



BUILDING USE POLICY

westcohassetchapel.com

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West Cohasset Chapel

BUILDING USE POLICY

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1. Statement of Policy

The object of West Cohasset Chapel ("WCC") is to glorify God; to win souls to the Lord Jesus Christ; to help edify Christians through the teaching of God's Word; to promote Christian fellowship; to help proclaim throughout the world God's saving grace through the death and resurrection of his only begotten Son, Jesus Christ; to earnestly contend for the faith which was once delivered to the saints; and to cooperate with Christian activity which is functioning in harmony with God's Word.

The building and grounds are tools for enhancing the witness of the congregation. WCC welcomes the use of its facilities by church members and other groups who support the mission of the congregation.

WCC welcomes support groups and on-going non-profit groups, whose goals and values are consistent with those of the congregation, to meet in its facilities.

The building, equipment, furnishings and supplies are the property of WCC and, therefore, shall not be used by any group or individual without prior approval. Arrangements to use the building shall be made with the WCC office, 999-9030.

All matters concerning building use expectations, deposits, and related information will be handled through the WCC office.

WCC is not responsible for accidents or injuries regardless of whether such accidents or injuries arise from authorized or unauthorized use of WCC property.

2. Building Eligibility Guidelines

The facilities and equipment of WCC exist for the primary purpose of being used by its members through its organizations and ministries.

- A. A "Building Use Request" Form should be completed for all groups requesting to use WCC's facilities. A copy of the form is attached at the conclusion of this document.
- B. Facilities are available to outside groups for fund-raising or for-profit making activities. However, these activities will be subject to approval by the WCC Elder Board.
- C. A certificate of liability and property damage insurance coverage naming WCC as an additional insured MUST be on file prior to the date of any proposed event. Outside organizations must insure WCC for the purpose of covering liability and property damage or accidents that might occur on church property. (In addition to other potential liability, this insurance shall protect WCC in the event of damage to the building regardless of whether the damage was the responsibility of the outside group or not.)
- D. All outside groups or persons requesting use of church facilities must adhere to the WCC Child Safety & Protection Guidelines (see attached) regarding minors.
- E. Youth Room not available for outside use.

Priority will be given to WCC events

WCC events include:

Church Services - (i.e. worship services, Sunday school, adult Ed)

Regularly scheduled church activities - (i.e. AWANA, board and committee meetings, and small group meetings)

Church related activities

Special consideration will be given to funerals

The following events will be scheduled on a first-come first-serve basis:

1. Church Members

Individual Parties and Special Events (Anniversary parties)

Weddings and Receptions

Other informal Church Member requests (basketball, volleyball, etc.)

2. Outside Groups

Church recognized yet non-sponsored events that are in keeping with the building use philosophy embraced by WCC. These events are subject to approval by the Elder Board.

3. Building Use Fees

Fee Guidelines

This Building Use Policy shall be used to determine all building use fees. The actual fee to be charged shall be determined by referring to the appropriate building use fee table. The tables are included on the following two pages. All usage fees are to be paid through the Church Coordinator's Office. A Security Deposit of 100% of the usage fee is required from all non-members and member-sponsored events and must be paid no less than two weeks before the date of use. There is a cancellation fee of 15% that is not refundable. See Section 4 – Making Reservations for further details.

| FACILITY/ROOM | CAPACITY | MEMBER^{1,2} | MEMBER- SPONSORED^{1,2,3,4} | NON- MEMBER⁵ |
|------------------------|-----------------|-----------------------------|------------------------------------------------|------------------------------------|
| Sanctuary | 290 | No Fee | \$100 Deposit No Fee | \$500 fee + Janitorial fee |
| Kitchen | NA | No Fee | \$100 Deposit No Fee | Above fees covers all |
| Gym | 275 | No fee | \$100 Deposit No Fee | Above fees covers all |
| Classroom ⁶ | TBD | No fee | \$100 Deposit No Fee | \$100 fee + Janitorial fee |
| Classroom ⁶ | TBD | No fee | No Fee | \$50 for each additional |

1. Sound tech fee - \$50 payable to sound tech
2. Members and Member-Sponsored users are expected to restore the facility to the state of cleanliness that existed prior to event and to adhere to the Cleaning Checklist provided. If Members and Member-Sponsored users do not wish to clean up after their event, cleaning services are available. Refer to footnote #5 below.
3. Deposit will be returned if the facility is returned to expected condition. In the event of property damages that exceed the deposit amount, the party making use of the facility will be billed for the remaining balance.
4. Church-Sponsored -allows the church body to support ministry groups that don't fall under Member or Member-Sponsored – to be approved by Elder Board.
5. Janitorial fee – \$25/hr
6. A total of five (5) classrooms available.

