

Liberty Evangelical Free Church Deacon Policies

Contained in this document are the official deacon policies for Liberty
Evangelical Free Church in Pella, Iowa.

SCHEDULING AND USE OF CHURCH BUILDING

All scheduling of the church building should be done through the church office. All building usage will be posted on the schedule that is located on the church's web site (www.libertyefree.org).

Should it be necessary for a group to have access to the building outside of normal office hours or meeting times, someone within leadership (Elder, Deacon, or Deaconess) or a suitable substitute will need to be available to open/close the church.

All building use should abide by the guidelines given in the Liberty Evangelical Free Church Facility Use Policy that is attached at the end of these deacon policies. In particular, an application for facility use for any non-Liberty-sponsored event must be submitted to the church secretary and a damage deposit and usage fee must be paid.

As a church-wide policy of Liberty EFC, 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.**

DRIVING FOR CHURCH ACTIVITIES

Liberty Evangelical Free Church recognizes that the operation of vehicles, while necessary to our mission and ministry, carries with it risk. We are committed to ensuring the safety of the drivers and passengers through proper vehicle maintenance, selection of qualified drivers, and enforcement of proper passenger behavior. The provisions of this policy pertain to driver approval, operator qualifications, operator responsibilities, and rules of vehicle use apply to the operation of church-owned vehicles.

Only approved drivers are allowed to drive vehicles for church activities.

To become an approved driver for a church activity, the person must complete a driver application and submit it to the church secretary at least one week before the activity will take place. To be considered for approval, the applicant:

- Must be at least 25-70 years of age. Over 70 is ok with physician's report (request med fitness form)
- Must have a valid Iowa driver's license.
- Must have a motor vehicle record that reflects a safe driver. The proposed driver must possess a valid Iowa Driver's License, and must operate the vehicle in compliance with any restrictions on said license. The Church reserves the right to decline the right to operate a van to any driver who, in the sole discretion of the Church, does not possess suitable ability to operate the vehicle. Any person with more than one moving violation on his/her driving record in the last three years, is prohibited from operating the van."
- Any individual who has failed or refused an Implied Consent Advisory test for the presence of alcohol, controlled substances or the like in the operation of a motor vehicle within the last twelve (12) years is prohibited from operating a van under this policy, regardless of conviction or acquittal." This would protect us from the individual who maybe had his

OWI charge dismissed by the Court, but failed the breath test administered by law enforcement and reported to the DOT. Also, expanding the limit to twelve years matches what the State looks at for enhancing OWI offenses to 2nd offense/3rd offense.

- ***Must have successfully passed the church's insurance driver training module. Our Insurance Company,*** GuideOne Insurance, understands that the protection of the church and drivers – as well as the passengers – is vital since you may face detrimental legal and financial consequences in the event of an accident. GuideOne has the following training requirements to avoid allegations of negligence and for protection in cases of legal liability as well as insuring the safety interests of the church, its drivers, and passengers:

TRAINING

- No additional training is necessary for those with a CDL license.
- No training is necessary for those driving Dodge Caravans or similar type vans designed for under 15 passengers.
- For non-CDL drivers of 15 passenger size vans, certification is needed and requirements are met by taking a brief online quiz at least a week prior to usage.
- *Submit a* Guide One Insurance Driver Information form and Completion Certification from the online quiz.

The approved driver who is driving for a church activity must:

- Operate the vehicle in a safe and courteous manner.
- Refrain from eating meals or engaging in other distracting activities (talking or texting on a cell phone) while the vehicle is in motion.
- Obey all traffic laws, including speed limits.
- Perform an inspection of the vehicle prior to departure, including a check of the required safety equipment (headlights, taillights, brake lights, and turn signals).

Use:

- Abide by Liberty Evangelical Free Church's Child Protection Policy, if transporting youth under the age of 18.
- Only Authorized Drivers shall be permitted to use church vans for church related transportation needs.
- Use of church vans for personal purposes is prohibited.
- Drivers are responsible for all traffic and parking violations they incur. Excessive traffic violations may lead to loss of authorized driver status.
- Smoking is not allowed at any time in church vans.
- Pets and animals of any kind are not allowed in church vans.
- Vans must be locked, windows rolled up and lights turned off when not in use.
- ALL passengers must wear seatbelts. It is the driver's responsibility to insure all passengers are aware of and adhere to this policy. 15 passengers per van maximum, no exceptions.
- Children who are required by law to be in an approved child, or booster seat must do so according to current State Laws.
- Upon returning vans to the designated church parking spaces, drivers are responsible to insure all food, trash, and belongings have been removed from the vans.

