



BUILDING USE POLICY

October 1, 2018

POLICY

It is the Policy of New Life Community Church (NLCC) to have all users (internal and external) of the church building to read, understand and agree to the terms listed below prior to using the building.

Statement of Purpose

The church's facilities were provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. Although the facilities are not generally open to the public, we make our facilities available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or advancing, advocating, or engaging in practices that conflict with the church's faith or moral teachings or Statement of Faith as deemed by the pastors of NLCC.

Allowed Users (in order of priority)

1. NLCC worship services
2. NLCC ministries, programs or events
3. NLCC sponsored programs or events
4. NLCC members that have personal events
5. NLCC members that have business events
6. Non-NLCC group or person that promotes the gospel of Jesus Christ and agrees with the Statement of Faith of NLCC
7. Non-NLCC group or person that supports the Mission Statement of NLCC

Non-Allowed Users

1. Any group or person that engages in activities that conflict with the gospel of Jesus Christ and/or the Statement of Faith of NLCC.
2. Commercial Enterprises that financially benefit non-members or non-NLCC groups are not permitted unless approved by NLCC's Pastors.
3. NLCC reserves the right to deny access to any group at any time.

Point of Contact Responsibilities

1. Each group using the building will provide a person 18 years old or over as the **Point of Contact (POC)**.
2. It is the responsibility of the **POC** to assure that all members of the group are aware of these policies.
3. It is the responsibility of the **POC** to access the building, but to not give the key or the code to the **Spare Key Box** to anyone not previously agreed to.
4. It is the responsibility of the **POC** to ensure that the Setup, Cleanup and Lockup steps are followed as described in this policy.
5. It is the responsibility of the **POC** to report any damages that occurred during the use of the building.

Facility Availability

1. Space availability will be assigned on a first-come, first-serve basis within the priorities as outlined above.
2. Hours available for reservations will be unlimited with the exception of concerts which will have these time limits:
 - a. Sun thru Thu: music ends by 9pm
 - b. Fri and Sat: music ends by 10pm
3. If the church office is made aware of any schedule conflicts, then the approving pastor will be notified for resolution.
4. If a schedule conflict arises, NLCC reserves the right to change a reservation to a suitable, alternative location or to cancel the group/event. Every attempt will be made to notify parties in advance of any change.

Legal Requirements

1. The individual who reserves space in the building is responsible for the conduct of its participants and is expected to maintain these policies and a level of behavior appropriate for the setting.
2. NLCC is not legally responsible for the misconduct of participants at an event not sponsored by NLCC.
3. Any non-NLCC sponsored group agrees to protect, indemnify and hold harmless NLCC's officers and employees from any claims, liabilities, damages or rights of action, including attorney's fees, directly or indirectly growing out of the use of the premises covered by this agreement, including building, parking facilities, or grounds on or adjacent thereto.
4. NLCC will not extend coverage for medical payments in the case of injury to a child, youth or adult in attendance. Obligation for any and all medical care shall be the responsibility of the individual and/or sponsor and costs of medical care shall be paid by that individual and/or sponsor.
5. If an item is lost while using the premises, please contact the church office. NLCC is not responsible for any personal property left on the premises before, during or after the use of the building. Any property left on the premises by those using the building shall, after a period of thirty (30) days from the last usage, be deemed abandoned and shall become the property of NLCC.
6. NLCC is not responsible for stolen articles or any bodily injury taking place on church property.
7. All events will adhere to State and City laws, this policy and any additional agreements made with NLCC.
8. The Fire Marshall has the following stated limits of people in the building:
 - a. The Auditorium has a limit of 355 people
 - b. The Fellowship Hall has a limit of 234 people

Reservation Process

Request Steps

1. All requests for using the NLCC facility must be made using the online "Building Reservation Form" found on the church website (www.newlifecr.com) under "Forms" in the "Quick Links" section.
2. The requestor may view building availability at on the church calendar on the church website (www.newlifecr.com) under the "News & Events" section.
3. Time requested for use of the building should include setup time, event time and cleanup time.

Approval Steps

1. Reservation requests will be reviewed by the church office to confirm availability of the building. If the building is not available for the time requested, then the office will inform the requestor.
2. If the building is available, then the office will forward the request to the approving pastor.
3. Upon approval, the office will notify the requestor and then the event will be put on the church calendar.
4. NLCC reserves the right to schedule other events throughout the building with consideration given to noise levels.
5. Because of limited space, furniture, equipment or staff availability, a request from any group may be denied.

