

# LIBERTY EVANGELICAL FREE CHURCH

## FACILITY USE POLICY

July 2011

This policy was approved in July 2011 by the 2011 Deacon Board  
(Doug Attema, Rick Bingham, Tom Keuning, Mark Mills, Rick  
Nikkel, and Doug Wiley).

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# LIBERTY EVANGELICAL FREE CHURCH

## FACILITY USE POLICY

### **PHILOSOPHY OF USE**

The property and facilities of Liberty Evangelical Free Church belong to God and not to us. We are to act as stewards of these possessions and should seek to fulfill this obligation in a faithful and responsible manner.

In order that church facilities and possessions are used in accordance with our vision, use should have an emphasis on ministry, be consistent with the church in content, and be subject to the appropriate authority.

#### Ministry

The property and facilities of Liberty Evangelical Free Church are designed and intended to bring glory to God by supporting the programs of the church; by providing for the education, recreation and fellowship of the church body; and for outreach to the broader community.

#### Content

Every activity scheduled in the church facility should not conflict with the core beliefs held by Liberty Evangelical Free Church (as stated in “Constitution and By-Laws of Liberty Evangelical Free Church”). Consistent with this, we urge that all facilities be treated as the Lord’s house and that all activities be conducted in a manner that would not dishonor or displease God.

#### Authority

The deacons, under the guidance of the elders, are directly responsible for the use of the facility. The church staff has authority to approve/deny requests to the facility use and will monitor activity. The deacons/elders shall be called upon, if necessary.

### **GENERAL GUIDELINES**

The facilities and equipment of Liberty Evangelical Free Church (LEFC) exist for the primary purpose of being used by its members through its organization and ministries.

#### **Eligibility**

Regularly-scheduled church meeting and activities of LEFC will have first priority in the use of its facilities. Other church-related meetings and functions would have second priority. Non-

LEFC-sponsored groups that are non-profit and/or ministry-related in nature may use the facilities when they are not already scheduled for use by some church function. Fees may be charged. These fees are used to help defray the cost of heating, air-conditioning, electricity, additional custodial time, etc. Entrepreneurs and private commercial concerns shall not qualify for facility use.

### **Scheduling**

All events and room usage shall be scheduled through the church office. To avoid conflicts, the church secretary will keep the master calendar. A calendar of events is available on the church's web site ([www.libertyefree.org](http://www.libertyefree.org)) and it should be consulted for possible conflicts before a request is made.

With the exception of weddings and other approved special events, the facility may not be reserved more than three (3) months in advance.

If an event or room usage is canceled, then please contact the church secretary immediately.

### **Available hours of use for the facility:**

#### Church-related or Church-sponsored Event

Sunday–Friday 8:00 AM–11:00 PM

Saturday 8:00 AM–3:00 PM

#### Non-Church-sponsored Event

Sunday 2:00 PM–4:00 PM (Possibly later, if no youth activities.  
But no later than 9:00 PM.)

Monday–Friday 8:00 AM–9:00 PM

Saturday 8:00 AM–3:00 PM

Hours may be extended beyond those listed above with approval by the deacons.

### **Application for use**

An application form for use of the facility shall be filled out for **all events** and submitted to the church office. (An application can be found on the church's web site [www.libertyefree.org](http://www.libertyefree.org).) Space needs and arrangements should be explained on the application. Final approval for non-LEFC-sponsored events may require approval of the event by either the elder board or the deacon board. Because of this, it is recommended that the application be submitted as early as possible.

The application contains the following waiver of liability that must be agreed to by the applicant and/or event sponsor.

- Applicant hereby acknowledges that Applicant has read and reviewed the Facility Use Policy (July 2011) adopted by Liberty Evangelical Free Church and does hereby agree to utilize Liberty Evangelical Free Church in strict compliance with said policy. Application acknowledges that violation of the Facility Use Policy constitutes grounds under which the Applicant's license for use of Liberty Evangelical Free Church may be terminated, without notice by Liberty Evangelical Free Church. Applicant acknowledges Applicant is granted a license only for the use of the church and has no ownership or possessory interest to Liberty Evangelical Free Church through the use of this license.

