

# Clear Lake Church of the Nazarene

14310 Hwy. 3, Webster, Tx. 77598 / [www.CLCNTX.org](http://www.CLCNTX.org) / 281-486-9581

## Building Use Statement

### Introduction

Clear Lake Church of the Nazarene welcomes those who wish to use our facilities. We want to serve the community and provide a safe, family friendly; environment for your activity needs.

### Responsibilities for Building & Facility Use

1. 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.
2. Your group shall designate an Event Leader and alternate leader who will be the contact person. This person(s) shall make arrangements for the use of the building. 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
3. The Building Coordinator is responsible to educate the Event Leader, or alternate leader on 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.
4. If the group is meeting during office hours on weekdays, keys and security information can be picked up from the Building Coordinator or the church office in the Main building during regular business hours. Office hours are generally 9:00 am – 4:00 pm, Monday through Thursday, excluding legal holidays. 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.
5. The Event Leader, or someone designated by the Event Leader should:
  - Be the first person to arrive and show the group the activity area.
  - 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.

6. If there is a change to the groups meeting date/time, the Event Leader will call the church office at least 24 or 48 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
7. All youth activities must have adult supervision.
8. All groups are prohibited from wandering the halls, other rooms, or moving into other areas of the building not associated with the use permits.
9. If Custodial services are needed for setting up of tables/chairs this 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 of service.
10. If several groups are meeting at the same time, each group must coordinate on kitchen usage, noise level, etc.
11. It is expected that each group abide by the time allotted for their activity.

### **Insurance**

All outside groups and organization using our facility will be responsible to provide a certification of liability insurance to the church naming Clear Lake Church of the Nazarene as covered. Additionally, all users are required to complete a Liability Release and Waiver Agreement.

### **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 completed.
5. Gambling and any other illegal activities are not allowed on church property.
6. It is recommended that any group wishing to make arrangements for on-site security personnel contact the local Police Department directly.

## Damage to Facility

It will be the responsibility of the 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 users.

## 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 (whichever is higher) down payment to hold a date and space. This down payment is refundable if your request is cancelled 48 hours before the event.

3. **Damage Deposit:** There will be a 20% or \$200 (whichever is higher) damage deposit required as part of your agreement, more or less. This deposit is refundable if the facility is undamaged during your 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 your key is lost and/or needs to be replaced the key deposit is forfeited.

I acknowledge that I have read this Building Use Statement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

## Rental Fees

**All fees are per hours unless noted**

Name	Members	Christian Partners	Others
<b>Sanctuary</b>	\$0	\$20	\$40
Sanctuary Class Room	\$0	\$10	\$20
<b>Education Building</b>			
Class Rooms	\$0	\$10	\$20
Community Room	\$0	\$10	\$20
<b>Activity Center</b>			
Gym	\$0	\$40	\$50
Kitchen	\$0	\$30	\$30
<b>Services</b>			
Custodial / Set Up Help	\$20per hour 3hour Minimum		
Building Coordinator	\$25 per hour – 3hr Minimum		
Sound / Video Technician	\$25 per hour – 3hr Minimum		
Pianist / Organist	\$50 first hour - \$15 per hour after		
Child Care	\$12 hour (2hr Minimum) – 4 Hr. Minimum		
Minister	Honorarium to be determined by Minister		
Wedding Fees	Wedding Cost are part of the Wedding Policy		
<b>Other Fees</b>			
Deposit to Rent	\$200 or 20% of fee total (more or less)		
Damage Fee			
Cancellation Fee			
Agreement Revisions	\$30 per change after agreement approval \$0 if notified 48hrs. prior to event		

### 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.

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## Building Use Request

Event Leader: \_\_\_\_\_

Leader Phone Number (s) \_\_\_\_\_

Leader Email: \_\_\_\_\_

Alternate Leader: \_\_\_\_\_

Alternate Phone Number (s): \_\_\_\_\_

Alternate Email: \_\_\_\_\_

**Activity Description and Purpose:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Rental Period

#### One-time Event

Date Requested: \_\_\_\_\_

Hours Requested: \_\_\_\_\_

#### Long Term Event

Day(s) Requested: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Date to Begin: \_\_\_\_\_ Date to End: \_\_\_\_\_

### Facility Area Requested: (Check all that apply to your event)

Sanctuary Building

Sanctuary

Classrooms – Number Needed \_\_\_\_\_

Sound Equipment (Will require a Sound Tech)

