

*The Gathering
meeting at
The North Corvallis Ministry Center*



*FACILITIES USE
POLICIES & FORMS*

PACKAGE

Included:

- *Application for Use of Church Facilities*
- *Worksheet for Assessing Facility-Use Fees*
- *Hold Harmless Agreement*
- *Key-Deposit Policy*
- *Facility Use Policy—Nonchurch (Policies and Regulations Regarding Use of Church Facilities by Nonchurch Groups)*
- *Wedding Policy (member/non-member)*
- *Funeral/Memorial Policy (member/non-member)*

Application for Use of Facilities at North Corvallis Ministry Center: [NCCMC is a tobacco free campus! No smoking or use of any tobacco products or alcohol is permitted!]

Name of Group: _____

Date of Application: _____

Single Event Description of event: _____

Recurring use of specific rooms/areas for regularly scheduled program

Co-use of most/all church facilities (with terms to be determined)

Times Facilities Required: From: _____ a.m./p.m. To: _____ a.m./p.m.

(Circle) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Specific Date(s) Required: _____

Contact Person: _____ Phone #: _____

If there is a member of The Gathering Church who is also a member or associate of the applying group and who will accept responsibility for directing the proper use for the facilities, please note:

Church Member: _____ Phone #: _____

Is childcare requested during the event(s)? Yes No

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against The Gathering Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless The Gathering Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guest, employees, and agents pursuant to this application. Further, the user group will provide a certificate of liability insurance in favor of The Gathering Church in the amount of at least \$100,000.

We have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities by Nonchurch Groups."*

Printed Name and Signature of Applicant: _____

Address: _____ Phone #: _____

FOR OFFICE USE ONLY

Approved: Yes No Date of Approval: _____

Rooms/areas to be used: _____

Donations/Fees Paid \$ _____ Receipt No.: _____

Note: Copy to be given to applicant after approval. Original application to be retained in the church files.-----*The term "non-church group" refers to any group not sponsored by or related to The Gathering Church

Worksheet for Assessing Facility-Use Fees

- "Single event" is one event a year.
- "Recurring use" is for specific rooms/areas more than once a year for regularly scheduled programs or activities.

	<u>Single Event</u>	<u>Recurring Use</u>
<input type="checkbox"/> Sanctuary/Fellowship Hall	\$200	\$200
<input type="checkbox"/> Outside Patio	\$150	\$100
<input type="checkbox"/> Custodial Fee (required)	\$65	\$65
<input type="checkbox"/> Sound Technician (optional)	\$50	\$50
<input type="checkbox"/> Kitchen	\$75	\$50
<input type="checkbox"/> Nursery	\$35	\$25
<input type="checkbox"/> Library/Meeting Room	\$35	\$25
<input type="checkbox"/> Celebrate Recovery Room	\$35	\$25
<input type="checkbox"/> Classroom 1	\$35	\$25
<input type="checkbox"/> Classroom 2	\$35	\$25
<input type="checkbox"/> Classroom 3	\$35	\$25
<input type="checkbox"/> Nursery	\$35	\$25
<input type="checkbox"/> BBQ Grill	\$35	\$25
<input type="checkbox"/> Facility Coordinator or Representative of The Leadership Team (required)	\$100	
<input type="checkbox"/>		
TOTAL	\$	\$

Signature of The Gathering Property Committee Chairman/Facility Coordinator

Date _____

PERSON RESPONSIBLE FOR FEES: _____

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of *The Gathering Church* (located at The North Corvallis Ministry Center) at 5050 NE Elliott Circle, Corvallis, Oregon do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this _____ day of _____, 20__

Signed _____

On behalf of (organization): _____



the
gathering

*"Wherever two or more
are gathered..."*

Key-Deposit Policy

All nonchurch groups or individuals who are issued a key for use of facilities at The North Corvallis Ministry Center are required to provide a key deposit. Deposits must be paid not less than two days before use of the facilities shall begin.

A deposit of \$40 per key must be made. When keys are returned, all deposits will be refunded.

Key(s) accepted by: _____
(name and signature)

Date: _____

Signature of Facility Coordinator/Pastor/Leadership Team Member:

Number of keys issued (circle) 1 2 3 other _____



Deposit refunded by: _____

Date: _____

Facility Use Policy—Nonchurch Groups

Policies and Regulations Regarding Use of Church Facilities by Nonchurch Groups

POLICIES

The Gathering Church recognizes that providing its physical facilities in support of other compatible Christian organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. The intent of this statement is to establish consistent requirements for nonchurch group use of our church facilities.

All nonchurch groups (any group not sponsored by or related to *The Gathering Church*) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church. Further, all key deposits, fees, etc., must be paid not less than two days before use of the facilities shall begin. An exception to this timeline is use of the facilities on a recurring, for which payment of fees is due on the 1st of each month. Payment of fees or donations for use of our facilities may be paid in cash or by check. If a check is used, it shall be made out to *The Gathering Church*. Renewal of permission to use stated church facilities depends, in part, on satisfactory compliance with requirements during the previous period of use. Groups that use the facilities on a year-round basis must renew their application each January 1st.

The Leadership Team of the Congregation of *The Gathering Church* reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (*which shall always have priority*), and church relationships with governmental regulations.