- Drivers must submit a completed Motor Vehicle Trip Ticket to the office secretary after each van use. Proper completion of this form should include, but not limited to recording of mileage, destination, required maintenance, and name of all drivers who drove the vehicle.
- If the gas level falls below $\frac{3}{4}$ full during usage, please fill the tank to full upon return. Gas receipts must be submitted to the Financial Secretary for reimbursement.

Accidents/Insurance:

- If a van has been involved in a traffic accident or is damaged in any way, in addition to following all appropriate laws, driver must report to the Senior Pastor, or church secretary by phone within 30 minutes of the accident.
- If a van has been involved in a traffic, Driver shall use the Church Insurance information provided in the van glove compartment.
- Drivers shall use the Collision Information sheet to insure all information is collected following the accident.
- Drivers shall be responsible to contact the local authorities, obtain a police report, and submit all required reports in connection with the accident.
- All documentation associated with the accident (including a properly completed Collision Information Sheet) by the end of the following business day of the accident, or as soon as possible.

CONFERENCE REIMBURSEMENTS

- **CHRISTIAN EDUCATION CONFERENCE**
 - Mileage, housing, meals, and registration may be reimbursed.
 - Reimbursement currently comes from “Chaperone / training/ Conf.” line in the General Budget.
- **DISTRICT CONFERENCE**
 - Mileage, housing, meals, and registration may be reimbursed up to approved budgeted amounts. Any overages must be approved by the Deacon Board.
 - Reimbursement currently comes from “District Conference (Pastors)” line in the General Budget.
- **NATIONAL CONFERENCE**
 - Mileage/travel, housing, meals, and registration may be reimbursed up to approved budgeted amounts. Any overages must be approved by the Deacon Board.
 - Reimbursement currently comes from “Delegate to National Conference” line in the General Budget.
- **YOUTH CONFERENCES**
 - Leaders/sponsors: Mileage/travel, housing, meals, and registration may be reimbursed. Reimbursement currently comes from “Chaperone / training/ Conf.” line in the General Budget.

- Youth: If there is a particular need, individuals may request funding from the Deacon Board of some/all expenses for attendance. If approved, reimbursement would be taken from the Benevolent Fund.
- **GROUP LEADER CONFERENCES**
 - Group leaders of any recognized groups (i.e., worship team, Christian Education, etc.) may attend one conference per year with the church paying the registration fees.
 - Reimbursement may be taken from “Leadership Training” or “Outreach Training/Resources” budget lines (or any other appropriate budget line) in the General Budget.

PURCHASES AND REIMBURSEMENTS

- **ALL-CHURCH ACTIVITIES EXPENSES**

The church pays for supplies for all functions that include the entire church. Typically, such expenses will be paid from the appropriate line in the General Budget.

- **SMALL-GROUPS/ADULT BIBLE FELLOWSHIPS (ABF) EXPENSES**

We do not reimburse expenses for small-group/ABF activities. Any expenses related to small-group/ABF activities are paid by each small-group/ABF.

- **REIMBURSEMENTS FOR CHURCH-RELATED EXPENSES**

Each department head is responsible for expenses within his/her department and he/she should function within the budgeted amount per the approved annual budget. Any overages must be approved by the Deacon Board.

- **Non-staff reimbursements**

All non-staff requests for reimbursement will be submitted to the Financial Secretary in a timely fashion. Such a request must include a valid receipt(s) for the purchase(s). It is recommended that some note of explanation be included with the receipt(s) to clarify or justify the expense(s). If possible, it can be good for this note to specify the budget line from which the reimbursement should be paid.

- **Staff reimbursements**

All staff requests for reimbursement must be submitted to the Financial Secretary within 60 days of the purchase. Such a request must be submitted using the Staff Reimbursement Form and must include some substantiation of the purchase(s) (most usually by including a valid receipt(s) for the purchase, but other types of substantiation may be accepted).

