

## Facility Use Contract

### Mission and Overview

Decisions regarding use of the church facility (i.e. building and property) will be guided by the fact that they have been dedicated to helping Impact Church (IC) fulfill its mission to reach our community with the gospel of Jesus Christ. In addition to providing space for its own activities and members, IC offers meeting and activity space to organizations and groups which serve the needs and interests of the community and whose purposes and goals are consistent with the mission, values and beliefs of IC.

Church services, meetings and events will have scheduling priority at all times. Beyond this, permission to use the facility may be granted to the following organizations, groups and individuals in the following order of priority:

- Those acting in partnership or cooperation with IC or one or more of its members. Events may include but are not limited to: wedding ceremonies and receptions, funerals, recitals and special family occasions (e.g. family reunion or anniversary celebrations).
- Other church groups and ecumenical organizations.
- Non-members needing facility for a wedding or funeral.
- Support or self-help groups which are non-profit and non-political in nature.
- Community service organizations, which are non-profit and non-political in nature.
- Profit-making organizations and individuals whose purpose for the facility use is non-profit and non-political in nature.

### Scheduling Facility Use

All requests to schedule use of church facilities must be submitted in appropriate written form to the church office. Forms and procedures for IC groups and non-IC groups are both available (online and) through the office. Scheduling cannot be confirmed until forms are submitted.

### General Policies

The use of decorations or the changing/moving of furniture (other than folding tables and chairs) must be requested in advance and must be approved by either the Pastor or an Associate Pastor.

No permanent or temporary structure will be built anywhere on church premises without the prior written consent and supervision of the Pastor or an Associate Pastor. This includes any structure or device that attaches to the floor, wall or ceiling.

Publicity material and public service announcements in which IC's name is used must have prior approval of the Pastor or an Associate Pastor.

Dining or the serving of food is restricted to pre-approved designated areas.

Groups and organizations are to confine their activities to the room, area or land that has been assigned to them. Hallways are only to be used for access and are not meeting or program areas. If more than one group is using the facility simultaneously, adequate supervision to insure participants do not interfere with other activities and groups is required.

Access to restrooms is allowed with approval of any facility use.

Use of church facility must conform to city fire and safety ordinances.

The following are NOT permitted on church property or in church facility:

- Possession or use of alcoholic beverages
- Possession or use of illegal drugs
- Illegal possession or any use of tobacco in any form inside the facility
- Possession or use of weapons of any description
- Any kind of inappropriate sexually explicit materials

Equipment, furniture and supplies belonging to IC are intended for church use. If a church function is being held off-site, certain equipment, furniture and/or supplies may not be available for use. Church equipment, furniture and supplies are not available for use at off-site locations for non-church functions.

If any key is lost, individual or organization using the facility must pay for cost of re-keying facility.

### **Policy for Dance and Music Related Functions**

Impact Church has been entrusted with a wonderful facility in which to give God glory. Our desire is to make your experience here at Impact simple and enjoyable. To do this, we ask that you would please adhere to the following:

- Keep your event free of all music that contains crude language and sexual content.
- Make sure that all forms of dance are clean and tasteful. This would exclude any movements with sexual connotations.

We hold the right to interpret any and all forms of music and dance on our premises. We reserve the right to ask any individuals or groups violating this policy to discontinue or be asked to leave the event.

### **Additional Policy Provisions for Non-IC Groups and Users**

While every effort will be made to honor approved space requests, earlier reservation by an outside organization does not assure space availability if a programming need for IC arises. When cancellation of a scheduled event is necessary, at least two weeks' notice will be given and efforts to provide alternate space will be made. If no acceptable alternate space can be provided, all fees will be refunded.

Groups and organizations that are neither a part of nor sponsored by IC are required to provide a Certificate of Insurance naming IC as an additional insured before requested facility use can be approved and scheduled. The group or organization must have a minimum of \$1 million general liability coverage. Coverage must also be held in areas appropriate to the requested use in order for the Certificate of Insurance to independently meet the requirements of this policy. For example, if food preparation or serving is involved, 'products operations coverage' should be included. If the coverage is less than this amount or does not include relevant coverage, then a signed liability waiver, which holds IC harmless for any and all occurrences during the use of the facility must also be provided by the group. If a group does not have insurance, a liability waiver signed by a duly authorized group representative must be provided. This waiver must state that IC will be held harmless for any and all occurrences during the use of the facility and may be accepted in lieu of the Certificate of Insurance at the discretion of the Pastor or Associate Pastor.