Requests for use of the facilities and/or equipment are to be processed through the Pastor or Facility Coordinator. Requests will be honored on a first-come, first-serve basis as recorded on the church calendar. Reservations will be held for seven (7) calendar days, at which time any fees due must be paid. If the fees are not paid within seven (7) days, the reservation is not considered firm and may be superseded. Regularly scheduled activities of *The Gathering* have priority over all other requests.

TERMS

The terms “single event” and “recurring use” are used throughout this policy package. “*Single event*” is defined as one event a year. “*Recurring use*” is defined as use of specific rooms/areas more than once a year for regularly scheduled programs or activities.

REGULATIONS (updated on June 2, 2013)

1. **All persons and groups** desiring use of the church facilities and/or equipment for purposes that are not church related must sign an agreement with *The Gathering Church*. The agreement

acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.

2. The using group must be an organization whose purposes and activities contribute to the welfare of the congregation. Further, the using group's practices and beliefs must be compatible with the practices and beliefs of *The Gathering Church*.

3. The objectives of the using group and the activities conducted on church property must not be in conflict with the mission of this church.

4. Unless specific exception to this rule has been granted in writing by the governing body of the church, outside groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property, except to defray:

- a) Church usage fees
- b) Instructional expenses for materials and leadership
- c) Organizational dues or assessments to meet group operating expenses.

5. Alcoholic beverages, liquors, or other non-physician-prescribed drugs will not be permitted on church property at any time.

6. Smoking WILL NOT be permitted on church property.

7. Decorations used must be flameproof and shall not be attached to fixed portions of the facilities without specific approval in writing. The sanctuary/fellowship hall may not be permanently decorated using any signs, symbols, etc., except as specifically approved by the Leadership Team of The Gathering Church. However, floral arrangements may be used. Decorations must not damage the facilities or furnishings in any way. **No bird seed, glitter or rice may be used inside or outside of facility for throwing at a wedding or other celebratory events, and absolutely NO RED PUNCH OR DRINKS THAT MAY IRREVOCABLY STAIN THE CARPET may be served.** The user group must remove all decorations when finished using the facilities.

8. Candles are not permitted unless for ceremonial use. If used, lit candles must be "dripless" and must not be placed on the keyboard or sound system. Lit candles must be placed on a plate or in a holder.

9. Building use hours are 6:30 a.m. to 10 p.m.. Evening events will be concluded and the building closed by 10 p.m., unless special arrangements have been made.

10. User groups will be responsible for leaving the facilities in a condition that is comfortable for the next using group. For example, all furniture and equipment must be returned in its customary position, the kitchen left in clean condition, dishes washed and put away, floors swept, waste baskets emptied into the outside trash bin, etc.

11. The using group shall be held responsible for all loss or damage to church property during periods when they are using the facilities.

12. No facilities, equipment, furniture, or kitchen items shall be added, modified, loaned out, moved, or removed from NCMC. **(****For "members only" we have reserved "three (3) eight foot wooden tables and twenty (20) blue metal folding chairs" for the purpose of borrowing. All**

items borrowed must be reserved and returned in a timely manner. No round tables or padded chairs will be removed from the NCMC campus.)

13. At no time shall equipment or facilities other than those covered by prior approval be used.
14. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
15. The communion table may not be used for any purpose other than its primary symbolic function.
16. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision.
17. Use of the sound system and keyboard is permitted only under the supervision of persons authorized by the Gathering Leadership Team. If a group has a long-term agreement for use of the church facilities, arrangements may be made for training select individuals. Only after proper training and certification by letter will select individuals be authorized to operate the sound system and keyboard.
18. At the inception of the use of facilities, a key deposit of \$40 will be paid per key. When a group terminates use of the facilities and all keys are returned, all deposits paid for keys will be returned. If the user group fails to return keys, the deposit shall be kept and transferred into the church general funds.
19. User groups with a long-term use agreement will be given training by the Gathering Leadership Team on how to properly open, close and secure the facilities. Also, after training, long-term users will be given access codes for the alarm system should any codes be applicable.

FEES

All persons/groups approved for use of church facilities are required to pay applicable fees, as stated in this policy package. Any discount or waiver granted represents an assumption of these fees by The Gathering in support of the activities of the user groups.

The church facility is available at “no charge to members” for funerals and family celebrations, such as anniversaries. However, a REFUNDABLE cleaning deposit of \$200 will be charged when reserving the facility. In addition, there will be a NON-REFUNDABLE custodial fee, Facility Coordinator Fee and sound technician fee (sound technician if applicable) for all user groups without exception. Requests for such usage should be made following reservation procedures, as stated in this policy document. Also, as a community service, the church facility is available to non-members for funerals at a reduced rate. For funerals, non-members will be charged fees listed under "recurring use" on the "Worksheet for Assessing Facility-Use Fees."

All fees are for usage up to six (6) hours. After 6 hours, an additional fee of \$25 per hour is charged for use of the sanctuary/fellowship hall and outside patio. An additional fee of \$10 per hour is charged for all other rooms/services.

A \$100 deposit is required at the time the reservation is confirmed.

Current facility-use fees are stated in the “Worksheet for Assessing Facility-Use Fees,” found in this package.

If further information or clarification is needed, individuals should contact the Pastor or Facility Coordinator, at The Gathering Church. The church office phone is 541-220-1040.

