



## **FACILITY USE POLICY**

The following are general building guidelines and procedures for ESBC and are expected to be followed by all members, regular attendees and guests of the building. ESBC makes its facilities available to individuals and groups in the community whose activities are consistent with the church's mission.

### **ESBC desires:**

- > That the church facility be used for the glory of God.
- > To see the building used to reach our community for Christ.
- > That all church events take priority over other renters.

The following policies and procedures have been created to meet these desires. ESBC's Building Usage Committee reserves the right to make exceptions to and/or changes to this policy when it is deemed necessary for the protection and well-being of ESBC.

*ESBC reserves the right to refuse the use of its facility to anyone.*

Facilities are not available to "for profit" organizations or political functions.

### **General Guidelines for Facility Use**

The following general guidelines for facility usage are expected to be followed by all members, regular attendees and guests of the building.

1. Requesting Use: A Request for Facility Use form must be filled out by anyone wanting to use ESBC facilities.
  - a. Request for facility use should be made no less than 30 days in advance. Exceptions will be determined by the Facility Use Committee.
  - b. Once a request is approved and the required deposits are paid, the date and function will be placed on the church calendar.
2. Adequate Supervision: All groups must have a responsible adult as supervisor of their event. The supervisor is responsible for making sure each guest is abiding by building guidelines.
  - a. Children in attendance must be under the control of their parents at all times and are not permitted to roam freely on the church property.
3. Pulpit Use – ESBC's Senior Pastor must approve officiants and others who will be taking the pulpit.

4. Specific Area Use: Events are limited to space requested and assigned. They cannot overflow into other rooms or areas without prior permission.
5. Child Care: If nursery or preschool rooms are needed, they need to be requested on the Request for Facility Use form. Paid church workers must be used to supervise children in that area (see Fee Schedule).
6. Food and Beverages: Food and beverages are only permitted in Fellowship Café and lobby.
7. Smoking: No smoking is allowed in any part of church facilities.
8. Alcohol policy: No alcoholic beverages or illegal substances are permitted in the buildings or on the grounds of the church.
9. Language: No inappropriate language is allowed
10. Animals: No animals are allowed inside any of the ESBC buildings with the exception of service animals.
11. Audio/Visual: The Audiovisual system is not part of the rental. To use this equipment you must pay the fees as outlined on the fee schedule. Only trained ESBC personnel can operate the equipment.
12. Decorations: No tape, tacks, staples, nails or screws are allowed for use on walls, floors, woodwork, or ceilings.
  - a. Duct tape is not allowed for use on walls or on the floor.
  - b. No glue, paint or glitter are allowed.
  - c. No rice, bird seed or confetti are allowed inside the building, or outside on the premises.
13. Furniture and Equipment: If furniture or equipment is to be moved, it must be coordinated with the Facility Manager and returned to its original place after the event.
14. Security of Building: For non-church events, unlocking and locking the facility will be the responsibility of the Facility Manager. The facility should not be left unlocked without someone present in the building.
15. Kitchen Use:
  - a. If supplies including utensils, pans, or silverware are used, users are responsible for washing all kitchenware and putting them back in appropriate labeled places.

- b. Users must supply their own disposable items (such as cups, plates, forks, napkins, etc.)
  - c. All leftover food must be removed following building use.
  - d. All tables and countertops must be cleaned off and sanitized following use.
16. Candles: Only battery candles or candles in glass containers can be used in the facilities.
17. Emergency Exits. Exits must remain clear and unobstructed at all times.

**Indemnity and Insurance**

The user must present a copy of insurance coverage, which will cover any injury/injuries which may occur while on church property and agree to waive any litigation against the church for an injury/injuries which might occur while on church property. There are 1 day policies that would cover these events. *See the attached Building Protection Policy.*

**Warranties**

User understands that no promises are made otherwise than what is contained in this agreement, that no warranties have been made that the facility will be adequate for User's planned use. User has inspected the facility to be used and has independently determined that it is suitable and safe for their particular purpose.

**I have read and understand this statement and agree to abide by all these policies.**

\_\_\_\_\_  
NAME OF GROUP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME



## **BUILDING PROTECTION**

Significant amounts of time and financial resources have been invested in the building and maintenance of the ESBC facilities by generous contributions from its members and attenders. This facility is a tool to be used to make an eternal impact in the lives of people in our community by helping them come to know Jesus Christ. It is our desire to protect our facilities against loss or misuse through risk management.

### **All users must read and agree to the following terms:**

#### **1. Indemnity Clause**

User agrees to save, indemnify, and keep harmless East Side Baptist Church against any and all liability, claims, judgments, or against demands arising from injuries or death (User's employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken, or out of the operations conducted by User, save and except claims or litigation arising through the sole negligence or sole willful misconduct of Owner. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by the law.

**2. Liability and Property Damage Insurance** are required for Users who are using ESBC Facilities for an event of 50 people or more. For events of less than 50 people, Users may EITHER carry both Liability and Property Damage Insurance for the date(s) of use OR sign the attached ESBC Waiver of Insurance form.

#### Liability Insurance

User at its sole cost and expense shall maintain during the date(s) of use public liability insurance insuring against all liability of user, owner, and their authorized representatives arising out of and in connection with user's use of the facility, with a single liability limit of \$500,000.

#### Property Damage Insurance

User at its sole cost and expense shall maintain during the dates of use property damage limits covering the facility to be used of not less than \$500,000.