Use of the church facility by non-IC groups will be for adults only—or for adults and their own children—with each parent providing continuous supervision of his/her own child or children. No child care will be provided for non-church sponsored groups, nor may groups provide their own child care in the church facility.

Non-IC groups are responsible for their own set up and clean-up of the facility. This must be accomplished during the timeframe of the scheduled event. Groups using the church facility are responsible for leaving the facility as they found it or as directed by IC. At the discretion of the Pastor or an Associate Pastor, a refundable security deposit of up to \$100 may be charged.

USE OF FACILITY ON AN ONGOING BASIS: Some non-IC groups may be approved to use the church facility on a regular and on-going basis. Facility use by these groups will be reviewed at least three times a year by the Pastor or an Associate Pastor to insure that use is still consistent with these policies.

USE OF FACILITY FOR WEDDINGS: The use of IC church facility for weddings is subject to the approval and schedule of IC pastoral staff.

USE OF FACILITY FOR FUNERALS: The use of IC church facility for funerals is subject to the approval and schedule of IC pastoral staff.

#### COST SHARING FEES FOR FACILITY USE

Members of Impact Church may use the facility for weddings and funerals without cost-sharing. They may also use the facility for special family occasions without cost-sharing, as approved by the Pastor, Associate Pastor or the Church Board.

Cost-sharing fees shall be paid in advance to Impact Church and will be assessed as follows for the specified spaces:

- Worship Center FEES VARY
- Classrooms FEES VARY

Cost-sharing fees for on-going facility use may be adjusted at the discretion of the Pastor or an Associate Pastor.

An event will not be scheduled on the calendar until it is approved and all fees and/or deposits are paid in full.

When cancellation by an outside group is necessary, a cancellation charge of up to 20% of the fee may be retained by IC to cover administrative or other incurred costs.

#### Special Considerations

If this Facility Use Policy as approved by the Church Board is judged inadequate to cover a specific case, the Pastor or an Associate Pastor may confer with a Board member to reach a decision.

#### Acknowledgement

We acknowledge that IC does not provide set-up or clean-up services and we understand our responsibility to leave the facility as we find it or as directed by IC staff. We understand that this may involve vacuuming, cleaning surfaces, taking trash to the dumpster, moving furniture, etc., and we agree to complete these as needed. We acknowledge that failure to clean up and return the facility to its original condition may result in a forfeit of our security deposit (if applicable). We also assume full financial responsibility for any facility damage that occurs during the event.

We hereby acknowledge that IC does not claim that the property is safe or suitable for the purposes for which it is permitted to be used under the terms of this agreement. We, as the user group, for ourselves and on behalf of all of our members, guests or participants who will be using the property, acknowledge that IC is providing the property, facility and equipment on an "as is" basis.

We, as users of the facility requested, assume full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use under the terms of this agreement. We understand that staffing for these activities is our responsibility, not the responsibility of IC. In consideration of the facility use authorized by this agreement, we

the users shall not claim any damages from IC in connection with, or on account of, any injuries or damages arising in or on the property while being used by our group, its members, guests or participants. We further agree to indemnify and hold blameless IC and its staff, agents and members from any and all costs, loss, fees, liability, claims or damages arising out of, or in connection with, the use of IC facility and property. By my signature, I certify that I am authorized to bind the group I represent.

I, \_\_\_\_\_ (renter) agree to pay IMPACT CHURCH \$ \_\_\_\_\_  
(sum) for the use of the facility on \_\_\_\_\_ (date) for the hours of \_\_\_\_\_ (time) for  
\_\_\_\_\_ (event).

I agree to the following:

- All terms and conditions set forth in the Facility Use Policy and Acknowledgement.
- To provide the details of use online at <https://impactmenifee.com/facility-use> and to provide insurance certificate to hold facility within 72 hours of contract.

Deposit \$ \_\_\_\_\_ (must be paid at contract)

Balance \$ \_\_\_\_\_ (must be paid day of event upon opening facility or earlier)

Date \_\_\_\_\_

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Impact Church Staff

\_\_\_\_\_  
Date