

LifeChange

COMMUNITY CHURCH



Guidelines for Use of Church Facilities

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717 Robertson Blvd
Chowchilla, CA 93610
Phone: (559) 665-2613
Fax: (559) 665-2786
Email: info@LifeChangeCC.com
Website: LifeChangeCC.com

Introduction

The purpose of these guidelines is to provide information and guidance for the utilization of the facilities of LifeChange. Situations not covered in these guidelines shall be referred to the Board of Trustees, which has the authority and responsibility for the use, maintenance, and care of all church facilities. Please take the time to thoroughly read these guidelines.

Purpose Order of Priority

The facilities of LifeChange are available to the community for a variety of charitable, social, civic, and educational events. Priority shall be given to purposes in the following order.

1. LifeChange

Our first priority is to the programs and membership needs of the church. Use of the facilities by LifeChange shall be given the highest priority and takes precedence over all other uses.

2. Charitable

Use by nonprofit charitable organizations providing service to the community has next priority.

3. Educational and Civic

Groups that support educational and other civic interests are welcome and will be given third priority.

4. Special Use

Social activities and private parties shall be given fourth priority.

5. Commercial

No part of the buildings or grounds shall be used for commercial purposes. The church's nonprofit status could be in jeopardy if it rents its facilities to individuals or organizations that charge for profit.

Request Process

Use of church facilities for any purpose must be coordinated with the church office and scheduled on the church calendar. Requests can be made by submitting a Facilities Reservation Request form to the church office. Forms are available in the back of this guide, online, or in the church office. Facilities may not be reserved more than three (3) months in advance (weddings are the exception) without the approval of the Trustees. Requests will not be considered until the proper documentation has been completed and deposit (if required) paid. Requests are not considered approved until they have been acknowledged and accepted by the church office.

Security Deposits

A cash deposit (if required) will be refunded upon proper clean up of facility and inspection by the Facilities Director. Deposits will be returned within two (2) weeks after the user event. Failure to comply with the guidelines or damage to the property will result in forfeiture of the deposit. Deposit amount is \$225.00 for the event and is payable in cash only.

Facility Description

Worship Center

Our main worship center is generally reserved for weddings, funerals, or other worship-oriented events. Capacity is 225.

Faith Hall

Faith Hall has plenty of room for tables and chairs. It is generally reserved for receptions, parties, or any other event where food is served. Capacity is 150 with tables set up.

Kitchen

A full kitchen is adjacent to Faith Hall and includes commercial grade appliances.

Children's Center

The children's center is an auditorium with stage, large projection screen, and state-of-the art lighting and sound. Capacity is seating for 175.

Other Rooms & Resources

The church has other classrooms and resources available by request. Please make it clear on the request form every room you are requesting for your event.

Facility Fees

The fees charged are intended to cover the cost of utilities plus normal wear and tear of the facilities. Member fees take cognizance of the fact that member contributions are helping to maintain the facilities. Members who are not active tithers shall pay Non-Member (or non-active member) fees. All fees must be paid two (2) weeks prior to event. Checks should be made payable to LifeChange Church.

Building	Charitable Educational & Civic	Member Special Use	Non-Member Special Use
Worship Center	N/C	\$60	\$250
Faith Hall	N/C	\$40	\$250
Kitchen	N/C	\$20	\$100
Children's Center	N/C	\$60	\$300
Classroom(s)	N/C	\$10	\$40
Courtyard	N/C	\$10	\$40

Honorarium Fees

Additional fees apply for the services of church representatives and they will be compensated separately for their work at the conclusion of the event.

Service	Suggested Honorarium	
Pastoral	\$150 per event	
Media Technician*	\$15 per hour	(4 hour minimum)
Onsite Coordinator	\$15 per hour	(4 hour minimum)
Custodial	\$15 per hour	(4 hour minimum)

* Our Media Technician is required for use of audiovisual equipment.

Use Policies

General

- All persons using the facilities shall adhere to our policy of no smoking in the buildings and alcoholic beverages, drugs, or gambling are prohibited everywhere on the premises.
- Groups using the facilities (unless otherwise arranged) shall pay for a representative of the church to open the facility, be present during the activity, and close the church. Access is to be arranged through the church office.
- Groups using the facilities are responsible for cleanup and restoring all furniture to its original position. Trash receptacles shall be emptied into the dumpster outside at the conclusion of your activities. Failure to clean up will require a cleaning charge for custodial services. Any damage must be reported to the church office immediately.
- Do not touch the security, fire detectors, or heating and air conditioning thermostats unless you have received separate instructions and authorization to do so. Contact the church office if changes are required.
- The audiovisual equipment must be operated by one of our Media Technicians and they will be compensated separately for their work.
- Nails, staples, tapes, or other fasteners shall not be used on any walls, ceilings, or floors. Any decoration must be approved and shall not be attached in a manner that will leave any damage. They must be removed at the completion of the activity.
- No rice, confetti, or bird seed may be thrown inside or around the church grounds. Only dripless candles or votive cups may be used.
- Groups shall provide appropriate supervision and task direction to minors in its group regarding the proper use of church facilities and shall treat the property with respect, responsibility, and love.
- Groups shall not advertise the event in such a way as to imply endorsement by LifeChange. No activities or advocacy may take place within the buildings or grounds that conflicts with the bylaws and the practices of LifeChange and the denomination.
- LifeChange Church does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of church facilities. Users shall provide sufficient liability insurance coverage to fully protect itself from any liability that may arise and shall assume full liability for injuries occurring to any persons who are on the property as a result of the user's activities. The signatory and or organization agrees to indemnify and hold harmless LifeChange Church, its trustees, and any representatives of the church.

