

## Section A

### **FACILITIES USE POLICY PROCEDURES “General Instructions for Building Usage”**

#### **INTRODUCTORY STATEMENT**

God has entrusted to Lighthouse World Outreach Center (LWOC) physical resources. The following guidelines for the use of the facilities are established as an extension of our stewardship of the resources God has placed in our care and for establishing usage and management instructions consistent with the mission and ministry of Lighthouse World Outreach Center. Because this is a house of worship, all requests are subject to prayer and biblical examination, final authorization rests with the Senior Pastor.

#### **PRIORITY OF USAGE:**

- Lighthouse World Outreach Center Corporate events (calendared and un-calendared)
- Lighthouse World Outreach Center Ministry Events
- Active Church members requests
- Regular attendee requests
- Non-member, Not-for-profit organizations and Institutions

#### **DEFINITION OF USERS**

- Active Members: A person whose name is recorded on the church’s official membership record and is in good standing in accordance with church by-laws.
- Regular Attendee: A person who is not a member but who has regularly attended for a minimum of six months and can give evidence of adhering to the tithe.

- Immediate Family: For the purposes of this policy, immediate family shall include husband/wife, children and parents of a member or regular attendee. This will not extend to brothers, sisters, aunts, uncles, in-laws and similarly removed families.
- Non-members: Persons who do not attend Lighthouse World Outreach Center nor meet any of the above criteria.
- Not-for-profit Organizations and Institutions: Groups that exist for the benefit of the Christian Community and whose objectives further the exempt purposes of LWOC.

#### **PRINCIPLES:**

The following principles and guidelines shall govern the use of church space and provision of facility services:

- The physical facilities of Lighthouse World Outreach Center shall be used to advance the objectives of the church as stated in its by-laws.
- The church's regular and scheduled ministries and events shall always have priority over all requests for use.
- Lighthouse World Outreach Center reserves the right to accept or deny any request for use.
- The rates charged for space shall, at a minimum, cover the cost of utilities, custodial services and staff coordination costs, and as well should include costs associated with depreciation, wear and tear and liability.
- Publicity material and public service announcements in which the name of "Lighthouse World Outreach Center" is used must be reviewed by the church prior to publication.
- All requests for use of Lighthouse World Outreach Center facilities will be made to the Church Administrator, who will act in accordance with this policy.

## **GENERAL POLICIES:**

- All requests for facility use must be made on Form LWOC 13-01 "Request for Use of Lighthouse World Outreach Center Facilities". Requests are reviewed by the staff at its weekly meetings (Tuesday Mornings) to be sure there is no conflict for calendar space.
- Agreements for the continuing use of the facility are valid for a period ending each calendar year. Those groups using the facility on a continuing schedule must renew all agreements before January 1<sup>st</sup> each year.
- Unexpected significant events related to the mission of the church ( a funeral, for example) will take precedence over agreements for other uses.
- The use of alcohol is prohibited. Lighthouse World Outreach Center is a no smoking facility.
- Any decoration, static signage or fixture must receive prior approval before they can be displayed.
- Furniture, equipment or instruments will not be moved without approval.
- Adult supervision of children will be the responsibility of the user group.
- Nursery and playground facilities will only be made available for church sponsored activities.

## **AUDIO/VISUAL AND LIGHTING:**

All sound and lighting needs must be approved by and coordinated with the Minister of Music. Programs that require the use of the sound and lighting systems must have the respective technicians on duty. Production technicians are solely responsible for the dismantling, removal or adjustments to lighting, sound, and any other electronic equipment. Fees for this service will be reflected as a line item of the building usage fee.

## **KITCHEN USE:**

A fee for the use of the kitchen is charged according to the type and size of event and to what extent the kitchen is used. A kitchen coordinator must be present, with a fee charged.

## **CUSTODIAL:**

Lighthouse World Outreach Center custodial services are responsible for set-up and other services to the facility user, to include opening and closing of buildings, and maintaining HVAC settings. Custodial services does not extend to set-up/tear-down of onstage equipment, fittings or props. A custodian will be assigned and the user charged for this service.

## **STAFF COORDINATOR/LIASON:**

A Lighthouse World Outreach Center staff member will be onsite to represent the churches interest and be the authority where directives are to be given and disputes settled.

## **INSURANCE LIABILITY**

Lighthouse World Outreach Center maintains its facilities to offer a clean, environmentally safe and secure surrounding. The user, organization(s) or individual(s), agrees that Lighthouse World Outreach Center will not, in any manner, be answerable or accountable for injury to any person or persons or for damage to any property that may be owned by the individual(s) or organizations contracting for the use of the church facilities under this agreement.

The user shall present a Certificate of Insurance to the church office listing Lighthouse World Outreach Center as "additional insured".

## **FEES AND PAYMENTS**

- Security deposits are to be submitted with the "Request for Use of Lighthouse World Outreach Center Facilities" application.
- All negotiated usage fees will be paid thirty (30) days before the date of the scheduled event.

- Payment will be made payable to “Lighthouse World Outreach Center”.
- The security deposit will be refunded seven (7) days after the event, if all policies are complied with and there is no damage to property.

The current policies and fee structure for facility usage are subject to change at anytime with or without notice, by action of the Church Board.