\_\_\_\_\_  
NAME OF GROUP

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME



## WAIVER OF INSURANCE

\_\_\_\_\_ (Group name) shall indemnify, defend and hold harmless East Side Baptist Church of Springfield, Oregon and its respective officers, employees, agents and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages and expenses (including reasonable attorney fees and costs) arising out of or in connection with any allegations brought against East Side Baptist Church and its respective officers, directors, employees, agents from any cost or expense (including reasonable attorney's fees) arising out of the use of the premises or property of East Side Baptist Church by the undersigned.

\_\_\_\_\_  
SIGNATURE OF GROUP REPRESENTATIVE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINTED NAME OF REPRESENTATIVE



## FACILITY USAGE FEE SCHEDULE

EFFECTIVE JUNE 2013

It is neither the intent nor purpose of ESBC to realize a profit when allowing the use of the church facilities. However, there are certain expenses and costs that are incurred (such as security, heating/cooling, electricity, water, gas, and the general maintenance of the building) which justify a fee.

Listed below is a fee schedule for the use of various areas of the building.

<b>ROOM RESERVED</b>	<b>Member Fee 50 people or less</b>	<b>Member Fee More than 50 people</b>	<b>**Non- member Fee 50 people or less</b>	<b>**Non-member Fee More than 50 people</b>
<b>Main Auditorium With Lobby*</b>	\$100.00	\$200.00	\$200.00	\$400.00
<b>Lobby Only*</b>	\$50.00	\$75.00	\$100.00	\$150.00
<b>Fellowship Café With Kitchen*</b>	\$50.00	\$100.00	\$100.00	\$200.00
<b>Large Classroom* (Elevate or Youth)</b>	\$25.00	\$50.00	\$100.00	\$150.00
<b>Small Classroom*</b>	Free	Not Available	\$50.00	Not Available
<b>Nursery Facilities Per Room*</b>	\$25.00	\$50.00	\$100.00	\$150.00

\* Fee is for one time use up to 4 hours.

\*\* A Security Deposit of \$200.00 is required for all rentals by non-members. This is in addition to the rental fees and will be refunded after the event unless there is damage to the facility.

Listed below is a fee schedule for church personnel to be paid by the renter to ESBC.

<b>Position</b>	<b>Hourly Rate</b>	<b>Minimum Time</b>
Sr. Pastor	\$100	2 hour minimum
Music Director	\$75	2 hour minimum
Audio, Video, Light Technician	\$50 per technician	2 hour minimum
Custodial	\$25 per custodian	2 hour minimum
Set-up Staff	\$25 per crew member	2 hour minimum
Wedding Coordinator	\$200 per event	N/A

Wedding and Funeral rental fees will be waived for ESBC members. A \$50.00 cleaning deposit for each room must be paid prior to usage. Fee may be refunded if cleaning is completed satisfactorily after the event.



## **FACILITY USE REQUEST FORM**

All requests must be submitted to the ESBC Facilities Manager at least **30 days** in advance of the day of your event.

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Email address:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_

**Times Requested:** \_\_\_\_\_

**Are you a member of ESBC?** \_\_\_\_\_ **Yes** \_\_\_\_\_ **No**

**Event Type:** \_\_\_\_\_ **Approx. size of group** \_\_\_\_\_

**Facilities needed:**

\_\_\_\_\_ Worship Center

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Worship Center Lobby

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Elevate Room

\_\_\_\_\_ Youth Room

\_\_\_\_\_ Nursery Rooms

\_\_\_\_\_ Conference Room

\_\_\_\_\_ Sunday School Room

**Technology Needs:**

\_\_\_\_\_ Audio

\_\_\_\_\_ Projector

\_\_\_\_\_ Lights

**Equipment & Furniture Needed:**

\_\_\_\_\_

***Final authority for the facilities use decisions is the ESBC Facilities Use Committee. Any request for use of the facilities or the property of ESBC may be referred to the ESBC Facility Manager. Decisions regarding requests to use the facilities of ESBC by the ESBC Facilities Use Committee are final.***

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

APPROVED

DENIED BY FACILITY USE COMMITTEE

DATE: \_\_\_\_\_



## **AFTER EVENT CHECKLIST**

- Collect all garbage in bags and place in trash enclosure outside.
  
- Sweep and mop floors
  
- Return everything to its proper place, so as to leave the facility as it was when you arrived.
  
- Make sure all lights and appliances are turned off.
  
- Remove all food and decorations.
  
- Make sure all windows are closed and locked.
  
- Check outside for any trash or cigarette butts left in the parking lot, the sidewalks, or other external areas.
  
- Check out with the Facility Manager.





## LOANING OF EQUIPMENT

Some equipment is available on loan to ESBC members **only**. The member must fill out the following form and check equipment out with the Facility Manager and return at designated time. The member is expected to repair or replace any equipment if it becomes damaged or lost.

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### EQUIPMENT LOAN FORM

- |                        |                       |
|------------------------|-----------------------|
| _____ 8 Ft. tables     | _____ Stainless bowls |
| _____ Folding Chairs   | _____ Large           |
| _____ Beverage Servers | _____ Small           |
| _____ Glass            | _____ Stock pots      |
| _____ Acrylic          | _____ Baking pans     |
| _____ Airpots          | _____ Baking sheets   |
| _____ Punch bowl       | _____ Other           |

Date of check out \_\_\_\_\_

Return due date \_\_\_\_\_

Member signature \_\_\_\_\_

Facility Manager signature \_\_\_\_\_