



## Facility Use Policy

*The facilities and related equipment of Hope Missionary Church are dedicated to the worship of God and the building up of His people.*

***This shall be the key principle by which all use of HMC's facilities and equipment will be governed. Because it is the desire of HMC to be a good neighbor and contribute to the overall life of the community, every attempt will be made to accommodate events and other activities that contribute to the growth and spiritual well-being of our neighborhood, our community, and the Kingdom at large. Facility usages inconsistent with HMC's Purpose and Mission Statements, policies, and doctrines, will be expressly prohibited. The HMC Board of Deacons shall approve any activities or functions outside the normal sphere of HMC's activities.***

*With these goals in mind, the following guidelines will be used in determining use of HMC facilities and related equipment.*

### Family Life Center, Fellowship Hall, Fellowship Park (and Other Applicable Areas)

HMC's facilities are available first to HMC ministries, members, and sponsored groups. Other requests will be considered as long as their programs/activities do not interfere with church or church-sponsored activities. Any group requesting use of the facilities that is not associated with a church member or ministry function must require approval from the Board of Deacons. The Church Board has the authority to deny access or usage of the facility at any time.

### Specific guidelines for use of the facilities and equipment are as follows:

- All scheduling of facilities, regardless of who will be utilizing the area, is to be done directly with the Facility Use Coordinator - no exceptions. If board approval is required, it will be placed on the next agenda of their monthly meeting.
- All fees are due according to the Fee Schedule, attached.
- At the point of contact, availability of the date requested will be checked. The date will be reserved on the master calendar after the Facility Use Contract is completed and returned with any necessary deposits.
- Any scheduled event must have a contact person ("host") present at the event at all times. This person will be responsible to HMC for the time and space that is rented. In the case of an emergency this person will be responsible for any action that needs to be taken. If the contact person cannot be at the event, the event cannot be scheduled. See "Host Fees" below.
- No part of the facility shall be used for political events, dances, for profit, or any activities/ functions that would compromise HMC's Purpose or Mission Statements, policies, or doctrines.
- HMC ministry activities and events always have priority over non-ministry related activities.
- Events scheduled on Saturday must conclude by 5 PM with the exception of wedding receptions which must conclude by 9 PM (this helps our custodial staff prepare the facility for Sunday morning)
- Under no circumstances are the following items to be used in any area inside or outside on pavement: live flower petals (ie: sprinkled down the aisle for a wedding), confetti, silly string, bird seed, nails or tacks in doors or walls, and absolutely nothing is to be adhered to the gym floor.

- Alcoholic beverages are not permitted to be possessed or consumed in the building or on the grounds of Hope Missionary Church.
- The area being rented is the only part of the facility the renter and guests are permitted to use.
- Church activities or events take precedence, therefore, if an unforeseen, sudden need arises for a particular space (funeral, funeral dinner) the HMC church board and staff reserve the right to utilize space and offer you an alternative location for your event - every effort will always be made to avoid this scenario.

## **Fee Schedule**

**Facility use rental fees are due in the church office three days prior to the event.**

### **Family Life Center / Gymnasium / Fellowship Hall / Sanctuary:**

*(The following fees DO NOT include use of kitchen, custodial fees, A/V capabilities, or required deposit. For weddings, refer to the wedding policy and fee schedule. The nursery and all its contents are off limits because it is a sterile environment prepared for Sunday mornings - if you find you will need to utilize the nursery, please inquire at the time of booking your event as custodial fees will apply to re-sanitize the nursery and any contents used)*

Number of guests in attendance:

1-50	\$25.00	101-200	\$150.00
51-100	\$100.00	200+	\$250.00

### **Kitchen Rental:**

*(Includes full use of appliances - not included: table ware and paper products such as cups, plates, napkins, plastic wrap, foil, bags or food/beverage items such as coffee supplies)*

0-4 hour rental	\$25.00
4+ hours	\$10 /extra hour

### **Security Deposit:**

*(Due at booking, payable to Hope Missionary Church and applies to any area rented and will be returned within one week following event after custodial inspection)*

Functions of 100 attendees or less	\$100.00
Functions of more than 100 attendees	\$150.00

### **Custodial Fees:**

*(Paid directly to the custodian and are due at time of booking – Dawn Musselman, 260-273-6958)  
(Renters are required to clean up each area and leave it as it was found. Rules and instructions are clearly posted in each area. Set-up and tear-down is the responsibility of the renting party. If custodial services are required for set-up or tear-down, normal custodial fees apply - no exceptions. Tables and chairs are not to be pulled from other areas of the church (Weddings fall under the "Wedding Policy")*

Custodial fees (always required)	\$30
Fees if NO FOOD is served during event	\$20
For events with over 200 in attendance	\$50

### **Host Fees (on-site HMC representative):**

0-4 hours	\$50.00
4-6 hours	\$75.00

# Rental Agreement

Name: \_\_\_\_\_ HMC attendee? Yes No

Organization (if applicable): \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Space(s) Requested (circle one):

Family Life Center

Family Life Center Kitchen

Sanctuary

Fellowship Hall

Fellowship Hall Kitchen

Fellowship Park

Other (\_\_\_\_\_)

Type of event for which facility will be used: \_\_\_\_\_

If the requested area is not available, will an alternate area work? Yes No

*Upon signing, I agree to abide by the policies and procedures as laid out in the Facility Use Policy. I understand that any damage I may cause or an attendee of my event may cause will be taken from my security deposit. If damages exceed the deposit, I understand I may be billed for necessary cleaning and/or repairs. If I or a member of my party utilizes the facility in an inappropriate manner I understand I may not be able to rent any HMC facility in the future. I agree that I am responsible for setup and tear-down of my event and that I am expected to leave the space exactly as I found it. I understand my event is limited to ONLY the space I have rented and I will be certain my attendees understand this. I agree to pay custodial fees as outlined and understand I will pay the custodian directly at the time of booking. I understand all rental fees are due no later than three (3) days prior to my scheduled event.*

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

## For Office Use Only:

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Total Amount Due for rental fees: \_\_\_\_\_ (payable to Hope Missionary Church)

Total Amount Due for deposit: \_\_\_\_\_ (payable to Hope Missionary Church)

Custodial Fees: \_\_\_\_\_ (payable to Dawn Musselman)