

Clear Lake Nazarene Building Use Policy

Purpose

To provide information and guidance for the use of church facilities and the responsibilities and obligations of those church or local organizations that wish to use the facility. Provide group information using the following forms as required.

- Building Use Statement
- Building Use Request
- Insurance (for non-church related activities)
- Liability Waiver

Policy Statement

The Church shall engage in activities and use its facilities solely to exercise and express the Christian beliefs of the Church of the Nazarene and to further the mission of the Church. In promotion of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church of the Nazarene. Clear Lake Church of the Nazarene reserves the right to deny facility usage to any party whose activity is deemed contrary to the practice, doctrine and policy expressed in the Manual of the Church of the Nazarene.

Building Coordinator

The Building Coordinator's duties will include a good understanding and location of all internal building systems and equipment including electrical services, air conditioning units and thermostats, security systems and locks, emergency planning, and water and gas shutoffs. The Building Coordinator will be approved by the pastor, church board, and facilities committee. They will be responsible to work with groups seeking to use our facilities providing information on the dates, activities, equipment, and personnel as required. They will also provide the groups with building access and security information prior to event dates.

Scheduling

A calendar of scheduled events requiring building use shall be maintained in the church office for ready reference by the church staff and the Building Coordinator. All organizations, groups, and individuals that are not part of the regular structure of Clear Lake Church are required to submit an "Application for Building and Facility Use". Regular church members may schedule and rent the facilities based upon the fees and schedule availability using the facility request form in the church office.

Building use will be scheduled through the church office and Building Coordinator. Applicants may visit www.CLCNTX.org and fill out the forms in person or on-line. If approved, the

agreement will then be completed and signed. An application for facility use, one time, weekly, or monthly must be completed and signed to process. Processing of the application may take up to 30 days.

Time Limitations

Groups using the facility on a continuing basis will have their contracts reconsidered every six months. Renewal is at the discretion of the Senior Pastor, church staff and/or Church Board.

All other requests (less than 3 days), can be approved by the Building Coordinator using the Request for Building Use and based on availability and church use.

Obtaining Approval for Building Use

The process for obtaining approval for building/facility use is as follows:

1. Obtain and read a copy of the Building Use Statement and a Building Use Request to become familiar with the responsibilities when using the facilities.
2. Fill out and sign the Building Use Statement and the Building Use Request with all rental requests and return it to the church office.
3. The Building Coordinator, Senior Pastor, and/or church staff will review the application to identify dates and conflicts with other plans and/or programs. Once approval is accepted the Event Leader (renter) will be contacted with the church's decision on usage, facilities available, and any specific details concerning use, fees, restrictions, and or arrangements.

Responsibilities for Building & Facility Use

1. Groups will designate the Event Leader and an alternate Leader in writing using the Building Use Request form. This person(s) shall make arrangements for the use of the buildings. If the Event Leader is not on site during the event, the alternate leader will be responsible for control of the event and attendees. In case of emergency, the person acting as on-site Event Leader should be reachable by cell phone at all times during the event.
2. The Building Coordinator is responsible to educate the Event Leader or alternate of all posted evacuation plans. In case of an emergency evacuation, the event leader or alternate will confirm that all personnel have left the facility and Emergency Services has been contacted.
3. If the group is meeting during office hours on weekdays, keys and security information can be picked up from Building Coordinator or the church office in the Main building during regular business hours. If the group is meeting during non-office hours, the Event Leader will need to arrange the picking up of keys and temporary security code by contacting the Building Coordinator.

4. The Event Leader, or alternate Leader, should:

- Be the first person to arrive and show the group the activity areas.
- After the meeting, make sure the area is completely picked up and restored to the same condition found.
- Dispose of all garbage and waste paper in the proper receptacles.
- Make sure no group members remain in the building following the conclusion of the activity.
- The Event Leader, or alternate Leader will turn off all lights, except designated night-lights, and make arrangements with the Building Coordinator to ensure all doors are locked and secured.

5. If there is a change in the group's meeting date and/or time, the Event Leader will call the church office at least 24 hours prior to the event. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted.

6. All youth activities must have adult supervision.

7. All groups are prohibited from wandering through the halls, other rooms, or moving into other areas of the building not associated with the use permits.

8. If custodial services are needed for setting up of tables/chairs, it must be noted on the building use form. Fees associated with this need will be conveyed to the groups Event Leader at the time of the request for services.

9. If several groups are meeting at the same time, each group must cooperate on kitchen usage, noise levels, etc.

10. It is expected that each group abide by the time allotted for their activity.

Insurance

All outside groups are required to complete the Liability Release and Waiver Agreement. Additionally, organizations are required to provide a Certificate of Insurance naming Clear Lake Church of the Nazarene as covered on the groups policy.

General Conditions for Building/Facility Use

1.. There will be no alcoholic beverages, tobacco products, and/or illegal drugs of any kind on the church property.

