



Facility Use Policy

Hope Missionary Church (HMC) has been blessed with an incredible facility and property which are dedicated to the worship of God and the building up of His people. 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 Mission Statement, policies, and Statements of Faith, will be expressly prohibited.

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

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

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

- Use of the facilities will be scheduled by contacting the following individuals:
 - HMC ministries - Office Assistant - beth@hopemc.org
 - Non-HMC events - Facilities Manager - dawn@hopemc.org
- All fees are due according to the attached Fee Schedule.
- At the point of contact, availability of the date requested will be confirmed. The date will be reserved on the church calendar after the attached Facility Use Contract is completed and returned with any necessary deposits.
- All scheduled events must have a contact person present at the event at all times. This person will be responsible to HMC for the time and space that is rented. In the event 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.
- No part of the facility shall be used for political events, dancing, or any activities/functions that are inconsistent with HMC's Mission Statement, policies, or Statements of Faith.
- HMC ministries may host fundraisers for HMC ministry functions as deemed appropriate by HMC leadership.
- Facility usage requests by ministry-focused for-profit organizations will be addressed on a case-by-case basis by HMC leadership.
- HMC ministry activities and events always have priority over non-ministry related activities.
- Non-HMC events scheduled on Saturday must conclude by 5:00 PM with the exception of wedding receptions which must conclude by 9:00 PM in order that our custodial staff have adequate time to prepare the facility for Sunday morning services.
- 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,

birdseed, 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.
- HMC ministry activities or events take precedence over non-HMC rentals, therefore, if an unforeseen, sudden need arises for a particular space (funeral, funeral dinner), the church reserves the right to offer non-HMC rental parties an alternate location within the facility every effort will always be made to avoid this scenario.
- Missionaries and ministry partners who are financially supported through the missions ministry of Hope Missionary Church may utilize the facilities without cost. These missionaries and ministry partners will schedule their usage through the Facilities Manager in such a way as to not conflict with HMC ministry activities and events.

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	101-200	\$150
51-100	\$100	200+	\$250

Kitchen Rental:

(Includes full use of appliances - not included: tableware 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
4+ hours	\$10 /extra hour

Fellowship Park/Pavilion:

Flat rate of \$25

(User assumes all responsibilities for transporting trash to the dumpster.)

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
Functions of more than 100 attendees	\$150

Custodial Fees:

Payable to Hope Missionary Church and due at time of booking.

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. 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	\$75

Audio/Visual Tech Fees:

Paid directly to the AV tech and are coordinated through the worship pastor (chris@hopemc.org).

Renters seeking to use audio/visual equipment in the Worship Center or Family Life Center are required to use the services of a tech trained by HMC.

Tech fee for 0-4 hours	\$75
Tech fee for 4-6 hours	\$100

Renters seeking to use audio/visual equipment in areas of the facility other than the Worship Center or the Family Life Center will contact the worship pastor (chris@hopemc.org) at least two weeks in advance of the intended use to coordinate the use of audio/visual equipment in those areas.

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 desired locations):

- | | | |
|--------------------|----------------------------|--------------------------|
| Family Life Center | Family Life Center Kitchen | Sanctuary |
| Fellowship Hall | Fellowship Hall Kitchen | Fellowship Park/Pavilion |
| Chapel | Student Center | 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 the 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 Hope Missionary Church)

Audio/Visual Tech Fees: _____ (payable to tech)