Video / Projection (Will require a Video Tech)

Education Building

Adult Classroom – Number Needed \_\_\_\_\_

Children's Classroom – Number Needed \_\_\_\_\_

Activity Center / Gym

Kitchen

**Equipment Requested** (Check all that apply to you event)

- Tables
- Number of 60" round tables
- Number of 8' rectangular tables
- Number of 6" rectangular tables
- Chairs – Number Needed
- Portable Stage (8' X 16")
- Microphones w/stands – Number needed
- Piano
- Organ

**Personnel Requested:** (Check all that apply to your event)

- Pianist (\$50 for first 1 hour; \$15 per hour after)
- Organist (\$50 for first 1 hour; \$15 per hour after)
- Sound Tech (\$25 per hour (3hr minimum); \$15 per hour after)
- Video Tech (\$25 per hour (3hr minimum); \$15 per hour after)
- Minister (Honorarium to be discussed with the Minister)
- Set-up / Take Down (\$20 per hour (3hr minimum))
- Gym

**Special Facility / Equipment / Personnel Needs and Notes"**

**Liability Insurance:**

**Policy Number:** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Administrative Response**

Liability Insurance on File  Yes  No  
 Request Approved:  Yes  No **Date:** \_\_\_\_\_  
 Approved By: \_\_\_\_\_ **Title:** \_\_\_\_\_

\$ \_\_\_\_\_ **Rental Fee**  
 \$ \_\_\_\_\_ **Down Payment to Hold Reservation / Date Paid:** \_\_\_\_\_  
 \$ \_\_\_\_\_ **Key Deposit (\$50 per key to be reimbursed upon return)**  
 \$ \_\_\_\_\_ **Damage Deposit (\$200 or 20% of Rental fee: to be returned if facility is undamaged)**  
 \$ \_\_\_\_\_ **Total: (Due at least 48 hours before event)**  
 \$ \_\_\_\_\_ **Balance**  
**Date Paid:** \_\_\_\_\_

**Key(s) Given To:** \_\_\_\_\_

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Returned to:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 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: \_\_\_\_\_

## Clear Lake Church of the Nazarene

14310 Galveston Road, Webster, TX 77598

(281) 486-9581

Email: [Staff@clearlakenazarene.org](mailto:Staff@clearlakenazarene.org)

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### Member Kitchen Use Policy

The church kitchen/activity center and equipment may be made available, for use by church members, for personal use, non-business activities that are in accordance with Christian values (i.e., Christian weddings, birthday parties, etc.)

The kitchen must be kept clean and neat at all times, and returned to that condition after each use. In an effort to keep the kitchen in the best possible condition and to make sure it is always fully prepared for each use, you must adhere to the following policy.

#### 1. Scheduling:

- 1.1 Members must contact the church Facilities manager to reserve the kitchen. The Facilities Manager shall record the event on the church calendar.
- 1.2 During a church function and if services are in progress in the activity center, where possible the kitchen should remain unoccupied, doors to the kitchen closed and quiet during such service. During this time the side kitchen doorway will be used.

#### 2. General Guidelines:

- 2.1 Contact the Facilities Manager if you wish to use any table cloths. Any cloth items used must be cleaned and returned to their proper place. This includes dish cloths, towels, and pot holders
- 2.2 Any condiments used such as, margarine, salad dressings, etc. in the refrigerator or coffee, tea, or drink mixes are to be replaced by the next church service. If any



items were purchased, submit a receipt to the treasure accompanied by a copy of the signed reservation form.

- 2.3 If using the stove, griddle and/or the ovens, the exhaust hood must be turned on.
- 2.4 Any dishes brought in for pot lucks, showers, funerals, etc., they must be taken home or returned to the owner. Do not leave any items in the kitchen. Do not leave leftovers in the refrigerator or freezer.
- 2.5 All CLCN dishes, pans or pots, serving utensils used are to be washed dried and put in their proper place.
- 2.6 Coffee pots must be cleaned and used filters thrown away. The stove and ovens must be cleaned of any spills. If the griddle is used it must be seasoned after cleaning with vegetable oil. Empty the grease trap and wipe clean. Do not pour grease down the sink drain. Place all grease in a trash receptacle.
- 2.7 Counters and sinks must be cleaned and clear of any items. Tables are to be wiped and dried.
- 2.8 The kitchen floor must be cleaned of any spills, and then swept. Also sweep the floor of the activity center.
- 2.9 Empty all trash receptacles and take all trash to the dumpster.
- 2.10 Before you leave, be sure to turn off all lights, exhaust hood, and appliances. Do not turn off the refrigerator or freezer. When everyone has left the building, lock the kitchen doors, set the alarm and lock the Activity Center main entrance.