- **Mileage Reimbursement Rates**

- Pastors and Church Staff: 100% of the allowable IRS reimbursement rate for business mileage, up to the reimbursement cap
- All Other Mileage Reimbursement: 100% of the allowable IRS reimbursement rate for charitable mileage, up to the reimbursement cap
- Alternatively, in lieu of a mileage reimbursement, an individual may be reimbursed for the actual fuel cost for the trip, up to the mileage reimbursement cap. A valid receipt(s) for the fuel cost should be submitted to the Financial Secretary.

- **Reimbursement caps**

Reimbursements for the following items/categories must meet the following caps or be approved by the Deacon Board.

- Meals: \$20/individual/meal
- Gifts/flowers: \$25/individual
- Mileage: \$200/trip

PASTOR EVALUATION FOR RAISES

Each pastor's salary package shall be reviewed annually by the Deacon Board. Any proposed adjustment to the salary package shall be submitted to the Elder Board for approval. After approval by the Elders, the adjusted salary package(s) shall be submitted to the congregation as part of the annual budget.

The intent of the salary package is to provide for the physical needs of each pastor and his family. The salary package will consist of a designated sum of money to be paid in equal payments at a regular interval (i.e., monthly, bi-weekly, etc.) as chosen by the pastor. Each pastor may designate at the beginning of each year how each payment is to be allocated among the following needs:

- Salary
- Housing
- Medical Insurance
- Medical Reimbursement
- Pension

The Deacon Board anticipates that each pastor will carry adequate medical, property, and auto insurance as a physical responsibility of the pastor to the congregation.

Finally, any changes in housing, insurance, or pension during the year should be discussed with the Treasurer and/or Deacon Board to allow proper adjustment of monthly payments. Although changes in allocation of monthly payment may occur, it must be done proactively (not changing past paychecks). The total amount of monthly salary will **not** change.

MISCELLANEOUS FINANCIAL ISSUES

- **CHARITABLE DEDUCTABILITY OF MONETARY GIFTS**

All special offerings and giving projects must be approved as a valid ministry opportunity of Liberty Evangelical Free Church by the appropriate leadership body (usually the Deacon Board) before any monies given will be considered to be a charitable deduction for the donor.

 - In all cases, Liberty Evangelical Free Church retains complete discretion and control of all such gifts. Monies given toward one ministry opportunity can/may be used for another ministry opportunity, at the discretion of the appropriate leadership body.
 - No “pass through” gifts are allowed. Donations will not be accepted that are specifically earmarked for an individual or organization that is not directly affiliated with Liberty Evangelical Free Church.
 - Donations in support of a particular missionary or mission trip that is approved by the appropriate leadership body (usually the Mission Commission via the Deacon Board) may be considered to be a charitable deduction for the donor. When an individual is requesting donations toward his/her mission trip (usually via a letter requesting support), the letter should include the following sentence:
“Contributions are solicited with the understanding that Liberty Evangelical Free Church has complete discretion and control over the use of all donated funds.”

- **CHECK SIGNING PRIVILEGES**

Each January after the Annual Meeting and election of new officers, a copy of the new officers needs to be sent to the banks where our accounts are located (currently, Leighton State Bank and Community 1st Credit Union). The church treasurer (i.e., the head deacon) and all other deacons who are designated as check signers must then get signing privileges at the banks. (Usually the Financial Secretary contacts the banks to set this up.)

- **HIDDEN ACRES CAMP TUITION ASSISTANCE**

The church offers tuition assistance which pays 30% of the registration for each child. If there is a particular need above this, additional assistance may be given (up to full assistance) upon approval by the Camp Representative and/or Student Ministries Pastor.

- **SPECIAL SPEAKER STIPEND/HONORARIUM AND MILEAGE**

- Preach at all services of one morning: \$125
- Preach at services across two days or more: Determined by Deacon Board on case-by-case basis.

Reimbursement currently comes from “Special Guest Speakers” line in the General Budget.

In addition, speakers may be paid mileage or may be reimbursed for the fuel cost for their trip, up to the mileage reimbursement cap. (See “Reimbursements for Church-Related Expenses” above.)

- **FINANCIAL RECORDS**

Jeff Van Maanen (or a suitable substitute) of Pella, Iowa, will check the financial records of Liberty Evangelical Free Church annually—preferably in the month of May.

EQUIPMENT

- **LOANING OR BORROWING EQUIPMENT**

NO equipment items shall be loaned out without consent of the Head Deacon or Church Secretary. The Church Secretary will keep track of items loaned out.