Reservation Changes

1. Any changes to a reservation shall be emailed to the church office at: office@newlifecr.com

Finances

Fee Schedule

WHO	WHAT	AMOUNT
NLCC Member	Personal use	Free
NLCC Member	Business use	\$20/hour
NLCC Member	Tables/Chairs Rental	Free
NLCC Non-Member	Personal use	\$30/hour
NLCC Non-Member	Clear Stage for an event	\$50 per event
NLCC Non-Member	Tables/Chairs Rental	\$5 each / \$1 each

Payment

1. A reservation is not secured until payment is made
2. Payment may be made by check and sent to: NLCC, 145 Meghann Drive, Marion, IA 52302. Make check to "NLCC".
3. Payment can also be made via PayPal to this email address: giving@newlifecr.com

Damages

1. Any non-NLCC sponsored event where damages occur will be the responsibility of the requesting group or person to pay for repairs or replacement of the same.
2. Activities that involve moving objects, such as Dodgeball and Diaper Wars, will require the removal of any items on the walls that might be damaged from the activity such as:
clocks, candles on the wall by the coffee bar, Welcome Center table items, etc.
3. If any damages occur during an event, then the POC will be responsible to report those damages in writing via email within 24 hours to the church office at: office@newlifecr.com

Building Use Guidelines

1. Alcoholic beverages are not permitted anywhere on NLCC premises except for a wedding party toast.
2. Smoking is not permitted within the facility. Any smoking done outside the facility requires that any cigarette butts be thrown away in the church dumpster.
3. Groups wishing to use the **Kitchen** must follow the **KITCHEN USE GUIDELINES** posted on the kitchen wall.
4. Groups wishing to use the **Nursery or Toddler Rooms** must follow the **NURSERY/TODDLER ROOM USE GUIDELINES** posted on the walls of those rooms.
5. Use of the building is restricted to those areas that have been requested and approved.
6. All scenery or props must be freestanding. Nails, tacks, staples or pins are not allowed without permission from the Building Manager. All materials used must be non-combustible or have been treated so as to have been made fire-retardant.
7. No oil base paint, flammable liquids, fire producing chemicals or open flames in any form may be used on the property (including candles) without prior approval through the church office.
8. NLCC will not provide storage for the property of outside groups using its building without prior permission. NLCC will not be responsible for equipment, supplies or other property of such groups or their members
9. The reserving group is expected to leave the room(s) in the same lay-out and condition as found.
10. No food or beverages are to be taken into the Auditorium with the exception of bottled water.
11. The use of an NLCC Sound Technician is required to run the sound and visual systems in the Auditorium unless permission is granted by the Sound Team Lead.
12. Movement of furniture or equipment between rooms is not allowed without prior approval.
13. Extra tables and chairs are available in **Storage Room 5 – Tables and Chairs Closet**.
14. Nothing is allowed to be attached to the Sound Panels in the Fellowship Hall, such as pins or lights.

Day of Event Details

Setup

1. Unlock the inside of the front entry doors using the hex keys found on either side of the doors.
2. If the Fellowship Hall or classrooms are used, then direct traffic to the hallway nearest the kitchen (to the right as you enter the building). This hallway should be used by everyone to **enter and exit** the building. This will keep traffic away from the Offices Hallway which may have meetings in progress.
3. The thermostats may be set to desired temperature during the event using the instructions located next to each thermostat.
4. Note the current location of furniture before rearranging any room and return it to the original location.

Supervising Children

1. The POC is responsible to ensure that adequate supervision is provided for their activity. This includes making sure that children are not left unsupervised or allowed to wander the church building to enter rooms that are not reserved for them. The childcare rooms may only be used if reserved ahead of time.

Cleanup Guidelines

1. Follow the **CLEANUP GUIDELINES** posted in **Storage Room 3 – Cleaning Closet**, next to the kitchen.

Lockup Guidelines

1. Follow the LOCKUP GUIDELINES posted on either side of the front entry doors.

Lockup Checklist

1. Use the “C2420-01-BUILDING LOCKUP CHECKLIST” found in Mailbox #241 in the Fellowship Hall to mark Lockup Procedures have been followed.
2. Return completed Checklist to the Office Mail Slot outside Room 10.

Final Inspection

1. NLCC will conduct a final inspection of areas used after the event.
2. If damages did occur, then NLCC will work with the **POC** for the event to negotiate the payment and repairs of the damages.

Contact Information

Reservation questions:	NLCC office Pete Grose, Pastor	319-294-9477 319-431-5063
Kitchen questions:	Toni Schaefer, Kitchen Coordinator	319-431-9681
Nursery questions:	Tammy March, Nursery Coordinator	319-377-0087
Emergency: (such as fire, leaks, etc.)	Contact in this order: Pete Grose, Pastor Cris Hayes, Building Manager Brenda Jurgensmeier, NLCC Admin	319-431-5063 785-630-0286 319-551-0695
Church Contact info:	Email Phone	office@newlifecr.com 319-294-9477



NEW LIFE
COMMUNITY CHURCH
"A PLACE FOR NEW BEGINNINGS"

BUILDING USE AGREEMENT

Signature

For those events that are occurring on a regular basis, only one signature page will be required per year.

Date of Event: _____

Name of Event: _____

By signing this agreement, you confirm that you have read and agree to the terms of this Building Use Policy:

Signature of Point of Contact: _____ Date: _____

Printed name of Point of Contact: _____

Send signed copy of this page of the Building Use Policy via one of these methods:

1. Mail to: NLCC, 145 Meghann Drive, Marion, IA 52302
2. Send a scanned copy (may send a photo) to: office@newlifecr.com
3. Put in Office Mail Slot outside of Room 10