

Church Facility Use Policy

Our church facilities are provided by God's goodness and the sacrificial giving of His people. They are to be used to bring glory to God and to encourage the body of Christ.

While our facilities are for the use of members of The Open Door and their guests and not generally open to the public, they are on occasion made available to approved non-member groups who will use it for its intended purposes. This is done in the spirit of love, as a witness of our faith and as a service to the community.

Facility use, however, will not be permitted to persons or groups who hold, advocate or advance beliefs or practices that conflict with The Open Door's faith or moral teachings that are summarized in, among other places, the church's by-laws and belief, mission, vision, values, and philosophy of ministry statements.

This restricted use of our facilities is necessary as The Open Door may not in good conscience materially cooperate in activities or beliefs contrary to its faith and moral teachings. It is important that the church present a consistent message to the community and that its staff and members conscientiously maintain that message as part of their witness of Jesus Christ. Therefore, persons or groups who hold, advance, advocate, or engage in practices that contradict the church's faith or moral teachings will not be permitted use of The Open Door's facilities.

This policy applies to all facilities of The Open Door, whether or not they may be connected to the church's sanctuary, as the church sees all of its properties as set apart for God. The elders or their official designee are the final decision maker concerning the use of our facility.

Colossians 3:16-17; 1Thessalonians 5:21-22

Priority of Facilities Use:

- Regularly scheduled church-wide activity
- Scheduled church member activity*
- Scheduled church-wide activity
- Approved scheduled non-member group activity*
- Scheduled church group activity*

Church group, church member, and non-member groups requesting facility use must:

- affirm that their beliefs, practices, and planned use activities are not in conflict with The Open Door's faith or moral teachings.
- be willing to take responsibility for the facility and equipment used
- agree to abide by the church's Facility Use Guidelines and other agreements for facility use
- submit a signed "Church Facility Use Request and Agreement" form to schedule an approved event

Scheduling Events:

Facility use requests shall be made to the Coordinator of Events by submitting the "Church Facility Use Request and Agreement" form, minimum of 30 days prior to the proposed event. The event will be reserved and placed on the church calendar only when the Event Coordinator approves the use. No requested scheduled event is official until placed on the church calendar and should not be advertised as such. Every church group, church member, or non-member group activity must schedule their desired activity and fill out a facility use request and agreement form.

Facility Use Guidelines:

1. No alcohol or tobacco use is allowed in any facility or on any property of The Open Door.
2. No weapons of any kind are allowed in any facility or on any property of The Open Door (exception is those specifically designated as security personnel or law enforcement personnel).
3. Abusive or foul language, violent or threatening behavior, and illegal or immoral activities are strictly prohibited on church premises.
4. Any person exhibiting such behavior(s) or violating the above guidelines will be required to leave the premises and/or reported to law enforcement and may cause the event to be immediately terminated.
5. Groups are restricted to the areas of the facility that group has reserved and only for the time slot approved.
6. Food and beverage use will only be allowed in the areas approved and under conditions approved at time of application and use of facilities is approved.
7. All church equipment must be returned to original placement unless otherwise arranged prior to the event. Any damage must be immediately reported to Coordinator of Events.
8. Clean up and removal of personal items is the responsibility of the group hosting the event. There may be a clean-up fee established at time of approval.
9. All buildings used must be secured according to established procedures once group event is over.
10. A representative of the group requesting facility use must sign the "Church Facility Reservation and Agreement" form prior to reservation of church facilities.
11. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of those renting the facility. All fees for rental of facilities and equipment are payable to The Open Door and delivered to the event coordinator upon booking. The Open Door will pay its staff as required. A damage deposit of \$150 is required. The damage deposit will be returned to renter if facilities are left in a satisfactory condition (determined by staff).
12. Cancellation: A full refund will be given if cancellation notice has been given 72 hours prior to the event. Anything less than 72 hours notice, the deposit will not be refunded.
13. The Group renting, and/or individual renter, hereby referred to as User, agrees to save, indemnify, and keep harmless The Open Door against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (User's employees included) and damage to property, arising directly or indirectly out of obligations herein undertaken or out of the operations conducted by User, save and except claims or litigation arising through the sole negligence or sole willful misconduct of The Open Door. It is the intention of the parties that the indemnity provided for by this agreement provides for indemnity to the fullest extent provided for by law.
14. User agrees to save, indemnify, and keep harmless The Open Door against any and all liability, claims, judgments, or demands, including demands arising from injuries or death of persons (User's employees included) and damage to property in which The Open Door shall be named a defendant and which involves claims arising directly or indirectly from, as a result of, or in connection with User's use of the premises. It is the intention of the parties that the indemnity provided by this agreement provides for indemnity to The Open Door for The Open Door's own acts of passive negligence that solely or contributorily cause liability to The Open Door, but is not indemnifying The Open Door for The Open Door's own acts of active negligence that solely or contributorily cause liability to The Open Door.

Name of Person/Group Booking Event: _____

Name of Contact Person (if different from above): _____

Type of Function: _____

Phone: _____

Email: _____

Date Required: _____ S M T W TH F S

Month

Date

Year

(circle)

From: _____ am/pm To: _____ am/pm Event Start Time: _____

Rehearsal Time Required? ☐ No ☐ Yes, Date and Time: _____

Anticipated attendance: _____

Anticipated number of cars: _____

Facility or Service	Rental Fee Charged
Church Rental- \$300, per day, per facility (\$150 is paid upon approval)	\$
Sound Technician and Use- \$100	\$
Video Technician and Use- \$100	\$
Cleaning Fee- \$200 (required for use of kitchen and/or serving food)	\$
Total:	\$

Facility Fees are waived for The Open Door Church Ministries and members. Payment for facility use and any applicable service fees are to be given to the Event Coordinator upon booking.
Make checks payable to The Open Door

Check all item/location items requested:

Furniture/Kitchen		Equipment Requirements		Facility	
Tables- Rectangle		Projectors/Screen		Main Sanctuary- entire building	
Tables- Round		TV/DVD		Main Sanctuary- Foyer only	
Tables- High Top		Podium		Education Building- Kitchen	
Chairs		Mic/Speaker		Fellowship Hall	
Tablecloths- white or black		Drum Kit		Upstairs Education Room	
Refrigerators		Keyboard		Education Building-Downstairs Class-rooms	
Dishes & Cutlery		Special Lighting		Education Building- Upstairs Classrooms	
Coffee Urns					

CHURCH RENTAL POLICIES AND RATES

RENTAL AGREEMENT

Signatures on this form indicate the agreement of the renter to the terms and conditions, and the approval of the rental application by The Open Door.

Facility Rental Deposit to be paid in full along with this form: \$ _____

Renters Name: _____

Signature: _____ Date: _____

Approved by: _____

Signature: _____ Date: _____

Office Use Only

Communication initiated with:

- ☐ Facilities Manager
- ☐ Kitchen Manager
- ☐ Administration
- ☐ Audio Tech and/or Visual Tech

Confirmation Sent via email: _____