

FACILITY USE POLICY

Church & Main Street Fellowship - The Hangar

This Facility Use Policy outlines the terms and conditions under which the facilities of **Church & Main Street Fellowship** may be used by church members and external individuals or groups. It is designed to ensure that the use of church property aligns with the mission of the Church and adheres to our values and legal obligations as delineated in our Constitution and Bylaws and Church Safety Policies.

(1) Definitions:

- **Facility Users:** Any individual or group who utilizes the Church 's facilities, including church members, external groups, and contractors. Facility Users are responsible for adhering to all policies outlined in this document during their use of the facilities.
- **Events:** Any planned activity occurring on the Church property. Events can range from regular worship services and educational classes to special occasions such as weddings, meetings, and community outreach programs.
- **Organizers:** Individuals or groups who coordinate events at the Church. Organizers are responsible for ensuring that all aspects of the event comply with the Facility Use Policy, including safety measures, conduct standards, and logistical arrangements.
- **External Groups:** Non-church entities that request use of the Church 's facilities. External groups must adhere to the same standards as internal users and may be subject to additional scrutiny, such as insurance requirements and adherence to the church's ethical and moral guidelines.
- **Church Property:** Includes all buildings, rooms, spaces, and grounds owned and operated by the Church. This encompasses worship halls, meeting rooms, classrooms, outdoor areas, and any other spaces designated for church activities.
- **Designated Authority:** The Hangar Community Center Director, Illuminate Lead Pastor, and the Board of Directors have been assigned by Church & Main Street Fellowship to oversee and approve the use of church facilities. This authority ensures compliance with the Facility Use Policy and is responsible for the final decision on all matters related to facility use.

(2) Eligibility and Approval:

- **Church-Related Activities:** Priority is given to events and activities that are directly related to church operations and ministries. All church-related activities must be scheduled through the church office and are subject to approval by the Hangar Community Center Director, Illuminate Lead Pastor, or Board of Directors whom have been designated church authority. (Church Representative)
- **External Individuals/Groups:** Use of church facilities by external groups may be permitted if the activities are compatible with the Church's goals, values, and policies and procedures and overall mission. Approval must be obtained from the Church Representative, who will assess the alignment with Church doctrine and community impact.

(3) Safety and Conduct:

- **General Safety:** To ensure a safe environment for all users and attendees, the following safety protocols must be adhered to when using the Church's facilities:
 - **Supervision:** All activities, especially those involving minors or vulnerable groups, must have adequate adult supervision at all times. The ratio of adults to participants should meet or exceed local legal requirements or best practice guidelines.
 - **Equipment and Material Handling:** Users must handle all equipment and materials properly and safely. Only individuals trained or familiar with the operation of any equipment should use it. Equipment must be returned to its designated place after use, and all materials used must be stored properly to prevent accidents or damage.
 - **Fire and Safety Regulations:** Compliance with all local fire and safety regulations is mandatory. This includes maintaining clear exits during use, adherence to maximum occupancy guidelines, and prohibition of any hazardous materials unless previously approved by the Facilities Manager.

- **Emergency Procedures:** All event staff/organizers should be briefed on emergency procedures at the start of the event, including the location of exits and assembly points in case of evacuation.
- **Conduct:** The behavior of all facility users should reflect the high standards expected by the Church and be consistent with its Constitution, Bylaw, Safety Policies, values and ethical standards:
 - **Prohibited Activities:** The use of alcohol, tobacco, or illegal substances is strictly prohibited on church property. Engaging in gambling, violent behavior, or any form of harassment is also forbidden.
 - **Noise Levels:** Facility users must keep noise levels to a respectful minimum to not disturb ongoing church activities or the surrounding community. This includes the use of sound amplification equipment which must be kept at levels agreed upon in advance with the Church Representative.
 - **Respect for Property:** All facility users are expected to treat church property with care and respect. Any decorations or alterations to the space require prior approval from the Church Representative. Areas used must be left clean and organized, with all trash removed, any and all decorations removed, equipment used during the event returned to its proper place, and furniture returned to its original configuration.

(4) Scheduling and Availability:

- **Priority Scheduling:** Church-sponsored activities receive priority over all other events. The calendar for these activities can be requested and may be published in advance. However, the Church maintains the right to schedule events at any time.
- **Booking Procedures:** All requests for facility use must be submitted via the designated Facility Request Form at least 15 days in advance of the event date. The Church Representative will review these requests in light of existing bookings and overall church calendar needs. Approval is based not only on availability but also on compatibility with church values and event purpose.