2. The use of abusive language and/or behavior will not be permitted.

3. There will be no signs or advertisements placed on church property without prior consent.

4. Observe parking signs posted for handicapped and senior citizens. The loading and unloading of vehicles at curbs are allowed, but vehicles must be moved to a parking space when loading and unloading is complete.

5. Gambling and any other illegal activities are not allowed on church property.
6. Any groups wishing to make arrangements for on-site security personnel should contact the local Police Department directly.

Kitchen Use

Usage of the kitchen by any party will be guided by the “Church Kitchen Policy” statement.

Execution of the Agreement

Building/facilities use approval covers only the stated group/organization and its members collectively. No organization or individual except Clear Lake Church of the Nazarene has the authority to grant permission for building use. Groups/organizations using the building and facilities are to strictly observe the time schedule agreed upon.

Failure to Fulfill Contract

Failure to fulfill one or all of the sections of the Agreement for Use of the Building and Facilities will result in the review and re-examination of the agreement with the group or organization. It may also result in the forfeiture of the security deposit.

Damage to Facility

It will be the responsibility of the all users to assure that no damage to lighting, fixtures, walls, doors, projectors, technical equipment, plumbing, or any other furnishings anywhere on campus. The Damage Deposit collected at time of the approval of the use agreement will be used to repair damages. Any damages that are in excess of the deposit will also be the responsibility of the user.

Description of Fees

1. Use Fees: These fees are determined by the requested space, equipment and personnel per the fee schedule. Long term rentals fees are negotiated.
2. Down Payments: There is a required 20% or \$200 down payment to hold a date and space. This down payment is refundable if the request is cancelled 48 hours before the event.
3. Damage Deposit: There will be a 20% or \$200 damage deposit required as part of the agreement. This deposit is refundable if the facility is undamaged during the use of the facility. Note: Costs that exceeds the damage deposit will be the responsibility of the user.
4. Key Deposit: There is a \$50 key deposit required for the first key given. This deposit is refundable upon return of the key. If the key is lost and/or needs to be replaced the key deposit is forfeited.

Classification of Users

1. Formal members and regular attenders are considered Members in regards to the fee schedule.
2. Christian Partners are defined as other churches or Christian associations or ministries.
3. Others are those parties not defined above.

Rental Fees

All fees are hourly unless otherwise noted.

Name	Members	Christian Partners.	Other
Sanctuary			
Sanctuary	\$0	\$20	\$40
Sanctuary Class Room	\$0	\$10	\$20
Education Building			
Class Rooms	\$0	\$10	\$20
Community Room	\$0	\$10	\$20
Activity Center			
Gym	\$0	\$40	\$50
Kitchen	\$0	\$30	\$30
Services			
Custodial / Set up Help	\$20 per hour – 3 hour minimum		
Building Coordinator	\$25 per hour – 3 hour minimum		
Sound/ Video Technician	\$25 per hour – 3 hour minimum - \$15 per hour after		
Pianist / Organist	\$50 per hour – 3 hour minimum - \$15 per hour after		
Child Care	\$12 per hour – 2 hour minimum		
Minister	Honorarium to be determined by Minister		
Wedding Fees	Wedding Fees determined by Wedding Policy		
Other Fees			
Deposit to Rent	\$100 or 10% (more or less) of fee total		
Damage Fee	\$100 or 10% (more or less) of fee total		
Cancellation Fee	\$100 or 10% (more or less) of fee total		
Agreement Revisions	\$30 per change after agreement approval; \$0 dollars if notified 48hrs prior to the event		

Liability Release and Waiver Agreement

_____ (“User”) has been authorized to use certain facilities and associated equipment, furniture, fixtures, and amenities (“facilities”) as detailed in the **__Building Use Statement__** or itemized below, at Clear Lake Church of the Nazarene (“CLCN”). User understands and agrees that CLCN, its Pastors, administrators, board members employees or agents (collectively, “indemnitees”), are not responsible or liable for any injury or damage caused to User, their guests, invitees, or their respective property.

User understands and agrees that in consideration of being authorized to use CLCN facilities, User hereby personally assumes any and all risks involved in connection with any activities undertaken at CLCN. User releases forever the aforementioned Indemnitees from any harm, injury, or damage that may occur to Indemnitees, including any and all risks connected therewith, whether foreseen or unforeseen, including any risks created an/or harm caused by any negligent act (excluding gross negligence or reckless behavior) or acts of any or all of the above mentioned parties. Furthermore, User holds harmless the Indemnitees from any claim by User, its representatives, or their assigns, arising out of User’s use of CLCN facilities.

User further agrees to pay for or reimburse CLCN for any and all damages or repairs to the facilities and/or equipment arising out of User’s use of CLCN facilities.

User further understands and agrees that the representations contained herein are made for the purposes of inducing CLCN to provide User access to CLCN facilities. The terms herein are contractual, and that they are not a mere recital or simply for informational purposes. User has read, understood and fully been informed of the contents of the Building Use Statement and the Building Use Request Forms and agreement.

Facilities Used: _____

Date(s) of Use: _____

Signed By: _____ Date: _____

Printed Name: _____

Phone Number: _____