- Applicant does hereby agree to indemnify and hold Liberty Evangelical Free Church, its staff, officers, agents, and personnel, harmless from any liability which may occur as a result of Applicant's use of Liberty Evangelical Free Church and shall indemnify Liberty Evangelical Free Church against any such claims or causes of actions that may be filed or brought related to Applicant's use and its members, guest, employees, and agents pursuant to this application of Liberty Evangelical Free Church property.
- Applicant acknowledges and agrees that Liberty Evangelical Free Church shall provide no supervision or control over the church property being used by Applicant, nor shall Liberty Evangelical Free Church be responsible for any loss, damage, or injury that may occur on church property during Applicant's use of the property. Applicant acknowledges it will name Liberty Evangelical Free Church, its staff, agents, officers and assigns as additional insureds on its insurance policy and provide proof of the same to Liberty Evangelical Free Church before use of the property. Failure to name Liberty Evangelical Free Church as an additional insured may constitute a breach of the license to utilize church property, and said license may then be terminated without notice by Liberty Evangelical Free Church.

### **Use of Church Equipment**

Any usage of LEFC equipment must be pre-approved.

#### **Musical instruments, sound system, and AV computer**

The musical instruments (in particular, the piano and drums), sound system, and AV computer are primarily to be used as a part of Sunday services and other LEFC-sponsored events. If it is necessary to use any of these items for a non-LEFC-sponsored event, this must be noted on the facility usage application. If the AV computer and/or sound system is needed, a LEFC-approved technician must be hired to run the equipment. (See "Damage Deposits and Usage Fees" below.)

#### **Copiers**

The copiers are solely intended to be used for making copies for LEFC-sponsored events. It is expected that all copies necessary for a non-LEFC-sponsored event be made elsewhere prior to the event. In an extreme emergency, copies can be made using the LEFC copier. However, only church staff may make the copies and it is expected that immediate payment will be made for the copies. (Current rate is 10¢ per copy.)

### **Damage Deposits and Usage Fees**

The individual or organization sponsoring a non-LEFC-sponsored event in the facility will be required to pay a security deposit and a fee for the use of the facility. (Fees may be waived at the discretion of the church secretary or the deacon board.) The usage fees are used to help defray the cost of heating, air conditioning, electricity, additional custodial time, etc.

All usage fees and damage deposits must be paid at the church office in advance, unless other arrangements have been made. The facility will not be considered to be reserved for the event until the deposit and fees have been paid or other suitable arrangements have been made.

Any deposit paid in advance will be returned to the user in full, provided that: (1) the facility is returned to its "original condition" prior to use; (2) all appropriate checklists have been signed; and (3) keys have been returned to the church office.

Should damages occur to the facility or its furnishings, the church office should be notified promptly. Appropriate repair costs will be taken from the deposit, with the balance of the deposit

returned to the sponsor. However, if the repair costs exceed the value of the deposit, then: (1) the entire deposit will be taken; (2) the sponsor will be billed for the additional costs; (3) and future facility use by this individual or organization will not be permitted until payment has been received.

### Damage Deposits and Usage Fees

The following table gives the usual deposit and usage fee that will be charged for each separate area of the facility.

<b>Area</b>	<b>Deposit</b>	<b>Usage Fee</b>
Entire Facility	\$300	\$75/four hours OR \$150/day
Activity Center	\$200	\$50/four hours OR \$100/day
Foyer (when used for specific activities)	\$50	\$25/four hours OR \$50/day
Library	\$50	\$20/four hours OR \$40/day
CE wing (incl. classrooms)	\$200	\$50/four hours OR \$100/day
CE chapel (not incl. classrooms)	\$100	\$25/four hours OR \$50/day
Kitchen and dining room	\$200	\$25/hour hours OR \$50/day
Sound system	N/A	\$20/hour *
AV computer	N/A	\$20/hour *

\* This charge is to pay the LEFC-approved sound or AV technician.