WEDDING

| FACILITY/ROOM | CAPACITY | MEMBER ^{1,2} | MEMBER-SPONSORED ⁴ | NON-MEMBER |
|-------------------------------------|----------|-----------------------|---------------------------------------------|------------------------------------------------------|
| Sanctuary (Ceremony only) | 290 | Sound Tech fee | \$100 Deposit + Janitorial fee No Fee | \$500 fee + Janitorial fee + Sound Tech fee |
| Kitchen and Gym (Reception only) | 275 | No fee | \$100 Deposit + Janitorial fee No Fee | \$500 fee + Janitorial fee |
| Both Ceremony and Reception | | No fee | \$200 Deposit + Janitorial fee | \$750 fee + Janitorial fee + Sound Tech fee |

1. Sound tech fee - \$50 payable to sound tech
2. Members and Member-Sponsored users are expected to restore cleanliness to equal cleanliness prior to event and adhere to Cleaning Checklist provided. If Members and Member-Sponsored users do not want to clean up after event, cleaning services available. Refer to footnote #4 below.
3. Deposit that will be returned if cleanliness is returned to expected condition. In the event of property damages that exceed the deposit amount, the party will be billed for the remaining balance.
4. Janitorial fee – \$25/hr

4. Making Reservations

A Building Use Request Form must be completed by all groups and submitted to the WCC Church Coordinator at least 2 weeks in advance of the activity. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

The Church Coordinator will meet with the user or a representative, when the reservation is made. The purpose of this meeting is to review conditions of use, the expectations and needs for the event, and to set a schedule for room set-up and clean-up, as needed. A schedule of fees for building use, custodial and/or technical service, and other commitments necessary for the event will be given to the user at the time of reservation. All church activities are scheduled on the master church calendar.

The Approval Guidelines for building use requests shall be as follows:

- A. All activities are approved subject to space availability, the priority schedule, and consistency with WCC's mission statement and this Building Use Policy.
- B. No date may be reserved on the calendar until a Building Use Request Form has been submitted and approved by the appropriate person(s).
 - i. The Elder Board must approve of all worship related activities.
 - ii. WCC's Pastor must approve all weddings before a date may be reserved on the church calendar.
- C. Requests from outside groups made more than three months in advance of the event date (with the exception of weddings) must have the approval of the Church Coordinator.
- D. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

5. Building Use Procedures

The member or organizational representative is responsible for the following:

- A. Check the WCC website calendar for date availability (<http://westcohassetchapel.com/>).
Note: not all scheduled activities will be on the WCC website calendar.
- B. Submit the Room Set-up on the Building Use Request Form diagramming the set-up for the Church Coordinator. Separate forms must also be completed to make requests for any special equipment needs and sound equipment.
- C. All user groups are responsible for setting up and taking down tables and chairs in the gym.

- D. Members and Member-Sponsored users are expected to restore facilities to the same state of cleanliness that existed prior to the event and for adhering to the Cleaning Checklist that is provided. If Members and Member-Sponsored users do not wish to clean up after their event, cleaning services are available.
- E. The Church Coordinator will instruct users regarding the lock-up procedures.
- F. Users are to report any maintenance problems or damage to the Church Coordinator.

6. Facility Use Guidelines

WCC has a wide range of ministries utilizing its facilities. WCC desires all parties to be aware that other individuals/groups will be using WCC's facilities before and after each event. Therefore, WCC requests that all users treat its facilities and other users with proper respect.

For non-Member users, if no Member is available to staff the building during off-hours, use of the facilities may be denied. The Church Coordinator or Member will serve as the church's representative should questions or needs arise during a scheduled event.

To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

- A. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- B. Activities and programs are limited to the space that is assigned.
- C. Smoking, the use of alcoholic beverages, and the use of illegal substances are not permitted on WCC property.
- D. Dining or the serving of food is limited to pre-approved designated areas – check with the Church Coordinator.
- E. Use of candles is allowed only in designated areas and must be approved by the Church Coordinator.
- F. If furniture or equipment is to be moved, it must be done with the permission of the Church Coordinator to maintain the quality of the building's furniture and equipment, and to prevent damage.
- G. All decorations in the facility and on the grounds of WCC must be approved by the Church Coordinator. No items may be affixed to any surface without the consent of the Church Coordinator.
- H. The user will be held responsible for any damage to church property associated with their activity.

7. Building Use Request Form

A Building Use Request Form is attached on next page.

