



## BUILDING USE POLICY

[westcohassetchapel.com](http://westcohassetchapel.com)

West Cohasset Chapel  
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Cohasset, MN 55721

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# West Cohasset Chapel

## Building Use Policy

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## 1. Statement of Policy

The mission 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 ongoing 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 fundraising 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 regarding minors (a requested copy can be obtained through the WCC office).
- E. The Youth Room is not available for outside use.

**Priority will be given to WCC events**

WCC events include:

Church Services - (i.e. worship services, Sunday Morning Bible Classes, adult Ed)

Regularly scheduled church activities - (i.e. AWANA, board and committee meetings, 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 WCC 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 Ministry Coordinator. 100% of the usage fees 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.

## General

FACILITY/ROOM	CAPACITY	MEMBER <sup>1,2,5</sup>	MEMBER-SPONSORED <sup>1,2,3,4,5</sup>	NON-MEMBER <sup>1,5</sup>
Sanctuary	290	No Fee	\$100 Deposit	\$500 fee
Kitchen	NA	No Fee	\$100 Deposit	Above fee covers all
Gym	275	No fee	\$100 Deposit	Above fee covers all
Classroom <sup>6</sup>	NA	No fee	\$100 Deposit	\$100 fee
Classroom <sup>6</sup>	NA	No fee		\$50 fee for each additional

1. Sound tech fee applies to all sanctuary use. - \$150 total
2. Members and Member-Sponsored users are expected to restore the facility to the state of cleanliness that existed prior to the 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 do not fall under Member or Member-Sponsored, which must be approved by the WCC Elder Board.
5. Janitorial fee applies to all church use. - \$25/hr
6. A total of five (5) classrooms available.

## Wedding

FACILITY/ROOM	CAPACITY	MEMBER <sup>1,2,4</sup>	MEMBER-SPONSORED <sup>1,4</sup>	NON-MEMBER <sup>1,4</sup>
Sanctuary (Ceremony only)	290	No fee	\$100 Deposit	\$500 fee
Kitchen and Gym (Reception only)	275	No fee	\$100 Deposit	\$500 fee
Both Ceremony and Reception		No fee	\$200 Deposit	\$750 fee

1. Sound tech fee applies to all sanctuary use. - \$150 total
2. Members and Member-Sponsored users are expected to restore the facility to the state of cleanliness that existed prior to the 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 #4 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.
7. Janitorial fee applies to all church use. - \$25/hr

## 4. Making Reservations

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

The Church Ministry 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 listing 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.

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 of 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 Ministry 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 ([www.westcohassetchapel.com](http://www.westcohassetchapel.com)). Note: not all scheduled activities will be on the WCC website calendar.
- B. All user groups are responsible for setting up and taking down tables and chairs in the gym.
- C. 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.
- D. The Church Ministry Coordinator will instruct users regarding the lock-up procedures.

- E. Users are to report any maintenance problems or damage to the Church Ministry 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 Ministry 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 Ministry Coordinator.
- E. Use of candles is allowed only in designated areas and must be approved by the Church Ministry Coordinator.
- F. If furniture or equipment is to be moved, it must be done with the permission of the Church Ministry 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 Ministry Coordinator. No items may be affixed to any surface without the consent of the Church Ministry Coordinator.
- H. The user will be held responsible for any damage to church property associated with their activity.





# Building Use Request Form

Date of Application \_\_\_\_\_

\_\_\_\_\_  
 (Name of Group)                      (Contact Person)                      (Phone Number)                      (E-mail)

\_\_\_\_\_  
 (Contact Person's Address: Including city, state and zip code)

Date(s) of Usage \_\_\_\_\_                      Time Begin \_\_\_\_\_ Time End \_\_\_\_\_  
 (Include set-up, clean-up and/or rehearsal time)  
 Time Begin \_\_\_\_\_ Time End \_\_\_\_\_

Purpose for Usage \_\_\_\_\_

Will you require the use of audio/visual equipment?  No     Yes \*\$150 fee for AV use\*

