

FACILITY USE POLICY



LAKESHORE
CHURCH

FACILITY USE POLICY

MISSION STATEMENT

Lakeshore's Mission Statement will guide the decision-making process for any consideration of special uses of the building and grounds. All functions and use of the facility must be compatible with the Mission Statement, which is:

LOVING GOD, BUILDING PEOPLE

(to know, love and obey God and to build people into fully devoted followers of Christ)

RESERVATION PROCEDURE (all events except weddings & sports field)

1. The person responsible for an activity must complete a *Reservation Request and Facility Use Agreement* (available online and in the church office) and return it to the church office no later than three weeks in advance of the requested date. Church office hours are 9:00 am to 5:00 pm Monday through Thursday.
2. Church administrative staff will receive the request, check the master calendar for any conflicts, and forward the request to each department involved. After approval is obtained, responsible party will be notified.
3. In order to reserve the requested facility, the church must receive a security deposit of \$250.00 or 30% of the total fee, whichever is greater. After the security deposit is received, the event will be scheduled on the church Master Calendar. All checks must be made out to Lakeshore Church.
4. The full usage fee must be received by the church no later than two weeks prior to the event to prevent the facility from being released to accommodate another event. The security deposit is not a part of the usage fee.
5. If the event is cancelled after fees are received and prior to the scheduled event, all fees are refundable provided the church has not incurred any expense. Any such expense will be deducted from the fees and/or security deposit received.
6. Normally the security deposit will be refunded within two weeks after the event minus:
 - a) the costs to repair any damages caused by the event, and
 - b) an amount equal to \$100 for each 30 minutes, or part thereof, the event exceeds the agreed upon end time. A Lakeshore representative will confirm the time the event was over and the facilities were cleaned and vacated.
7. Regular, recurring meetings of Lakeshore Small Groups are exempt from the reservation process since they have already been approved. However, requests for extra meetings at the church and/or a location other than the group's normal meeting place and time must be approved prior to the event to insure the requested room is available.

GENERAL POLICIES

1. For special events the church facilities may only be used between the hours of 8:00 am and 10:00 pm on weekdays. Saturdays are not available because of prior scheduled church activities. Special requests for other hours may or may not be approved. A church staff member or other approved representative must be on site during the entire event.
2. Reserving the facility will be on a first-come, first-served basis. Plans for an anticipated activity should not be fully developed or announced until permission has been obtained and the activity is recorded on the Master Calendar. Anticipated functions may normally be placed on the Master Calendar up to nine months in advance, and must be on the calendar no later than three weeks before the event in order to insure the facility or equipment is available.
3. The person responsible for a function must be an adult over the age of 21. This responsible person must be present during the entire function and shall see that all guidelines and policies are followed.

4. Children or youth may not use the building and grounds unless they have adequate adult supervision. Children are not allowed to run free through the building. There must be a minimum of one adult supervisor for every 10 children or teens. Mixed groups of teens or children must have both male and female supervision.
5. The person in charge of the activity must be instructed on how to secure the building after the activity and how to use the fire suppression equipment in an emergency.
6. The sound and video systems in the Worship Center, Student Center and Children's Auditorium may only be operated by a trained technician. No unauthorized person may use any sound, audio or visual equipment in the Worship Center, Student Center or Children's Auditorium. Normally one sound technician is included in the rental fee. If additional sound or video support is needed, there will be a per hour charge for a second trained sound technician.
7. If requested, the music stands & microphone stands may be moved toward the back wall of the platform. Drums, percussion and keyboard will not be moved. Only approved Lakeshore technicians may move items from where they are located on the platform. Additionally, it should be noted that the design of the back wall on the platform changes from time to time and may or may not be the same as on the date of your request.
8. The musical instruments in the Worship Center and Student Center are under the care of the Worship Pastor and may not be used without specific permission of the Worship Pastor.
9. Church equipment is not to be borrowed or removed from the church facility and grounds.
10. Church office equipment is restricted to church use only, no personal use. This includes copiers and computers. No office equipment is to be used without prior approval.
11. Any equipment rented from an outside source (such as tables, chairs, electronic equipment, etc.) may normally be delivered the day before the event and should be removed as soon as possible after the event. Please note that church offices are closed on Fridays and Saturdays, and the church must be cleared of all rented or personal items no later than 6:00 pm on Saturday. The church will not store special equipment over the weekend.
12. The use of decorations, changing arrangement of rooms, attachment of materials to the walls and other similar items may only be done with prior approval of the Facilities Manager (or, in the case of weddings, the Wedding Coordinator) except where items (posters, pictures, notices, etc.) are attached to a bulletin board.
13. Any damage to the church facility or property resulting from misuse by persons or groups will be the responsibility of the person signing the *Reservation Request and Facility Use Agreement*.
14. Use of the kitchen and its equipment must be approved prior to any activity or event. If the kitchen is used, it must be left clean and free of trash or leftover food or beverages. All items on the "Kitchen Check List" posted in the kitchen must be completed before leaving the building.
15. Use of the new coffee machines at the coffee bar in the church foyer is not permitted. If the reserving party wants coffee, they must provide their own equipment and supplies. Church supplies (coffee makers, coffee, tea, sweeteners, cups, napkins, towels, filters, etc.) are not to be used. The coffee bar area, however, can be used.
16. The building and grounds must be left in the same or better condition as before an activity or event. All inside and outside trash must be bagged and taken to the dumpster. All personal items, decorations and leftover food and beverage items must be removed. They may not be left on site. Rooms must be set up in the same condition as before the event or as designated by the Facilities Manager.
17. Food and beverage items are not allowed in the Worship Center.
18. Meetings, parties, and activities that result in private financial gain will not be allowed. The only exception is fundraisers for ministry activities.
19. Use of alcoholic beverages, tobacco products, illegal drugs or other controlled substances, and gambling in any form is not allowed on church property.

