

HARVEST COMUNITY CHURCH

BUILDING AND EQUIPMENT USE POLICY

I. Purpose of our Church Property

The core focus of Harvest Community Church (HCC) is “To welcome and care for wounded and hurting people where they are in their journey, so that they find purpose and joy in a relationship with Jesus Christ.”

HCC will make its facilities available to ministry groups, Christian groups, and individuals both inside and outside of our congregation who wish to help us in fulfilling our core focus. Guest and outside groups may use the facilities as outlined below. HCC regards this guest use as part of the church’s outreach to the community. The HCC Coordinator reserves the right to consult with the Elders as to whether a group may use its facilities. Use of church facilities by an outside group on a regular basis must receive the approval of the Elders. The fees charged are not for profit but to keep the facilities in good order and for the reimbursement of our personnel for their time.

II. Definitions

- a **HCC Coordinator:** Can be the Administrative Director, Associate Pastor, or the Events Coordinator.
- b **Administrative Assistant:** Church office manager or equivalent
- c **Member:** A recognized member of HCC in good standing.
- d **Regular Attender:** Recognized as one who attends HCC on a regular basis (2 out of 4 Sundays a month) but has not yet become a member.
- e **Guest:** a person not associated with HCC; also a person who is a relative or friend of a member or regular attender but does not qualify as either one.
- f **HCC ministry group:** Recognized by the elders of HCC as a ministry of HCC
- g **HCC sponsored group:** Not a ministry of HCC directly but endorsed by the elders.
- h **Outside group:** All other organizations and groups.

III. Building Use Policy

- a Use of the church facility should always be scheduled by the administrative assistant with the approval of the HCC Coordinator.
- b This policy will outline who may use the facility, rules for use of the facility and fees and deposits for building use.
- c **Priority Section: Who may use the Church. (in order of priority)**
 - a. HCC ministry groups using the facilities as part of their ministry. *Some example would be the Elders, Deacons, Trustees, Staff, Leadership Team, HCC small groups, HCC Bible Studies, HCC committees. No charge.*
 - b. Mission trip fundraising may reserve church facilities per the approval process found in the “Mission Trips – Sponsoring and Fundraising” policy. **No charge.**
 - c. HCC Sponsored Groups that come as invited guests. **No charge.**
 - d. A member for ministry purposes and approved by the elders. **No charge**
 - e. A regular attender for ministry purposes and approved by the elders. **No charge**
 - f. Members for personal use (graduations, birthdays, weddings, etc.) **Charges**
 - g. Regular attender for personal use. **Charges**
 - h. Guest for personal use. **Charges**

- i. Outside groups. **Charge.** (Service, civic, and charitable organizations such as City, elections, or blood banks, etc. will be considered for use without charge for short-term use only. (must be approved by the elders)
- j Charges may include the following: a facilities usage fee, a janitorial service fee, a technician fee and/or a host/hostess fee. Which fees will apply will be determined by the HCC Coordinator at the time of contract. (See Fees & Charges attached.)
- k Who may not use the Church:
 - i. Political groups
 - ii. Groups operating for commercial gain
 - iii. Organizations whose activities conflict with the mission and doctrine of HCC

IV. Rights of the Church and Responsibilities of the User

- a. HCC reserves the rights listed below.
 - 1) To deny the application for the use of church facilities by any individual or group without stating the reasons.
 - 2) To cancel any approved application due to an unexpected church need at any time without liability.
 - 3) To terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the church.
 - 4) To cancel the rental agreement and make a refund without interest in case of cancellation by the church due to harsh weather conditions (e.g. snowstorms), building maintenance problems, or civil requirements.
 - 5) To make alterations to the building use policy, procedures, rules, and regulations at any time without prior notice.
- b The Church assumes no responsibility for lost, stolen, or destroyed items, nor will the Church be liable for any user's injury or property damage at all times in any part of the building.
- c Users should be held fully responsible for any injury, damage or loss of the church property caused by intentional or negligent conduct on the part of any persons using the church facilities.
- d Users are responsible for indemnifying the church in a maximum amount of \$2,000 against any loss, liability or claim resulting from use of facility by those engaged in the activity of the user.