Will you require janitorial services for clean-up?  No     Yes \*\$25/hr\*

Specific Rooms to Be Used:

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

Person Responsible for Set-up \_\_\_\_\_ Telephone \_\_\_\_\_

Person Responsible for Clean-up \_\_\_\_\_ Telephone \_\_\_\_\_

Name of West Cohasset Chapel (WCC) Member Sponsor \_\_\_\_\_

I agree to the following terms of property usage: (as applicable)

1. Any permit granted for use of church facilities may be revoked by the WCC Elders at their discretion. Use of this property is a privilege and not a right. WCC reserves the right to refuse the use of this property for any reason.
2. All facilities of the church can only be used for activities which glorify God. Therefore, no gambling, fighting, quarreling, profane language, obscenity, narcotics, nicotine products or intoxicants are allowed 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 church usage.
4. Church facility users have read and must comply with the WCC Child Safety & Protection Guidelines (a requested copy can be obtained through the WCC office).
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 (not counting the foyer, hallways and bathrooms).
7. Church furniture and/or equipment shall not be moved by anyone who is not a WCC member without permission of the Church Ministry Coordinator.
8. No equipment, material or supplies shall be removed from the facilities without prior approval.
9. Persons or organizations using church facilities shall be responsible for all set-up and clean-up (unless other arrangements have been made) as well as damage to church facilities and equipment beyond normal wear or loss of property. Documentation of who will set-up and clean-up the facility must be provided with the application for use.
10. Any use of church facilities shall comply with county ordinances and all state and local fire, health and safety laws.
11. The church representative on duty shall have the power to enforce the rules and regulations of this 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 use of the church premises must designate an authorized individual who will be held responsible on behalf of the organization or group for seeing that all conditions of the policy are met and for the signing of the application for use and liability waiver.
14. Any event that charges a fee in the use of our property must obtain prior approval.
15. Violations of any rule or regulation may be cause for immediate revocation of any permit granted for use of church facilities.
16. This permit is non-transferable.
17. WCC, its officers, members and employees will assume no responsibility for properties left on church premises or injuries that occur on church premises.

\_\_\_\_\_  
 (Authorized Signature)                      (Printed Name)                      (Date)

**OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_

Application Approved    Approving Officer's Signature: \_\_\_\_\_

Application Disapproved – Grounds \_\_\_\_\_

Deposit Paid     Date on Church Calendar     Fee Paid -- Total Fee Amount Details: \_\_\_\_\_

## Building Use Cleaning Checklist

<p><b>Nursery</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Empty trash and replace bag</li> <li><input type="checkbox"/> Wipe down changing table</li> <li><input type="checkbox"/> Wipe down tables and chairs</li> <li><input type="checkbox"/> Return toys to proper placements</li> </ul>	<p><b>Sanctuary</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check, clean and straighten chairs</li> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>
<p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Flush, scrub and clean toilets</li> <li><input type="checkbox"/> Clean sinks, counters and dispensers</li> <li><input type="checkbox"/> Wipe down partitions</li> <li><input type="checkbox"/> Empty trash and replace bag</li> </ul>	<p><b>Foyer Area</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep and mop tile floors</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>
<p><b>Gym</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>	<p><b>Commons Area (outside Kitchen)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep and mop tile floors</li> <li><input type="checkbox"/> Wipe down tables and chairs</li> <li><input type="checkbox"/> Return tables and chairs to condition found</li> </ul>
<p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vacuum carpet</li> <li><input type="checkbox"/> Empty trash and replace bag</li> <li><input type="checkbox"/> Return tables and chairs to condition found</li> <li><input type="checkbox"/> Clean up garbage</li> </ul>	<p><b>Kitchen</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sweep and mop tile floors</li> <li><input type="checkbox"/> Clean counters</li> <li><input type="checkbox"/> Clean stove top and inside oven and microwave</li> <li><input type="checkbox"/> Scrub sinks</li> <li><input type="checkbox"/> Empty trash and replace bag</li> </ul>