



# **BUILDING USE POLICY**

Revised June 2010

**11300 Old San Antonio Rd.  
Manhaca, TX 78652**

# GENERAL GUIDELINES FOR USE OF FACILITIES

## Church Vision That Guides Our Building Use:

*To influence people far away from God and point their lives to Jesus.*

### Goals

To use this space in a God honoring way

To treat visitors as honored guests

### Criteria To Determine Building Use:

Activity fits with who we are and what we believe

Space availability

How use impacts other programs

Evaluation of safety/legal issues

Group understands respect for the property

### Statement of Policy:

Our church has been blessed with a wonderful facility to carry out the mission, vision, and values of the church. Therefore, proper oversight must be given to these facilities to ensure that:

- Adequate facilities exist to effectively carry out the ministry objectives and goals
- Users exercise proper care and safety
- Such facilities are properly protected against loss or misuse
- Wise stewardship is being expressed through energy conservation, cost reductions and safety measures
- The life of the facilities is extended through a proper maintenance program.

### Building Eligibility Guidelines

The facilities and equipment of LifePoint Church exist for the primary purpose of being used by its members through its organizations and ministries.

1. A Facility Use Request Form should be completed for all groups requesting facility use.  
A Facility Use Agreement will be required for outside groups.
2. Facilities are not available to outside groups for profit making activities.
3. Organizations engaged in partisan political campaigns are not eligible to use church facilities for their programs. The facility may be used as a polling place for elections.
4. Certificate of Liability and Property Damage insurance coverage in the amount of \$500,000 and naming LifePoint Church as an additional insured **MUST** be on file prior to the date of the event by all outside groups to LifePoint Church for the purpose of covering liability and property damage or accidents that might occur on church property. (For outside groups or persons only.)
5. All outside groups or persons requesting use of church facilities must also have and adhere to safety policies regarding minors. A minimum of 2 adults must be present at all times.

***The Priority of Use Shall Be As Follows:***

1. Recognized Groups Within the Church
  - Church Services- (i.e. worship services, KidZone)
  - Regularly scheduled church activities- (i.e. worship team practice, ministry meetings)
  - Church related activities- (small group, membership classes, facility-based outreach)
2. Church Members
  - Individual Parties and Special Events (Anniversary parties)
  - Weddings, Funeral and Receptions
  - Other informal Church Member requests
3. Outside Groups
  - Church recognized, yet non-sponsored events that are in keeping with the building use philosophy embraced by LifePoint Church.

**RESERVATIONS**

A Facility Use Request Form must be completed by all groups and submitted to the Building Manager at least 2 weeks in advance of the activity. All facilities, set-ups and other service needs (i.e. food, sound, etc.) must be included on the form.

The primary applicant must be at least 21 years of age. A refundable security/cleaning deposit of \$100 is required subsequent to the application's approval and will be returned after completion of building use, pending an inspection of the items listed on the post building-use checklist by a designated church representative. In the event of cancellations, user fees will be refunded.

The Building Manager or other LifePoint Church representative will meet with the user when the reservation is made to review conditions of the church for usage, the expectations and needs for the event, and to set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at the time of reservation. All facility use activities are scheduled on the facility use calendar.

Approval Guidelines for the space request use shall be as follows:

1. All activities shall be approved pending availability of space and the priority schedule, and must be consistent with LifePoint Church's mission statement and the building use philosophy.
2. No date is placed on the calendar until the form has been submitted and approved by the appropriate person(s), and all related fees and deposits have been received.
3. Requests from outside groups longer than three months ahead of the use date (with the exception of weddings) must have special approval.
4. Long-term impact on the facility and equipment will be taken into consideration as part of the approval process.

**BUILDING USE PROCEDURES**

The ministry leader or organization representative is responsible for the following:

1. Submit the Room Set-up on the Space Use Request Form diagramming set-up to the Building Manager. Separate forms for requests for any special equipment needs and sound equipment must also be completed.

2. After building use, clean up all the areas used. The area should be returned to the same condition as before use.
3. Turn out lights, turn off HVAC system, lock & close all doors.
4. Report any maintenance problems and damages to the Building Manager.

#### **PUBLICITY AND PROMOTION**

1. