

Living Water Church Facility Use Policy (Non-Church Sponsored Events/Weddings)

Approved September 12, 2016

This policy outlines who may use the facility and/or grounds, rules for use, procedure for scheduling, and fees/deposits for facility use. Living Water Church (LWC) retains the right to refuse or cancel the use of the facility by any group or organization. Background information and references may be requested.

Who may use LWC building and/or grounds (in order of priority):

1. LWC groups or church members using the facilities as part of the ministry of the church.
2. Service and charitable organizations will be considered for use without charge for short-term use only.
3. Outside social, civic, educational, and non-service groups, or individuals (may be charged a facilities usage fee, custodial services fee and a host/hostess fee.) Fees for non-member groups may be reduced or waived at the discretion of the Elders.

Who may not use LWC building and/or grounds:

1. Partisan political groups.
2. Groups operating for commercial gain.
3. Business and private-party events. (Facilities are not available for profit-oriented business activities, forums, workshops, private parties, etc. These include home-based businesses like Tupperware, Mary Kay, and Pampered Chef parties.)
4. Organizations whose activities are in conflict with the mission and values of LWC.

General Policies:

1. Smoking, alcoholic beverages, and illegal substances are not permitted in the buildings or on the grounds of the church.
2. The Sanctuary will be used for worship services, weddings, and funerals only, unless approved by the Elders.
3. LWC is not responsible for personal property left in the facility.
4. Personal items may be retained by the church office in the "lost and found" on a space- available basis. Items not claimed after one month will be discarded or will become the property of LWC.
5. The user is expected to leave the building reasonably clean and remove all items associated with their program immediately following the event. The items in the janitor closet can be used to assist with clean-up.
6. LWC furniture and equipment (i.e. tables, chairs, projectors, microphones, etc.) owned by LWC will be used exclusively for LWC functions, unless permitted by the

Elders. If using AV equipment, a trained church representative must be available to run the equipment or train the user in proper use for their event. Equipment or furniture may not be moved or adjusted for any reason unless approved by the Elders. The requesting party assumes full responsibility for the costs of repair or replacement of any furniture or equipment that is damaged as a result of their use of the facility, equipment or furniture.

7. A "Clean-up Check List" will be given to the user of the facility indicating what needs to be done at the end of the event. LWC reserves the right to charge a custodial fee if the facility is not returned to original condition.
8. Responsible adult supervision must be with the group at all times when facilities are in use.
9. All minor children must be supervised by an adult.
10. Users are expected to provide their own equipment and consumable supplies such as paper plates, napkins, plastic utensils, etc.
11. Users may not disfigure the facilities in any way, including but not limited to putting nails into walls, harming the paint or structure of the building, affixing or removing anything from the walls or doors without specific permission from the Elders.
12. A Certificate of Liability Insurance (minimum \$1 million) will be required for non-members. This can be obtained from their homeowners insurance agent. In the event one is unable to obtain a Certificate of Liability Insurance, the Elders may waive the insurance requirement. Non-member weddings and funerals approved by the Elders are exempted from obtaining proof of liability insurance.
13. A walk-through of the facility will be done with the applicant and an individual approved by the Trustees prior to the event.
14. A walk-through will be done after the event with the applicant or their representative and Trustee or their representative. The Clean-Up Check List will be reviewed and signed off at this time.

Kitchen Policies:

1. The responsible party will ensure kitchen equipment is used properly and the cleanliness of the kitchen is maintained.
2. Equipment will be operated by people trained in its use. Any needed training will take place during the pre-event walk-through.
3. All equipment and utensils will remain on the premises.
4. All utensils will be washed and returned to their location. If items are missing or broken, the organization or event group may be charged for the replacement of these items.
5. In general, leave the kitchen the way you found it.