### Basic Usage Rules

1. All groups using the facility must be sponsored and supervised by an adult. This sponsor accepts responsibility for the use and security of the facility. All sponsors must be trained in how to use the facility (security, lights, janitorial, etc.) A church staff member will provide training during weekday office hours.
2. Facility use must be contained to **only** the assigned areas during the assigned time(s). This includes any young children who may be attending the event with their parents. (See #3 below.)
3. As a church-wide policy of LEFC, no child or group of children must ever be left alone at a ministry function or in a church facility without a minimum of two adult supervisors being present. **Children should not be allowed to roam/play/run unsupervised throughout the facility before, during, or after the event.**
4. If the facility use occurs during normal office hours for church staff, then it is expected that there will be minimal disruption of the church staff by event attendees.
5. Use of musical equipment, sound equipment, AV computer, tables/chairs, and kitchen supplies and appliances require pre-approval, and may require an additional fee. (See "Use of Church Equipment" above.)
6. If the AV computer and/or sound system is needed, a LEFC-approved technician must be hired to run the equipment. (See "Damage Deposits and Usage Fees" above.)
7. All non-LEFC-sponsored event sponsors must provide their own supplies (e.g., paper products, beverages, food, office supplies, etc). The LEFC copiers may not be used to make copies for a non-LEFC-sponsored event. (See "Use of Church Equipment" above.)

8. Use of the offices or nursery is not permitted.
9. Before any item(s) may be sold as a part of **any** event happening within the facility, the deacons must give approval for this to occur. The unapproved selling of items on church premises could jeopardize LEFC's tax-exempt status.
10. No alcohol, smoking, drugs, dancing, or gambling is allowed in the church facility. Firearms may only be brought into the church facility by trained security personnel or law enforcement authorities.
11. Food brought into the facility (even in small quantities) for any non-LEFC-sponsored event must remain in the areas of the building having a hard-surface floor and may not be taken into any of the carpeted areas.
12. No items(s) should be attached to facility walls, ceilings, woodwork, wood doors, floors, or equipment that could leave permanent marks or damage (taping, stapling, thumbtacks, nails, or any kind of adhesive). If some sort of signage is necessary, please check with the church office for guidelines on how this can be done.
13. No tables or chairs should be removed from the facility without prior approval of the church secretary and/or deacons.
14. Rooms must be returned to their original arrangement and all items associated with the event must be removed immediately following the event. Please refer to the checklist attached to the "Application for Use of Liberty EFC Facilities".
15. Energy Conservation: All groups are asked to be sensitive to energy conservation. Use only necessary lights, and be sure to turn off lights when leaving the facility.
16. Facility Security: For your personal security, do not unlock doors that are not necessary for your event. Be sure to relock all doors you opened before leaving the facility.

### **Key Policy**

The deacons will monitor all keys to LEFC. Facility access will be provided to all members of the elder, deacon, and deaconess boards. Deacons will review all other requests for facility access. LEFC members and regular-attenders needing facility access for an event may be required to check out a key and return it to the church office during office hours. Sponsors for a non-LEFC-sponsored event requiring facility access during non-office hours will be required to make a \$5.00 key deposit. Key deposit checks will be returned when the key is returned to the church office.

### **RIGHT OF DENIAL OF FACILITY USAGE**

LEFC reserves the right to deny facility usage to any individual or group.

LEFC reserves the right to deny future facility usage to any individual or group who does not adhere to the guidelines described in this document. If this should occur, then: (1) any rental agreement for future facility use will be terminated; (2) any deposit(s) may (at the discretion of the deacon board) be forfeited to LEFC; and (3) any unused facility use fees will be refunded to the event sponsor.