- **SOUND SYSTEM**

- The sound system is **only** to be used:
 - by a Liberty-sponsored group for an acceptable purpose;
 - for an event that the Elders or Deacons have determined is an acceptable outreach to the community; or
 - for an event by a group renting the facility (whose rental has been approved by the Deacon Board).
- The equipment **must** be run by a sound technician from Liberty Evangelical Free Church or an approved substitute.
- Before any sound equipment is removed from the church building on loan, one of the sound technicians must be contacted to make sure the equipment will not be needed during the time that it will be off the church premises.
- As described above (in “Loaning or Borrowing Equipment”), the Church Secretary will keep track of items loaned out.

DONATIONS OF ITEMS

Donations of needed items for the facility and grounds are greatly appreciated and make a significant contribution to the utility of the church. In order for there to be a proper understanding of the gift, its expected use, and any cost that may be incurred to have it set up and maintained, donors are asked to contact the church office before making such a donation. **All donations must be approved for acceptance prior to delivery.**

Upon acceptance of the donated item(s), the item(s) become the property of Liberty Evangelical Free Church and its/their use is subject to the control and discretion of the Elder Board and/or Deacon Board.

POLITICAL ACTIVITY

Because of restrictions for organizations under section 501(c)(3) of the IRS code, Liberty Evangelical Free Church will not allow political activity in behalf of or in opposition to any candidate for public office or any other political campaign.

In particular, Liberty Evangelical Free Church will not:

- Endorse a candidate, or a slate of candidates, directly or indirectly, through a sermon, speech, newsletter, or sample ballot.
- Publish a candidate's statement.
- Publish names of candidates who agree to adhere to certain practices.
- Raise funds for a candidate or provide support to a political party.
- Provide volunteers, mailing lists, publicity, or free use of facilities unless all parties and candidates in the community receive the same services.
- Publish or distribute printed or oral statements about candidates.
- Publish candidate responses to a questionnaire that evidences biases on certain issues.
- Publish responses to an unbiased questionnaire focused on a narrow range of issues.
- Display or distribution of campaign literature on church premises.

POLICY ON BORROWING AND DEBT (adopted 3/1/99)

APPLICATION	SCRIPTURE
All debts from previous projects shall be paid in full before borrowing any additional monies.	Romans 13:7-8 Give everyone what you owe him; if you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honor, then honor. Let no debt remain outstanding except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law.
Any considerations must be bathed in prayer. All considerations must be in conjunction with our Philosophy of Ministry, stated in our constitution.	Jeremiah 29:12-13 Then you will call upon me and come and pray to me, and I will listen to you. You will seek me and find me when you seek me with all your heart. 1 John 5:14 This is the confidence we have in approaching God: that if we ask anything according to His will, he hears us.
Borrowing can, or often reflects discontentment with God's provision. We must not be led into the false assumption that things will be better tomorrow than they are today. Patience is an essential quality for maturity in life. It builds character. Waiting for God to provide funds is one valuable way to perfect patience.	Romans 5:3-4 Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope. James 1:2-4 Consider it pure joy, my brothers, whenever you face trials of many kinds, because you know that the testing of your faith develops perseverance. Perseverance must finish its work so that you may be mature and complete, not lacking anything. Philippians 4:11-12 I am not saying this because I am in need, for I have learned to be content whatever the circumstances. I know what it is to be in need, and I know what it is to have plenty. I have learned the secret of being content in any and every situation, whether well fed or hungry, whether living in plenty or in want. Hebrews 13:5 Keep your lives free from the love of money and be content with what you have, because god has said, "never will I leave you; never will I forsake you."
Borrowing is an enslavement, so we must have a clear insight how debt will be paid back.	Proverbs 3:5-6 Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him and He will make your paths straight. Proverbs 22:7 The rich rule over the poor, and the borrower is servant to the lender. James 4:13-16 Now listen you who say, "Today or tomorrow we will go to this or that city, spend a year there, carry on business and make money." Why, you do not even know what will happen tomorrow. What is your life? You are a mist that appears for a little while and then vanishes. Instead, you ought to say, "if it is the Lord's will, we will live and do this or that." As it is you boast and brag. All such boasting is evil.

BENEVOLENT ASSISTANCE (adopted 5/07, updated 7/11)

What follows is a brief summary of our benevolence policy and how the Deacons of Liberty EFC view their responsibilities.