**SCHEDULE OF FEES.....ACTIVE MEMBERS/REGULAR ATTENDEES**

**SECURITY DEPOSIT..... \$ 500.00**

**SANCTUARY.....\$ 0**

**FAMILY LIFE CENTER.....\$ 0**

**CLASSROOMS.....\$ 0**

**KITCHEN.....\$ 0**

**EVENT COORDINATOR..... \$20/HR**

**KITCHEN COORDINATOR.....\$20/HR**

**SOUND TECHNICIAN.....\$20/HR**

**LIGHTING TECHNICIAN.....\$20/HR**

**MAINTENANCE/CUSTODIAL.....\$15/HR**

**LIGHTHOUSE WORLD OUTREACH CENTER**

**USE OF FACILITIES EXPENSE SUMMARY**

Event Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ (W) \_\_\_\_\_ (Cell) \_\_\_\_\_

Expense Category	Estimate	Actual
Sanctuary		
Family Life Center		
Kitchen		
Classrooms		
Event Coordinator		
Kitchen Coordinator		
Sound Technician		
Lighting Technician		
Maintenance/Custodial		
Security		
Parking Assistance		
Other Expenses: (Describe)		
<b>Totals</b>	\$	\$

Prepared by: \_\_\_\_\_ (LWOC)

Accepted by: \_\_\_\_\_ (User) Date: \_\_\_\_\_

**AGREEMENT FOR THE USE OF FACILITIES  
LIGHTHOUSE WORLD OUTREACH CENTER**

This agreement by and between Lighthouse World Outreach Center (LWOC), 609 Gene Bell Road, Monroe, Georgia 30655 and \_\_\_\_\_

\_\_\_\_\_ (User), will take effect on the \_\_\_\_\_ of \_\_\_\_\_, 200\_\_\_\_, and will continue for a period of \_\_\_\_\_.

Parties agree that for consideration the facilities will be used for the prescribed period for the purpose of \_\_\_\_\_ provided that the following terms and conditions are met.

**IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:**

- 1. LWOC hereby agrees to let user use the above described facility for the use described above on \_\_\_\_\_ is the contact person for LWOC and \_\_\_\_\_ is the contact person for User to coordinate the details of usage.
- 2. User agrees to pay LWOC the sum of \$ \_\_\_\_\_ for the use of the facilities.
- 3. User promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from User's use of LWOC facilities. User will have LWOC named as Additional Insured on User's policy and will provide a Certificate of Insurance showing LWOC as an Additional Insured.
- 4. User agrees to hold harmless, indemnity and defend LWOC from any and all liability which may result from any person using the facilities, its entrances and exits, and surrounding grounds.
- 5. User agrees to be responsible for preparing for use and returning to the preuse condition all area of the facilities the User will use, including entrances and exits.
- 6. User agrees to conduct a visual inspection of the facilities, including entrances and exits, prior to each use, and warrants that the facilities will be used only if it is in a safe and non-hazardous condition.
- 7. User agrees to abide by any and all rules for the use of the facilities.
- 8. This agreement may be cancelled only as prescribed by written policy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

Signature: \_\_\_\_\_ Title \_\_\_\_\_  
For Lighthouse World Outreach Center

Signature: \_\_\_\_\_ Title \_\_\_\_\_  
For User



**LIGHTHOUSE WORLD OUTREACH CENTER  
"REQUEST FOR USE OF LWOC FACILITIES"**

*This request must be accompanied by the required security deposit to secure your reservation.*

Date of Request: \_\_\_\_\_

Name: \_\_\_\_\_ LWOC Member  Y \_\_\_\_\_  N \_\_\_\_\_

Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

How many people are expected to attend? \_\_\_\_\_  
Will anything be sold or distributed in association with the event?  Y \_\_\_\_\_  N \_\_\_\_\_

Contact Person: \_\_\_\_\_ Work # \_\_\_\_\_

Cell # \_\_\_\_\_

Dates and Times of desired use \_\_\_\_\_

\_\_\_\_\_

Facility Required: Sanctuary \_\_\_\_\_ Family Life Center \_\_\_\_\_

Kitchen \_\_\_\_\_ Classroom \_\_\_\_\_ Other \_\_\_\_\_

Additional Services: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(over)

LWOC 13-01

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A refundable deposit of \$ \_\_\_\_\_ is attached.  Y \_\_\_\_\_  N \_\_\_\_\_

I (We) agree to pay the additional negotiated fees.

Proof of Certificate of Insurance is attached.  Y \_\_\_\_\_  N \_\_\_\_\_

Is LWOC listed as additional insured?  Y \_\_\_\_\_  N \_\_\_\_\_

I (We) shall indemnify Lighthouse World Outreach Center, its officers, agents and employees and save them harmless from any and all liability, suits, actions, demands (just or unjust), and any and all costs or fees on account of injuries to person or property, including accidental death arising out of or in connection with the use of any church facilities under this agreement, whether such liability be the result of the alleged or passive negligence of LWOC, its officers, agents or employees.

I (We) have read the policies established for the use of LWOC facilities and agree to abide by them.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Printed Name

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Received by LWOC on: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Calendar clear?  Y \_\_\_\_\_  N \_\_\_\_\_

Deposit Paid  Y \_\_\_\_\_  N \_\_\_\_\_ Method of Payment: Cash \_\_\_\_\_ Chk # \_\_\_\_\_ Received by: \_\_\_\_\_

Event Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Deposit Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

Deductions Made:  Y \_\_\_\_\_  N \_\_\_\_\_ Explanation : \_\_\_\_\_