20. Political parties may not attach or display political advertising on any part of the church property.
21. All recurring uses automatically expire on December 31 each year. Use after expiration requires a new *Reservation Request and Facility Use Agreement*.

PRIORITIES FOR USE OF SPACE, FACILITIES, AND EQUIPMENT

1. Lakeshore's regularly scheduled services and meetings
2. Lakeshore sponsored groups and ministry activities
3. Other activities and meetings of Lakeshore members
4. Community non-profit organizations and service groups
5. Other groups, organizations or individuals (e.g. weddings, HOAs, etc.)

FEE SCHEDULE

Priority Groups 1 and 2 are exempt from fees. Priority Groups 3, 4 & 5 are subject to fees.*

Worship Center	\$600.00 for up to 4 hours (no chairs moved) \$100.00 each additional hour One sound technician included*
Student Center	\$400.00 for up to 4 hours \$75.00 each additional hour One sound technician included* Room to be returned to Sunday morning setup
Kitchen	\$200.00 for up to 4 hours \$50.00 each additional hour
Growth Track Room	\$100 for up to 3 hours \$30 each additional hour Room to be returned to Sunday morning setup
Classroom	\$60.00 for up to 3 hours \$20.00 each additional hour Room to be returned to Sunday morning setup
Weddings	See separate fee schedule

*If a sound technician is needed for a Group 2 event in the Worship Center, Student Center or Children's Auditorium,, there will be a sound tech fee charged of \$30 per hour unless the group is able to find a **Lakeshore approved and trained** sound technician to volunteer their time. If a second technician is needed to run video or other equipment, the cost will be an additional \$30.00 per hour for the second technician.

KITCHEN & FELLOWSHIP HALL CHECKLIST

PLEASE BE SURE THAT ALL OF THE FOLLOWING ITEMS ARE COMPLETED BEFORE YOU LEAVE.

- ____ 1. All tables cleaned and dried and returned to the storage room.
- ____ 2. All folding chairs wiped clean and returned to storage room.
- ____ 3. Any other chairs also cleaned and returned to their proper places.
- ____ 3. All dishes, pots, pans and utensils washed, dried, and returned to their proper storage places.
- ____ 4. Countertops, work island and sinks cleaned.
- ____ 5. Stovetops washed clean, including burner trays.
- ____ 6. Oven wiped clean if used.
- ____ 7. Microwave washed clean of spills and spatters.
- ____ 8. Kitchen floor swept clean.
- ____ 9. All leftover food given away or disposed of. No food is to be left in the kitchen.
- ____ 10. Inside trash can bags tied and taken to the dumpster.
- ____ 11. Trash cans relined with proper size bags (which are kept in the janitor closet).
- ____ 12. Carpet inspected and any spills wiped up immediately.
- ____ 13. Heating or air conditioning adjusted or turned off at the thermostat on the wall of the Fellowship Hall.
- ____ 14. All lights turned off, including lights in bathrooms.

THIS IS WHAT THE KITCHEN SHOULD LOOK LIKE WHEN YOU LEAVE





Lakeshore Small Group Fire Pit Policies & Procedures

- All Fire Pit use must be supervised by at least one adult Small Group Leader (from set up, starting the fire, to ensuring that the fire is **completely OUT**)
- Lighter fluid is permitted for starting the fire – NO gasoline/diesel may be used
- This is a fire pit, not a Bonfire pit. Please keep the size of the fire within reason
- Small groups are responsible in providing their own firewood (some firewood may be left over from previous use that you are welcome to use, stacked and located near the fence line. If you have left over firewood, please stack neatly in the appropriate location)
- A 5 gallon water bucket and shovel is required – for quickly putting out the fire in case of emergency and shoveling dirt onto the fire. After you are finished with the fire pit, you can slowly pour water onto the fire and use the shovel to spread dirt in the fire pit onto the fire to make sure the fire is completely out
- Please ensure that you leave the Fire Pit area cleaner than you found it
- Using wisdom and common sense around the Fire Pit will ensure that each small group at Lakeshore Church will have years of enjoyment in the use of this asset
- The Royal Rangers have first right of refusal for the use of the Fire Pit each Sunday night. For those small groups that wish to utilize the Fire Pit, any/all reservations must be made thru and approved by Caleb Fauber at Lakeshore Church
- Any abuse of these policies and procedures can result from your Small Group from not being able to enjoy the Fire Pit until further notice

Entrance for Church Offices

