

Subject: Facility Use		
Effective Date: 1/16/2022	Department: Facilities	

PURPOSE:

To ensure efficient stewardship of church facilities and equipment in accommodating ministry needs.

GENERAL POLICIES:

Purpose Church's facilities were provided by and maintained through God's provision and the sacrificial generosity of church members and attenders. The church desires that its facilities be used for the advancement of the Gospel, the fellowship of the Church, and always to God's glory.

When using the building, remember:

- Our facilities and equipment are a gift from God, and it represents the sacrificial giving of lots of people. Use it as joyfully as needed, but do your best to take care of it!
- One of our Core Values is "Excellence is our ordinary." When you are finished using the building, remember that others will follow who also want to use it to minister to people. Make it a point to leave it better than you found it!

- A. Purpose Church facilities and equipment are available for use by the departments and ministries of Purpose Church, members/regular attenders of Purpose Church, and local ministries/non-profit groups.
- B. Facilities/equipment may not be used for any purpose which contradicts Purpose Church's Statement of Faith as outlined in the Church's Bylaws or Purpose Church's Written Doctrines.
- C. Facility usage must be coordinated with the church calendar and scheduled in advance with Purpose Church Headquarter by completing a Building Request Form. Upon receipt of a completed Building Request Form, a tentative "hold" will be placed. Notification from Purpose Church HQ will follow.
- D. Priority in scheduling will be granted to groups in the following order:
 1. Regular Purpose Church ministry events
 2. Special events hosted by Purpose Church ministries, departments, and programs
 3. Personal use by Purpose Church members/regular attenders, for events that are deemed church-/family-related
 4. Community ministries, non-profits, organizations

- E. Rooms, furnishings, and equipment must be returned to their original layout. It is the responsibility of the person(s) requesting the facility to return rooms to their original layout.
- F. If the building is used on a Friday or Saturday, it is the responsibility of the person(s) request facility usage to clean up after use. Specific info may be found on the "Lockup procedure" document.
- G. No event may be scheduled that conflicts with a regularly scheduled Purpose Church function.
- H. Rooms available for use: Lobby, Auditorium, Flex Rooms. Purpose Kids Rooms and the HQ Kitchen may be available under special circumstances and with prior approval.
- I. Community organizations requesting use must be able to provide a certificate of General Liability Insurance up to \$1 million, upon request.
- K. The repair or replacement cost for any items missing or damaged beyond normal wear and tear will be deducted from the damage deposit. Any damage amount not covered by the deposit will be the responsibility of the party using the facilities.
- L. Purpose Church is not responsible for any injuries caused to anyone while on the property.
- M. Purpose Church is not responsible for any lost, stolen, or damaged property.

Specific considerations:

- A. The following items are not permitted when using Purpose Church's facilities:
 - 1. Alcoholic beverages on church property
 - 2. Smoking inside the building
 - 3. Food or drink around audio/visual equipment, computers, or other technology
 - 4. Taking church equipment off the premises for personal use (includes tables and chairs)
 - 5. Pets are not allowed on the grounds.
 - 6. Moving of stage items/instruments/audio visual equipment without prior consent.
 - 7. Roller-skates, skateboards, or any other equipment which may scratch finished floors.
 - 8. Nails, screws, push pins, metal hooks, damaging tape or adhesive adhered to any walls.
 - 9. Crafting material smaller than 1/4" on carpeted areas (i.e. glitter).

- B. All outside rentals and decorations must be delivered and removed on the day of the event within the allotted time. All items must be set up and taken down by you.
- C. The church will not be responsible for personal property left inside the building. Purpose Church reserves the right to dispose of any item left past the allotted time for the event.
- D. Decoration or signage must be free standing or secured with coated wire, string or painters tape. Nails, screws, push pins, metal hooks, damaging adhesive, etc. are prohibited.
- E. Children must be supervised by an adult during events held in the building. Purpose Kids rooms used for childcare must be requested and approved prior to the event by the Purpose Kids' Director.
- G. If the use of audio/visual systems is requested, an audio/video engineer must be present to operate. For functions that are not related to Purpose Church departments, ministries, or programs, a fee may be required
- H. Doors of rooms not requested or approved for use must remain locked.
- I. Parking or driving on any grassy area is prohibited. Driveways, corridors, and emergency exits cannot be blocked and must be accessible at all times.
- J. Vehicles should be removed by the end of the event and should not be left overnight.
- K. Saturday evening events must be cleaned up, finished, and out of the building by 10:00pm.

GENERAL PROCEDURES:

1. The person(s) or group(s) should complete and submit a Facility Use Request Form no later than one month before the requested date of use. Upon receipt of a completed Facility Use Request Form, a tentative "hold" will be placed. Notification from Purpose Church HQ will follow.
2. If the event is after Purpose Church HQ hours or on weekends, you will need to sign out keys from Purpose Church HQ. HQ hours are Tuesday - Friday 8:30a - 4:30p.
3. All keys are to be returned and signed back in no more than two days after the date of building use. Keys are not to be given away or duplicated under any circumstances.
4. All persons requesting the building will receive and sign a copy of this document before use is granted.

5. When leaving the building, please follow the lock-up procedure as outlined on the Lockup procedure document. This document can be found at www.ourpurpose.church/lockup.
6. Please report any facility/equipment problems or malfunctions to church staff immediately.

Fee/deposits:

- Purpose Church member/regular attender family functions (Showers, birthday parties, etc.):
A \$100/day deposit is required when signing out keys. If all facilities and equipment are returned to their original condition, the total amount of the deposit will be returned when keys are returned.
- Community ministries/non-profits/groups:
A \$100/day fee and a \$100/day deposit is required when signing out keys. If all facilities and equipment are returned to their original condition, the total amount of the deposit will be returned when keys are returned.
- Other fees:
If church personnel are required (custodian, audio engineer, etc.) their fees will be charged as follows: \$20/hour per custodian, \$30/hour per audio/video engineer.