

# Ministry Facility Use Agreement

Vancouver First Evangelical Church  
4120 N.E. St. John's Road, Vancouver, WA 98661  
(360)-694-2525

## OVERVIEW

The primary purpose of a church building is worship, ministry, and Christian education. However, we desire to make our facilities as available as possible to the community, while not neglecting their primary purpose.

Primary consideration will be given to the church's ministries and scheduling. There are occasions in which a situation (such as a funeral) may cause us to renegotiate events that were previously scheduled in a Facility Use Agreement. In such situations, we will be as accommodating as possible.

Priority in scheduling shall be considered in the following order of priority:

- Regularly scheduled services and meetings of First Evangelical Church
- First Evangelical Church sponsored groups and ministries
- Activities and meetings of members of First Evangelical Church
- Community non-profit organizations and public service groups
- Other groups and organizations

Any multi-day commitment will be no more than one year. At the end of one year a new facilities request must be submitted.

## FACILITY USE PROCESS

All groups must submit the following paperwork to the church office. All Facility Usage Agreements are considered on a case-by-case basis.

**Submit the Facility Use Agreement.** This form provides details on your event. Included on the back page of this form is the Acceptance of Responsibility and Release of Liability forms. Both of these forms indicate that you bear responsibility for the supervision of your group.

**Submit the "Request to Schedule Event".** This must be completed and turned in to the Vancouver First Evangelical Church Office 30 days in advance of the event date. Requests may take 2 weeks to process, so you may want to submit your requests earlier to allow time for approval and for your promotion of your event.

Room Requests: Requesting a specific room will not guarantee use of that room. Room use will be assigned based on the size of group and type of activity:

Fireside Room	Up to 40 people
Senior High Room	Up to 30 people (no meals)
Gymnasium	Up to 230 people (or Sports activities requiring a gym)
Sanctuary	Up to 230 (no food or drink)
Smaller classrooms	10-30 people

Use Hours:

No Use before 7:00 a.m. (including set up).

No Use after 10:00 p.m. (including clean-up). No Use Saturdays after 4:00 p.m.

Special permission is needed in advance for activities to continue beyond 10:00 p.m.

Sunday through Friday, or beyond 4:00 p.m. on Saturday due to extra set up time needed for Sunday following an event

**Insurance Binder / Waiver:** Groups which are not ministries of First Evangelical Church must provide Proof of Liability and Medical Insurance (Insurance Binder / Waiver) to use the facilities for sports activities or overnight stay. Ministries of First E are covered by our insurance

**Facility Use Deposit:** We do not charge Ministries a facility Use Deposit. It is expected that Ministries will treat the facilities with due care.

**Room Use Fees:** We do not charge Ministries a Room Use Fee

**Janitorial Fee:** We do not charge Ministries a Janitorial Fee

**Approval:** No commitment will be approved and finalized until the paperwork is received. Event leaders should refrain from fully developing or advertising their event until they receive notification of approval. Do not expect the church office to automatically advertise your event in the bulletin or e-newsletter. Please submit a request for announcements.

## **RESPONSIBILITIES FOR ALL USERS**

**Set Up and Clean Up:** Groups are entirely responsible for their own set up and clean up. All equipment or furniture must be returned to its original set up and all cleaning must be done.

- Tables and chairs returned to their original set up (set up maps are available).
- Floors are swept and spot mopped if necessary.
- Tables and counters are cleaned and cleared.
- All equipment used returned to its proper location
- All trash is bagged and taken to the dumpster in the back parking lot.

**Equipment:** Tables and chairs are available for your use, which you may arrange to suit your needs, and then put away when you are finished. By special request other equipment may be made available, e.g. projectors, lecterns, sound system, television, coffee pots, etc.

**Consumables:** All consumable supplies, such as coffee, tea, cream, sugar, plates, cups, napkins will be provided by the group. Consumables found in rooms are not for public use. They are designated for Church or School only.

**Safety:** Entry and exit ways and aisles must be kept clear at all times, exit signs and fire extinguishers must not be obscured, and doors which close by themselves must be monitored if they are propped open and closed in case of fire. Extension cords must be three pronged (grounding). Cords which pass through walkways should be taped down (gaffer's tape, NOT duct tape), or run through cord covers.

**Conduct Issues:** We expect all guests to conduct themselves ethically and maturely while making use of the church's property. More than one group may be using different areas of the Facility at the same time. Your group's activities are limited to the area(s) assigned and the closest restrooms. Groups are not permitted to approach other groups if there is a noise problem, etc. Please contact the church office on the following business day and the difficulty will be addressed by the office.

**Alcohol / Drugs:** The use of alcoholic beverages is prohibited in the building or on the grounds. The use of tobacco and cigarette smoking are prohibited in the buildings.