West Cohasset Chapel Building Use Request Form

Date of Application _____

(Name of Group) (Contact Person) (Phone Number) (Email)

(Contact Person's Address) (City) (State) (Zip Code)
Date(s) of Usage _____ Time Begin _____ Time End _____
(Include setup, cleanup and/or rehearsal time)
Time Begin _____ Time End _____

Purpose for Usage _____

Specific Rooms To Be Used:

Sanctuary Kitchen Gym
 Classroom(s) - Up to 5 rooms _____ Nursery _____

Person Responsible for Set-up _____ Telephone _____

Person Responsible for Clean-up _____ Telephone _____

Name of WCC Sponsor _____

I agree to the following terms of property use:

1. Any permission granted for use of West Cohasset Chapel ("WCC") facilities may be revoked by the elders at their discretion. Use of this property is a privilege, not a right. WCC reserves the right to refuse the use of this property for any reason.
2. All facilities of WCC can only be used for activities that glorify God. Therefore, no gambling, fighting, quarreling, profane language, obscenity, narcotics, nicotine products, or intoxicants are permitted on WCC property. All music must be submitted (including lyrics in some cases) for approval.
3. No use of these facilities may conflict with normal WCC church use.
4. WCC facility users have read and must comply with the WCC Child Safety & Protection Guidelines.
5. Adequate adult supervision and sponsorship is required of all groups using church facilities.
6. Use of the facilities is restricted to only those rooms that are approved for use with the exception of the common areas, which include: the foyer, hallways, and bathrooms.
7. WCC furniture and/or equipment shall not be moved by anyone who is not a WCC employee without permission of the employee in charge of the event.
8. No equipment, material, or supplies shall be removed from the facilities without prior approval.
9. Persons or organizations using WCC facilities shall be responsible for ALL SETUP and CLEANUP (unless other arrangements have been made). Further, persons or organizations using WCC's facilities are responsible for any damage to WCC facilities and equipment beyond normal wear. A document designating the party responsible for setup and cleanup of the facilities shall be provided with the application for use.
10. Any use of WCC facilities shall comply with all local, county, and state laws and ordinances, including fire, health, and safety laws and ordinances.
11. The WCC representative on duty shall have the power to enforce all provisions of the WCC Building Use Policy.
12. A group with authorization to use these facilities is permitted to allow entrance only to persons of the approved organization with the exception of WCC members, who may need to use other portions of the building.
13. All organizations or groups seeking to use WCC premises must designate an authorized individual, who will be held responsible on behalf of the organization or group for assuring that all conditions of the Building Use Policy are met. The designated individual must also sign the Building Use Request Form and liability waiver.
14. Any event that charges a fee for admission to any portion of WCC property must obtain prior approval.
15. Violations of any portion of the WCC Building Use Policy may be cause for IMMEDIATE revocation of any permission granted for use of WCC facilities.
16. The permission granted, herein, to use WCC facilities is non-transferable.
17. WCC, its officers, members, and employees assume NO responsibility for property left on WCC premises or for injuries, damage, or losses of any kind whatsoever that occur on WCC premises.

(Authorized Signature) (Printed Name) (Date)

OFFICE USE ONLY:

(Date Application Received)
 Application Approved
 Application Disapproved – Grounds _____
 Deposit Paid
 Date on Church Calendar
 Fee Paid (_____ Total Fee Amount) _____

(Approving Officer's Signature)

Building Use

Cleaning Checklist

| | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>WCC Nursery</p> <ul style="list-style-type: none"><input type="checkbox"/> Vacuum carpet<input type="checkbox"/> Empty trash and replace bag<input type="checkbox"/> Wipe down changing tables<input type="checkbox"/> Wipe down tables and chairs | <p>Sanctuary</p> <ul style="list-style-type: none"><input type="checkbox"/> Check, clean and straighten chairs<input type="checkbox"/> Wipe down tables and chairs<input type="checkbox"/> Vacuum carpet |
| <p>Bathrooms</p> <ul style="list-style-type: none"><input type="checkbox"/> Flush, scrub and clean toilets<input type="checkbox"/> Clean sinks, counters and dispensers<input type="checkbox"/> Wipe down partitions<input type="checkbox"/> Empty trash and replace bag | <p>Corridor Area</p> <ul style="list-style-type: none"><input type="checkbox"/> Sweep and mop tile floors<input type="checkbox"/> Lift entry carpet mats and clean beneath |
| <p>Gym</p> <ul style="list-style-type: none"><input type="checkbox"/> Vacuum carpet<input type="checkbox"/> Clean up garbage | <p>The Commons (outside Kitchen)</p> <ul style="list-style-type: none"><input type="checkbox"/> Sweep and mop tile floors |
| <p>Classrooms</p> <ul style="list-style-type: none"><input type="checkbox"/> Vacuum carpet<input type="checkbox"/> Empty trash and replace bag<input type="checkbox"/> Return tables and chairs to condition found | <p>Kitchen</p> <ul style="list-style-type: none"><input type="checkbox"/> Sweep and mop tile floors<input type="checkbox"/> Clean tables and counters<input type="checkbox"/> Clean stove top and inside oven<input type="checkbox"/> Scrub sink<input type="checkbox"/> Empty trash and replace bag |