- **Annual Scheduling for Regular Users:** Entities that use the facilities regularly (more than three times per year) must submit an annual schedule by a specified date each year, typically January 31st. This schedule must be approved by the Church Representative and will be subject to review each year. Approval in one year does not guarantee approval in subsequent years, as church activities and needs may change.
- **Conflict Resolution:** In the event of a scheduling conflict, the Church Representative will work with the affected parties to find a suitable alternative date or venue within the Church's facilities. Priority will be given based on the nature of the event, the number of people affected, and the event's alignment with the church's mission.

(5) Right to Refuse or Cancel Events

- **Policy Compliance and Alignment with Church Standards:** The Church reserves the right to refuse or cancel any event that, upon review, is deemed not to adhere to the Church's Constitution and Bylaws, Safety Policy, values, and/or established ethical standards. This includes, but is not limited to, events that may contradict the Church's doctrinal beliefs, promote unethical behavior, or compromise the safety and well-being of participants.
- **Assessment Process:** The decision to refuse or cancel an event will be based on a thorough assessment by the Church Representative in consultation with the Church leadership. Considerations will include the nature of the event, the history of the organizing group, and potential risks involved.
- **Notification and Transparency:** Organizers will be notified in writing of any decisions to refuse or cancel an event; an explanation for the decision may be provided regarding the specific reasons for such decisions. The Church commits to handling these situations with fairness and transparency, ensuring that decisions are made in the best interest of the church community and its values.

(6) Fees and Contributions:

- The Church may charge a use fee to cover the performance of services or provision of things such as set up and tear down, staff, security, utilities, supplies, cleaning, wear and tear, damage deposits, etc. Such fees will be kept at below market value for the rental of like property. The charge of a use fee does not convert the use of Church facilities into a for--profit commercial transaction.

(7) Insurance and Liability:

- Upon request External Groups must provide proof of liability insurance covering their activities in the church facilities. The Church reserves the right to deny or cancel any use agreement based on the level of risk or the absence of adequate insurance coverage.

(8) Cancellation and Changes:

- The Church reserves the right to cancel any scheduled use due to emergent needs such as, but not limited to funerals or other pastoral activities. Efforts will be made to notify affected parties and reschedule as needed.
 - If the Church Representative determine that a calendared event must be cancelled or stopped, the Church shall refund the money to the user.
 - *Exception:* The Pastor or the Board of Administration, or their designee, may decline to refund money due to a false statement on the application or concealment of a material fact.
- Users must inform the Church Representative at least 48 hours in advance if an event is canceled or postponed to avoid unnecessary preparation and costs.

(9) Responsibilities of Users:

- **Facility Care and Maintenance:** Users are obligated to maintain the cleanliness and order of the facilities during and after use. This includes:
- **Cleanup:** Ensuring that all areas used are cleaned and returned to their original state. Trash should be disposed of properly in the designated receptacles, and any spills or messes cleaned immediately.

- **Furniture and Equipment:** All furniture and equipment must be returned to their original placement unless otherwise instructed. Any church equipment used must be handled with care and stored appropriately after use.
- **Decorations and Alterations:** Any decorations or physical alterations to the space require prior approval from the Facilities Manager. Upon completion of the event, all such materials must be completely removed without leaving damages.
- **Safety Compliance:** Adherence to all safety protocols is mandatory:
 - **Supervision:** Adequate supervision must be provided at all times, especially for events involving minors or vulnerable groups. The designated supervisors are responsible for ensuring that the activities are conducted safely and in accordance with the church's guidelines.
 - **Equipment Safety:** Only individuals who have received proper training or are familiar with the operation of any equipment may use it. Misuse of equipment or failure to return it to the proper place will result in responsibilities for damages.
 - **Emergency Preparedness:** All users must familiarize themselves with the location of first aid kits, fire extinguishers, and emergency exits. Event organizers are responsible for briefing their teams and participants on emergency procedures at the beginning of the event.
- **Behavioral Expectations:** Users must conduct themselves in a manner that upholds the church's values and respects its community:
 - **Prohibited Behaviors:** Engaging in or facilitating behaviors such as the consumption of alcohol, use of tobacco or illegal substances, gambling, violent activities, or any form of harassment is strictly prohibited on church property.
 - **Noise Control:** Sound levels must be kept to a minimum to ensure they do not disrupt other activities within the church or the neighboring

community. All sound amplification must be pre-approved by the Facilities Manager and kept within agreed-upon levels.

- **Reporting Damages:** Any damage to the church property or facilities incurred during the use must be reported immediately to the church office. Users may be held financially responsible for repairs or replacements required due to negligence or misuse of the facilities.

(10)Amendment and Interpretation:

- This policy may be amended or revised by the Illuminate Lead Pastor, or Board of Directors at their discretion to reflect changes in legal requirements, Church operations, or best practices.

Acknowledgment and Signature:

I have read and understood the Church’s Facility Use Policy and agree to comply fully with its terms and conditions during my use of the church facilities.

Signature: _____ Date: _____

For Office Use Only

- Received By: _____
- Date: _____