**Food & Drink:** Food and drink are welcome in the Gym and Kitchen areas, and the Fireside Room.

**Kitchen Use:** Kitchen use requires separate approval and has a separate use policy. This is to insure users have proper knowledge of how to use the space and equipment, and how to clean and sanitize after use, and/or a have a kitchen team member be there to insure proper use and sanitation. If there is a need to prepare / cook food a person on site with a food worker card from Clark County or Washington state is required to be on site.

**Supervision of Minors:** All children must be supervised by an adult (over 21) at all times in a reserved area. If child care is needed, nursery/toddler rooms must be reserved with your facility use request. Early Childhood policies must be observed including:

- No food or beverages in the nursery
- Room 221 - The Nursery is for ages 0-18 months only
- Room 222-224 - The Little Lambs room is for 18 months - 36 months
- Room 226-228 - The Busy Bees room is for ages 3-4 years.
- Older children will need to be supervised by an adult in an age appropriate classroom due to size and weight restrictions of toys & equipment

**Food & Drink:** Food and drink are welcome in the Gym and Kitchen areas, and the Fireside Room.

**Decorations:** All decorating, activities, and cleanup must be completed during the time requested. Decorations may be fastened using only plasti-tak, painters tape or other fasteners which do not damage the church building or equipment. DO NOT USE staple guns, nails, screws, push pins, thumb tacks or other fasteners which damage the church building or equipment. Do not use confetti, popcorn (as food or decoration), or glitter. All decorations must be removed immediately and completely following the event.

**Storage:** There is no availability for storage. The event leader is responsible for all rented equipment or material. The church will assume no responsibility for equipment or materials left after the event.

**Security:** All exterior doors will remain locked at all times unless staffed by designated personnel. Ministries (and other groups) wishing to have exterior doors unlocked during events must provide staff to monitor entries and be prepared to secure (close and lock) doors against unwanted intrusions. For questions or exceptions to this policy, please e-mail Tyler@FirstE.org. While we have made every effort to provide a secure environment, it is the responsibility of individuals to see to the security of their valuables. Do not leave purses, wallets, cell phones, etc. unattended. The church will not be held responsible for theft or damage to personal property.

**Reassignment:** No organization or individual having been issued a permit for use of a Church facility can sublet or assign any part of the facility to another individual or group.

**Emergency Contact:** Should an emergency arise, event leaders should make immediate contact with one of the church staff / janitor. Contact information will be available upon event approval.

## **USER AGREEMENT TO TERMS**

The building user assumes responsibility for repair or replacement of any property damaged during use. The parties agree and warrant that with reference to said building indemnify and hold harmless the Vancouver First Evangelical Church, its assignees, officers, executors, liability, including attorney's fees, that may arise out of or due to the aforementioned building use and building use agrees to defend Vancouver First Evangelical Church against such. This indemnification clause applies to the parties themselves as well as to third parties, whether claiming under a party or independently against a party.

I/We, the undersigned, have read and agree to the conditions herein described:

Signature: \_\_\_\_\_ Today's date: \_\_\_\_\_

Group Name: \_\_\_\_\_ Event date: \_\_\_\_\_

Please keep a copy of this document for your records and reference. Submit a signed copy with your "Request to Schedule Event" and your deposit and usage fees.

# Request to Schedule Event

Event Name: \_\_\_\_\_

Type of Activity \_\_\_\_\_

Requested by: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Desired Use Date(s) \_\_\_\_\_ Alternate Date(s) \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event Set up Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Event End Cleanup Time: \_\_\_\_\_

Number Expected: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

*This is for preference only. You will be assigned the best available room to meet your needs*

Will Event need kitchen access? \_\_\_\_\_ Will event need nursery? \_\_\_\_\_  
(Kitchen requires separate approval form)

Will event need sound technician? \_\_\_\_\_ Will there be food at the event? \_\_\_\_\_

Room Arrangement:

Equipment needed: Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Other \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

\_\_\_\_\_ Deposit Fee (See fees on Facility Use Policy Page)

\_\_\_\_\_ Room Use Fee (See fees on Facility Use Policy Page)

\_\_\_\_\_ Janitorial Fee (See fees on Facility Use Policy Page)

\_\_\_\_\_ Total Fees (Payable to First Evangelical Church)

\_\_\_\_\_ Insurance Binder/Waiver submitted for sports or overnight events

The building user assumes responsibility for repair or replacement of any property damaged during use. The parties agree and warrant that with reference to said building indemnify and hold harmless the Vancouver First Evangelical Church, it's assignees, officers, executors, liability, including attorney's fees, that may arise out of or due to the aforementioned building use, and building user agrees to defend Vancouver First Evangelical Church against such. This idemnification clause applies to the parties themselves, as well as to third parties, whether claiming under a party or independently against a party.

I/We the undersigned have read the Facility Use Policy and above statements and agree to the conditions herein described:

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

STAFF ONLY - Date Approved: \_\_\_\_\_ Approved By: \_\_\_\_\_

Recorded on Church Calendar By: \_\_\_\_\_