needed)	<b>\$35 /hour (requires 30 minutes pre and post)</b>
The Quad	<b>\$200</b>
AV (Usually one person needed)	<b>\$35 /hour (requires 30 minutes pre and post)</b>
The Fireplace Area or Covered Patio	<b>\$250</b>
AV (Usually one person needed)	<b>\$35 /hour (requires 30 minutes pre and post)</b>
The Worship Center	<b>\$500</b>
AV (minimum 2 techs LFC to determine needs)	<b>\$35 /hour/tech (rehearsal and teardown added)</b>
Entire Church with The Box (No Worship Center)	<b>\$800</b>
AV (number of techs to be determined by LFC)	<b>\$35 /hour (requires 30 minutes pre and post)</b>
Entire Church with the Worship Center	<b>\$1000</b>
AV (number of techs to be determined by LFC)	<b>\$35 /hour/tech (rehearsal and teardown added)</b>
Custodial Fee (if clean up requested by group)	<b>\$50</b>