V. Procedures and Guidelines for Scheduling Facilities and Equipment

- a Potential groups wishing to use church facilities should contact the church administrative assistant (440) 942-8420 Tuesday through Friday 9am – 2pm or email DianaR@harvestchurchohio.org for a building use packet. (Packet materials are also available online.) Review the packet and submit the **Building Use Application Form**.
- b Those wishing to use church facilities for church-related functions must make reservation with the church office at least three weeks in advance for ongoing recurring ministry/events or at least two weeks in advance for a one-time event/activity
- c Scheduled meetings of HCC will take precedence over all other requests.
- d Use of the church facilities is scheduled on a first-come, first-serve basis. In case of a scheduling conflict, the priority of use will be in accordance with the priority section

- e Guests, regular attenders, HCC sponsored groups, and outside groups will be assigned and charged for a host/hostess for the event.
- f HCC Ministry groups and members must provide their own host/hostess who is responsible for the building use requirements. The name of the person must be listed on the application.
- g HCC Ministry groups and members who do not have a key will need a host/ hostess to unlock, lock and set the alarm. (Compensation is at their discretion.)
- h The HCC Coordinator will approve requests for building use. Guests, Regular attenders, HCC sponsored groups and outside groups will need to submit the Building Use Contract and Hold Harmless Agreement and the declaration of policy page from their insurance policy when fees are paid.
- i Liability insurance (minimum \$300,000) will be required of Guests and Outside groups. See your home insurance company for details. A certificate of insurance will need to be provided to the administrative assistant before the date of event.
- j Scheduled events will usually take priority over non-scheduled events. However, use of the church facilities for church emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations.
- k Facilities may not be confirmed more than 30 days in advance, except for weddings.
- l All parties must immediately notify the administrative assistant or the HCC Coordinator of cancellation prior to the date of use, so that the church has sufficient time to re-allocate the booking to the other parties who are on the waiting list.
- m Access to church offices, equipment rooms, and supply rooms are not permitted unless approved by the HCC Coordinator.

VI. Use of Building

- a Use of the facilities must be within an 8:00am to 11:00pm time frame unless an exception is granted by HCC Coordinator.
- b Food drinks and guns are not allowed in the worship center without the HCC Coordinator's approval.
- c Thermostats can be adjusted from their current settings but must be returned to their original settings.
- d All minor children and your must be supervised by a responsible adult.
- e No roller-skating, roller-blading, throwing balls or skateboarding is allowed inside the facilities.
- f No pets (except guide dogs) will be allowed in the church unless approved in advance by the HCC Coordinator.
- g Smoking is prohibited in any of the church building. Smoking is permitted outside the side or back door. Illegal drugs are prohibited on any of the church property.
- h Alcoholic beverages will not be permitted on church property.
- i All decorations must be appropriate to a church setting, must not damage the walls (such as tape damage),
- j No candles, glitter, nails, tape, smoke machines or other articles that could stain or damage the carpet are allowed. No drinks with red dye allowed.
- k All decorations must be removed at the end of the event.
- l Illegal parking on streets is subject to ticketing, towing, damage or forcible removal at the owner's risk and expenses.
- m Maximum number of participants cannot exceed 300 people.

VII. Kitchen Use

- a In case of breakage or damage to kitchen materials or equipment, 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 place where it was found.
- c All guests, outside groups, members and regular attenders using the church for personal use are responsible for their own table clothes, dishes, utensils, glasses and food items.
- d The food and coffee stored in the kitchen are not available for any non-church sanctioned event.
- e The HCC Coordinator, the assigned Host or their listed designee must inspect the kitchen and facilities following use for cleanliness and damage, and for the release of deposit funds to be returned. The following must be completed:
 - i. Dispose of trash at the end of the event, in bags provided, and place them in the trash receptacles behind the building.
 - ii. Remove all food, beverages, and condiments from the event from the building including the refrigerator or freezer after the event unless given permission to leave them by the HCC Coordinator or host.
 - iii. Return all items used from the kitchen to their proper place, cleaned and ready to use for the next group. Do not leave out anything to dry. Dry it and return to its place of storage.
 - iv. Clean up all countertops, sinks and other surfaces.