Wedding Policies:

1. Requests to reserve wedding dates will be handled on a first-come, first-serve basis.
2. Non-members are allowed to reserve the church no more than 10 months prior to the event.
3. A \$100 check is required as a security deposit to hold the date. The date will not be fully secured until the agreement has been signed by all parties and security deposit received.
4. The security deposit will be cashed. However, it will be returned within 30 days after the wedding if there are no extra clean-up or repairs required.
5. Cancellation of the wedding within 90 days of the event forfeits the security deposit.
6. All fees are to be paid to Living Water Church 30 days prior to the event.
7. Any outside officiate must be approved by the Pastor of Living Water Church.
8. If the Living Water Church pastor is the officiate, the wedding couple will be required to attend a minimum of three counseling sessions to be completed 60-90 days prior to the wedding. The pastor reserves the right to deny the wedding request.
9. Use of candles (other than Unity Candle) must be pre-approved by the Wedding Coordinator.
10. Nothing is to be attached or hung from the walls or ceiling without prior approval from the Wedding Coordinator.
11. No rice, birdseed or confetti is allowed.
12. The Nursery is the suggested dressing room.
13. All General Policies and Kitchen Policies are to be observed.

Procedures and Guidelines for Scheduling Facilities:

1. All individuals or groups must complete an application for Special Event Building Single Use Agreement/Wedding or Recurring Event Agreement (available in the church office) and receive approval for scheduling purposes.
2. Elders will approve requests for building use. Upon approval the Elders will put the date and event on the church calendar in the office.
3. Those approved for building use will subsequently need to submit any applicable fees and non-members will need to also submit a Certificate of Liability Insurance from their insurance company.
4. Fees and a copy of the agreement will be given to the LWC Accountant.
5. A member of the Board of Trustees will open the building and the cleaning closet prior to the event and do a walk-through with the applicant or their representative and close the building after the event.

Facility Use Fees/Deposits:

Active members of LWC contribute to the on-going maintenance and upkeep of the facilities; therefore are able to use LWC's facilities for funerals, weddings and receptions free of charge.

Funeral and Reception Facility Usage Fees for Non-Members:

- Sanctuary Only: \$200
- Sanctuary, Lower Level Area & Kitchen: \$300
- Lower Level Kitchen Only: \$100

Facility Usage Fees for Members and Non-Members:

- Sound Technician: \$100
- Custodial Fees: \$50 if facility left in an unacceptable condition
- Special Equipment Needs: To be negotiated
- Security Deposit: \$100 (Deposit will be mailed to the applicant within 30 days after the event takes place following a determination by a representative of the Trustees that no extra clean-up is required and that no damage resulted.)

Wedding Fees:

	<u>Members</u>	<u>Non-Members</u>
Security Deposit: (See above)	\$100	\$100
Use of Sanctuary / Foyer / Upper Kitchen / Nursery:	No charge	\$500
Use of Lower Kitchen and Lower Level:	No charge	\$200
Pastoral Honorarium:	\$200	\$500
	suggested minimum	
Wedding Coordinator: (required LWC personnel)	\$100	\$250
Sound / Lighting Technician: (required LWC personnel)	\$100	\$100
Custodial Fee:	...\$50-upper - \$100-lower...	
LWC Musicians: (paid directly to musicians if not on LWC staff)	...Fee to be negotiated...	
Special Equipment Needs:	...Fee to be negotiated...	

Fees may be reduced or waived by the Elders on a case-by-case basis.

Living Water Church - Clean-up Check List

NAME (Please print) _____ DATE _____

- Clear sanctuary of all debris/trash and return to original condition.
- Wipe off all tables.
- Make sure all chairs, tables and other furniture are returned to original location.
(Note: Do not move the chairs in the sanctuary without permission.)
- Pour liquids (other than grease and/or oil) into sinks, not the trash.
- Vacuum all carpeted areas if there is anything on the carpet as a result of a project or activity.
- Sweep and mop all hard floor areas where food was served or taken, or if there is anything on the floor as a result of a project or activity.
- Wipe off kitchen counters/equipment if used. All utensils will be washed and returned to their location.
- If trash cans are full, or there is any food or diapers in the trash (including bathroom trash) empty the trash into the big dumpster at the back of the parking lot.
- Check bathrooms. Turn lights/water off.
- Check here if you spilled any liquids which you weren't able to completely clean up:
Where? _____
What? _____
- Check here if any damage to the building or equipment occurred:
Where? _____
What? _____
- Turn off all interior lights.
- Lock all exterior doors.

SIGNATURE OF USER: _____

SIGNATURE OF TRUSTEE: _____

(Check list will be completed after the event with the user of facility or their representative and a member of the Board of Trustees or their representative.)