



FACILITY USE PROCEDURE AND RULES

Governing Auditorium, Gymnasium, Chapel, Classrooms and Other

The primary use of the facilities is for the Gaylord E-Free Church ministry functions. Depending upon availability, other community related, service oriented, non-profit, and educational activities are considered. The criteria for granting an application (through submission of the Facility Use Request form) screens activities that may be incompatible with the beliefs, the mission of Gaylord E-Free Church's ministry, or is a violation of the fair use of Gaylord E-Free Church's property tax exempt status.

Procedure

- 1) A Facility Use Request form—a binding agreement— along with proof of liability insurance must be submitted, before a commitment is made. For reoccurring usage, a new form must be submitted each time facility is requested.
 - This form is obtained by downloading it from the church's website or through the office. It can be faxed, emailed, or mailed.
 - **The Facility Use Request form must be signed by the person accepting responsibility for onsite supervision. Supervision is understood to mean the behavior and conduct of all persons related to the activity while on the Gaylord E-Free Church's premise. In addition, the supervisor accepts liability—either personally or as the representative for an organization—for the total repair cost of any damage done.**
 - A member of the Gaylord E-Free custodial staff is required to be present for all non-E-Free ministry events.
- 2) After review, notification of the application's acceptance or denial will be conveyed.
 - Generally, facilities are not scheduled on Sundays,
 - Gaylord E-Free Church reserves the privilege of canceling an event if our own ministry needs arise.
- 3) A commitment is established when the fee and a copy of insurance liability coverage—Declaration page—is received.
 - Depending on the instructions for the Fee Worksheet, either the full amount or a deposit—by check—is necessary for the application's completion.
 - The fee/deposit must accompany the Facility Use Request. In case of the denial of the application, the check will be returned.
 - If approved, Gaylord E-Free Church will acknowledge the application's acceptance by letter or email.
- 4) An exit review will be conducted by Gaylord E-Free Church Staff following the event. Any damage or facility use concerns will be addressed by the Facility Use Committee and may include a meeting to address concerns.

Rules

- Use of the facilities is restricted to the portion of the building for which permission is granted.
- Animals are not allowed in the buildings with the exception of “service” animals.
- If the event is open to the public and uses the kitchen for food preparation, a Serve Safe certified person must oversee food preparation. It is the responsibility of groups outside the Gaylord E-Free Church ministry to provide this person; and it is a condition for granting use.
- Children under the age of sixteen must be supervised by an adult and not be left in any room alone. They are not to use the kitchen appliances, including the microwave.
- The use of tobacco, alcohol, or any illegal substance is prohibited. Dancing is not allowed. Games of chance are not allowed for fundraising.
- Each room’s contents—table setup, chairs, other equipment and furniture—must be returned to its prior positions under Gaylord E-Free custodial supervision.
- All items—sports equipment, tables, chairs, etc—must remain onsite unless prior permission is granted.
- Building should be empty by 10:00 PM unless prior approval has been made. In that case an additional fee may apply.
- Arrangements must be made for opening and closing the facility through the E-Free Facility Manager prior to arrival.
- Decorations cannot be affixed to walls, ceilings, etc. without prior consultation with the E-Free Facility Manager.
- We do not allow any red juice or red beverage, because of their stain. Any food served in the building must have pre-approval.
- An Event Co-ordinator may be required at the discretion of the E-Free Facility Manager.
- Unless prior arrangements have been made, any use of the Gospel Center stage must work around the existing set design that E-Free has currently set-up.

Gaylord E-Free Church reserves the right to preempt an event when its ministries request space. In granting an ongoing commitment for facility use, the supervisor is asked to confirm availability each new month.

This form accompanies the Facility Use Request, must be signed by the event supervisor, and is a binding agreement.

I have read, understood and give consent to the above rules. I have authority to enter into agreement on behalf of my organization.

Signature, name of organization and date

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