### 3. Damage:

- 3.1 Any damage, missing items or non-functioning equipment or lighting should be reported to the Facilities Manager.
- 3.2 It is the responsibility of the "User" to replace any equipment, dishes, pans, etc. broken during usage. Other expenses occurred as a result of the damage will be charged to the user.

Thank you for your cooperation and helping us to maintain this facility. Everyone benefits and enjoys a premier facility.

**NOTE: No Signature needed if not being used.**

User (signed): \_\_\_\_\_

User Printed: \_\_\_\_\_ : Date: \_\_\_\_\_

# Clear Lake Church of the Nazarene

14310 Galveston Road, Webster, TX 77598

(281) 486-9581

Email: [Staff@clearlakenazarene.org](mailto:Staff@clearlakenazarene.org)

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## **Non Member Kitchen Use Policy**

The church kitchen/activity center and equipment may be made available, for use by church members or the general public, for personal use, non-business activities that are in accordance with Christian values (i.e., Christian weddings, birthday parties, etc.)

Kitchen/activity center use will be scheduled through the church office and the Building Coordinator. The Building Use Statement 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.

The kitchen must be kept clean and neat at all times, and returned to that condition after each use. In an effort to keep the kitchen in the best possible condition and to make sure it is always fully prepared for each use, you must adhere to the following policy.

1. Scheduling:

- 1.1 Contact the Church Office to obtain a copy of the Building Use Statement and to reserve the Kitchen. The Building Coordinator shall record the event on the church calendar. An Event Leader will be assigned and a moderate damage deposit is required

2. General Guidelines:

- 2.1 Disposable supplies that are in the kitchen are to be used for church functions only. The User will supply all items necessary for their function.
- 2.2 Contact the Building Coordinator if you wish to use any table cloths, towels, etc. There is a charge required for cleaning.
- 2.3 Any condiments necessary for your function, such as, margarine, salad dressings, salt & pepper, etc., are to be provided by the user.
- 2.4 If using the stove, griddle and/or the ovens, the exhaust hood must be turned on.

- 2.5 Any dishes brought in for pot lucks, showers, funerals, etc., they must be taken home or returned to the owner. Do not leave any items in the kitchen. Do not leave leftovers in the refrigerator or freezer.
- 2.6 All CLCN dishes, pans or pots, serving utensils used are to be washed dried and put in their proper place.
- 2.7 Coffee pots must be cleaned and used filters thrown away. The stove and ovens must be cleaned of any spills. If the griddle is used it must be seasoned after cleaning with vegetable oil. Empty the grease trap and wipe clean. Do not pour grease down the sink drain. Place all grease in a trash receptacle.
- 2.8 Counters and sinks must be cleaned and clear of any items. Tables are to be wiped and dried.
- 2.9 The kitchen floor must be cleaned of any spills, and then swept. Also sweep the floor of the activity center. Cleaning implements may be found in a closet located in the Men's room. A list of cleaning supplies and locations of each item is posted in the kitchen,
- 2.10 Empty all trash receptacles and take all trash to the dumpster. Replace trash receptacle liners.
- 2.11 Before you leave, be sure to turn off all lights, exhaust hood, and appliances. Do not turn off the refrigerator or freezer. When the Event Monitor verifies that everyone has left the building, the monitor will lock the kitchen doors, set the alarm and lock the Activity Center main entrance.

3. Damage:

- 3.1 Any damage, missing items or non-functioning equipment or lighting should be reported to the Event Leader. Any damage noted upon entry should be immediately reported to the Event Leader who will record the damage.
- 3.2 It is the responsibility of the "User" to replace any equipment, dishes, pans, etc. broken during usage. The damage deposit will be used for this purpose but does not define the limit of responsibility. Other expenses occurred as a result of the damage will be charged to the User.

Thank you for your cooperation and helping us to maintain this facility. Everyone benefits and enjoys a premier facility.

**NOTE: No Signature needed if not being used.**

User (signed): \_\_\_\_\_

Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_