Kitchen

- Kitchen must be left as found.
- Any non-church group must supply it's own paper products, supplies, and food (unless otherwise arranged).
- All kitchen utensils that are used must be washed in hot soapy water and rinsed in a solution of one (1) part Clorox to ten (10) parts water. All utensils must be dried thoroughly and put back in place.
- All trash must be disposed of properly and placed in the dumpster behind the building.
- The kitchen floor must be swept and wet mopped.

Policies Related to Weddings

Wedding services are planned by the couple and the officiating pastor. It is assumed that a pastor of LifeChange Church will officiate. If a couple desires to use another pastor, arrangements must be made through the Lead Pastor. Since weddings are exceptional and considered to be in addition to the pastor's normal duties, it is appropriate to give the officiating pastor an honorarium of no less than \$150 for his or her services.

Policies Related to Funerals

Funeral services are planned by the family and the officiating pastor. It is assumed that a pastor of LifeChange Church will officiate. If a family desires to use another pastor, arrangements must be made through the Lead Pastor. Every effort will be made to find a time that is convenient for both the needs of the family and the church's scheduled programs. Since funerals and memorial services are exceptional and considered to be in addition to the pastor's normal duties, it is appropriate to give the officiating pastor an honorarium of no less than \$150 for his or her services. No one will be denied help due to "inability to pay."

Facilities Reservation Request

Only fully completed forms will be considered for approval. Requests will not be considered until the proper documentation has been completed and deposit (if required) paid. Requests are not considered approved until they have been acknowledged and accepted by the church office.

Person, Group, or Organization Name: _____

Responsible Person (*must be at least 21 years of age and on-site the entire time of the event*): _____

Address: _____

City: _____ State: _____ Zipcode: _____

Phone () _____ Fax () _____

Email Address: _____

Event Purpose: _____

Date(s) Requested: _____

Time of Event: _____ to _____

Setup Time Required: _____

Estimated Number of Attendees: _____

Is this a Recurring Event: Yes No

Will Food or Drink be Consumed: Yes No

Special Needs or Request: _____

Room(s) Requested: Worship Center Children's Center Youth Center
 Faith Hall Kitchen Classroom(s) Courtyard

Setup Instructions or Attach Diagram: _____

Equipment Requested: Audiovisual Equipment* TV/VCR

Tables: _____ Chairs: _____ Overhead Projector

* Media Technician required.

Agreement & Acceptance of Responsibility

User has read and understands the **Guidelines for Use of Church Facilities** and agrees to adhere to the procedural policies and fees outlined therein. User further agrees to be responsible for the proper care of Life Change Church facilities, and agrees to pay any damages caused by or as a result of its use of the facilities.

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User agrees that during its use of the facilities, user will release, discharge, and covenant not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees from any and all liability, claims, demands, losses, or damages arising out of its use of the property. If any member, guest, invitee, or participant of user's event makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees in connection with its use of the property, user will indemnify, defend, and hold the church and its administrators, directors, agents, officers, members, volunteers, and employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

User further represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, user will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under its general liability policy.

Signatory _____ Date _____

Print Name: _____

Title: _____

Office Use Only

Request Received: _____ Approved Denied

Deposit Received: _____ Amount: _____

Fee Received: _____ Amount: _____

Proof of Insurance Received: _____

Copies to: Facilities Director Media Technician Officiating Pastor

Key Checked Out: Date Out: _____ Date In: _____

Inspection Report: _____

Deposit Returned: _____ Amount: _____

LifeChange Activity Facilities Reservation Request

Requests are not considered approved until they have been acknowledged by the office and placed on the church calendar.

Ministry Name: _____

Responsible Person: _____

Phone () _____ Fax () _____

Email Address: _____

Event Purpose: _____

Date(s) Requested: _____

Time of Event: _____ to _____

Setup Time Required: _____

Estimated Number of Attendees: _____

Is this a Recurring Event: Yes No

Will Food or Drink be Consumed: Yes No

Special Needs or Request: _____

Room(s) Requested: Worship Center Children's Center Youth Center
 Faith Hall Kitchen Classroom(s) Courtyard

Setup Instructions or Attach Diagram: _____

Equipment Requested: Audiovisual Equipment TV/VCR

Tables: _____ Chairs: _____ Overhead Projector

Office Use Only

Request Received: _____ Placed on Calendar

Copies to: Facilities Director Media Technician Officiating Pastor

Key Checked Out: Date Out: _____ Date In: _____

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