Any request/need for benevolence assistance can be the result of a variety of reasons. Here is a partial list, though there can be other reasons.

1. Financial difficulties could have been building for some time and have finally reached a critical stage.
2. An unforeseen emergency.
3. Job loss.
4. Major health problems.
5. Difficulty budgeting.

It is our goal to help you meet your need with Christian compassion and a reasonable level of confidentiality. You will be able to meet with the Deacon and/or Elder in charge of benevolence—and even the entire Deacon Board, if you so desire.

A budgeted amount may be placed into the Benevolent Fund on a monthly basis, and a monthly offering is also taken for the Benevolent Fund. As such, depending on the needs that we encounter, we may be limited in what we can do. It is our responsibility to prayerfully, compassionately, and wisely use the resources that other Christians give for this purpose. We want to glorify God with this ministry.

2 Corinthians 8: 1-15 is a passage we would like you to read, as it is foundational in how Christians are to help each other. Every one of us can be hit with an unforeseen situation that may require financial assistance and there is a blessing to be had by both giving and receiving assistance. Take special note of verses 14 & 15.

This is an opportunity for all to grow in our Christian walk with the Lord as we fulfill His commandment to love one another.

A note about giving. 2 Corinthians 8:12 and Luke 6:38 each tell us to give to God cheerfully, and we trust that you have been doing that on a regular basis. God promises to meet our needs if we faithfully give to Him. Please read these two passages.

Our primary focus is to be of assistance to Christians, and specifically members and regular attendees of Liberty EFC. But we also want to show love and mercy to all in need, including non-Christians.

It is our policy, as much as possible, not to give out cash, but to directly pay the party that you are in need of assistance with. This means that we may require the submission to us of appropriate invoices for payment.

For amounts of \$100 or less, approval may be given by two of the following: the Deacon of Benevolence, the Head Deacon, or the Elder of Benevolence. Any request exceeding \$100 requires approval of at least a majority (i.e., four members) of the Deacon Board.

Assistance with gas and food will be given in the form of vouchers or gift cards

MISSIONS TRIPS POLICY (Approved by Elders and Deacons 9/15/97, updated 7/11)

Any Liberty EFC Mission Trip plan is to be approved by the Elder Board.

Upon approval, a Team leader will be appointed by the Elder Board to make tentative plans.

Upon approval of a mission trip, tentative planning needs to be completed and returned to the Elder and Deacon Boards for approval.

MISSION TEAM LEADER RESPONSIBILITIES

- Decide on the number of people needed to make the trip effective with the Mission Objective in mind.
- Determine the cost per individual before commitments are made.
- 100% funding will need to be raised if trip is not planned one (1) year in advance to allow for budget funding.
- Once tentative plans and objectives are established, the final plan is submitted to the Mission Commission under the leadership of the Elders and Deacons for final approval and prayerful blessing.

MANAGING THE TRIP

- Leader is responsible for tracking funds raised by each individual.
- Leader will be responsible for fund shortfall after travel documents are purchased. Thus ALL FUNDING needs to be accounted for to cover the complete trip prior to purchase of any travel documents.
- Each individual is encouraged to raise 100% for his/her funds needed through prayer letters, personal contributions, etc.
- If an individual's support falls short of 80%, that individual runs the risk of being cut from the trip if total team funds fall short. It will be the responsibility of the team leader to make the final decision.
- Support raised by an individual who fails to go, needs to be returned to contributors. The team leader needs to check on the accountability of this member.
- Initial passports, shots/medical check-ups, will not be a part of the budget. Only if extra funds are available after returning and all expenses have been paid will these items be considered. Then these items may be reimbursed equally to members of the team that may request reimbursement.
- Items to be included in team expenses:
 - Travel: airfare, taxi, car rental, bus, tips, lodging
 - Three basic meals a day (snack and goodies will be paid for by the individual).
- Items to be excluded in team expenses (individual responsible for):
 - Snacks, goodies
 - Special clothing
 - Personal items
 - Gifts or souvenirs

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) 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.) 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.

Area	Deposit	Usage Fee
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

- 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.
- 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.)
- 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.**
- 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.
- 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.)
- 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.)
- 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.)
- Use of the offices or nursery is not permitted.
- 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.

- 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.
- 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.
- 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.
- No tables or chairs should be removed from the facility without prior approval of the church secretary and/or deacons.
- 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”.
- 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.
- 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.