VIII. Use of Audio-Visual Equipment

- a Any use of audio-visual equipment in the Worship Center requires the hiring of a member of the audio-visual team from HCC. The audio-visual equipment will only be operated by a member of the audio-visual team. (See Fees & Charges attached)
- b The mobile audio-visual equipment may be used without a member of the audiovisual team as long as they receive training from HCC.
- c The use of additional audio-visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. For members, regular attenders, guests, and outside groups a fee will be charged for the use of an audio technician. (See Fees & Charges attached)
- d 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 approval of the Church Custodian and HCC Coordinator.
- e All individuals and groups may use the tables, chairs, and lecterns as needed.
- f If music is to be played at the event, only Christian music is allowed unless approved by the HCC Coordinator. In no case will any music be allowed that contains inappropriate lyrics or violates the beliefs and doctrines of the church.

IX. Fees:

- a For guests and outside groups a refundable \$500 building **damage deposit** will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user within two weeks of the end of their occupancy agreement.
 - b Members and regular attenders using church for personal events (such as parities, etc.) will deposit a \$50, fee is to be applied against damage if applicable but otherwise returned to the facility user within two weeks of the end of their occupancy agreement.
 - c Guest and Outside groups will have an additional nonrefundable **Usage fee** to defray cost of building maintenance and operation as follows:
 - i. \$400 for the use of the Worship Center*
 - ii. \$300 for the use of the Welcome Center
 - iii. \$300 for use of Harvest Kids area.
 - iv. \$50 for use of the Pavilion
- *Use of the Worship Center must have the permission of the HCC Coordinator.
- d Guest, members, regular attenders, HCC sponsored groups and outside groups must pay a **Host/Hostess fee**. (Fee paid directly to host/hostess.) The Host/Hostess's responsibility is to oversee that this building policy is followed, the lights are off, doors locked, and alarm set before leaving. The fee is \$15 per hour or per partial hour. The fee is paid directly to them.
 - e Members may provide their own host/hostess with the approval of the HCC Coordinator for no fee.
 - f **Audio-visual technician fee:** All individuals and non-sponsored groups who have a need for the sound system will be required to pay for the technician's time as follows. Be sure to arrange seven days ahead of time through the church office. All fees are to be paid directly to technician
 - i. Worship Center Equipment Rental fee: \$50 an hour for first two hours, then \$25 an hour thereafter unless it's a Wedding Package.
 - ii. A Wedding Package will include a technician for the rehearsal and the ceremony for a flat rate of \$75.00.
 - iii. Activity Center Equipment Rental fee: Microphone and Speaker set-up, \$25 flat rate.
 - g If a HCC ministry group or a HCC sponsored group wants a technician for their event (e.g. a retreat,) the rate will be \$15 an hour on campus and \$25 an hour off campus. (For Welcome Center mic and speaker, a designated person can learn how to set it up from the worship leader or technician before the event and avoid the cost.)
 - h **\$50 late notification penalty.**
 - i **Janitorial Fee:** Guests, Members and Regular attenders will incur this fee for personal use events. Be sure to arrange seven days ahead of time through the church office. Fee paid directly to Custodian. Members can request the option of set-up, tear down and cleaning themselves upon request.
 - i. Worship Center: \$50 to clean
 - ii. Activity Center: For set-up, tear down, and cleaning
 - 1. \$75 setup fee for ten tables or more
 - 2. \$50 for under 10 tables
 - iii. Harvest Kids Area: \$50 to clean
 - iv. Kitchen must be cleaned, and all items used put away clean. \$25 penalty if not done.

j Fees will be refunded if the facilities are not available or if reservation is cancelled twenty-four (24) hours prior to scheduled usage.

- o **All fees for use shall be paid in advance (unless otherwise noted) for building use to: Harvest Bible Chapel, Cleveland Northeast. (Official legal name.)**
- o **Any further questions should be directed to the HCC Coordinator.**

Last updated 7/14/2020