



## **AwakenChurch Facility and Building Use Policies**

The mission of AwakenChurch is to "reconcile this generation to Jesus Christ and empower them to live mature and missional lives."

The vision of AwakenChurch is:

- At AwakenChurch, we envision a faith community that embodies and emulates the life of our Savior and "Life-giver" Jesus Christ.
- At AwakenChurch we envision a worship experience that connects our emerging generation to a revolutionary God through a worship experience that stirs our senses and arouses our souls.
- At AwakenChurch we envision Homegroups where our people model Biblical community. Homegroups where we demonstrate Biblical love, acceptance, forgiveness, fervor, and sacrifice.
- At AwakenChurch we envision every member serving the church according to need and within the scope of how God has uniquely gifted and crafted us.
- At AwakenChurch we envision reaching the world by engaging our local community, mission trips, strategic partnerships, and planting new churches. We believe this will happen when our people take personal leaps of faith and regularly engage in the Gospel.
- At AwakenChurch we envision these dreams becoming a reality as we choose to love, serve, and believe together in a God who desires to accomplish the impossible with and through us.

To fulfill this Christian commitment to serve, following the example of Christ, AwakenChurch will make its facilities available to church and service groups both inside and outside of our congregation. Non-member groups and individuals may use the facility as outlined by the policy in this document. AwakenChurch regards this non-member use as part of the church's service to the community. AwakenChurch reserves the right to consult with the Property Committee as to whether or not a group may use its facilities. Use of church facilities by outside groups on a regular basis must receive the approval of the Elders.

Use of the church facility should be scheduled with the Operations and Finance Coordinator.

This policy will outline who may use the facility, rules for use of the facility, etc. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

Priority to use the building will be:

1. Regularly scheduled services and ministry events. (No charge)
2. Events hosted by AwakenChurch partners and ministries.
3. Religious/Non-profit organizations.
4. Other organizations-must be approved by Elders.

\*Awaken Church reserves the right to approve or deny use of the Awaken Church building to any person or group. Any organization may be denied use of the building, including those organizations whose activities are in conflict with the mission and doctrine of Awaken Church.

## Procedures and Guidelines

1. Scheduling Use of Facilities:
  - a. Potential groups wishing to use church facilities should contact the Operations and Finance Coordinator to request an application. Groups will then review the packet and submit the required paperwork at least 2 weeks prior to the desired event date.
  - b. Member and Non member groups and individuals will be assigned a host/hostess and A/V Specialist for the event if needed. If no host/hostess is needed, cleaning checklist must be completed and documented in Custodial Binder.
  - c. Requests for building use will be approved by pastors and/or elders. Those approved for building use will subsequently need to submit application and required paperwork.
  - a. Responsible adult supervision must be with the group at all times when facilities are in use. Children must be supervised at all times.
  - b. Smoking and non-prescriptive drugs are prohibited on church premises.
  - c. Alcoholic beverages will not be permitted on church grounds.
  - d. Liability insurance (minimum \$1 million) will be required of non-members using the building.
  - e. Please no rice, confetti, or rose-petals inside the building
  - f. Any damage to equipment or facilities is the responsibility of the person booking the facility for the event.
2. Kitchen Use:
  - a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Charges attached)

- b. Every group including catering services is expected to leave the kitchen and its equipment clean and in the location it was found. Host/Hostess may assist in cleanup if applicable.
  - c. Individual member or responsible organization should be responsible for cleaning table clothes, dishes, etc. Dishes, utensils, and glasses should be cleaned and returned to the appropriate storage before leaving the facility after the event.
    - i. Table clothes are to be properly cleaned, pressed, and returned within 1 day. (Members only)
3. Use of Equipment:
- a. Audio/visual equipment owned by AwakenChurch may only be operated by an audio/visual team member from AwakenChurch.
    - i. The use of additional audio/visual equipment, including the availability to use the church computer and/or Projector, will require the use of an audio/visual specialist.
    - ii. For members and non-members, a fee will be incurred for the use of an audio/visual specialist.
    - iii. An audio/visual team member will be assigned by AwakenChurch.
  - b. No furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building, except for official Church functions, without prior notification.
  - c. Non-member groups using the facility may use tables, chairs, etc. as their set-up requires.
4. Fees for Use:
- a. Fees for building usage reflects the cost of operating expenses.
  - b. There is no charge for ministry uses. A fee will be assessed for other events held by member and nonmembers.
  - c. For non-members and organizations, a refundable building damage deposit will be required when facility space is reserved, based on the size and space required for the event. The fee is to be applied against damage, if applicable, but otherwise is returned to the facility user at the end of their occupancy agreement.
  - d. Host/Hostess fee and audio/visual specialist fee will be required as needed.
    - i. Fees are to be paid directly to the host/hostess and A/V specialist.
  - e. Awaken Partners who use the facility are responsible for custodial services under host/hostess supervision.
  - f. Non-partners will be assessed a fee for cleaning services, starting at \$400 for full building usage.
  - g. All fees for use shall be paid in advance to AwakenChurch. Some fees may be waived or reduced at the discretion of Awaken Church pastors.
  - h. Cancellation: If event is cancelled within 2 weeks, a full refund will be given. If event is cancelled within 1 week, a 50% refund will be given.
  - i. Fee schedule for AwakenChurch partners is as follows:

- i. For 8 hours of full building use: \$125
- ii. For 4 hours of full building use: \$65
- iii. For 2 hours of full building use: \$35
- iv. Cleaning fee for use of entire building: \$400
- v. For Multipurpose room: \$15/hr
- vi. For Café/Sanctuary: \$15/hr
- vii. For Children's Rooms: \$15/hr
- viii. Host/Hostess Fee: \$20/hr
- ix. A/V Specialist Fee: \$25/hr
- j. Fee schedule for AwakenChurch non-partners is as follows.
  - i. For 8 hours of full building use: \$250
  - ii. For 4 hours of full building use: \$125
  - iii. For 2 hours of full building use: \$65
  - iv. Cleaning fee for use of entire building: \$400
  - v. For Multipurpose room: \$25/hr
  - vi. For Café/Sanctuary: \$25/hr
  - vii. For Children's Rooms: \$25/hr
  - viii. Host/Hostess Fee: \$20/hr
  - ix. A/V Specialist Fee: \$25/hr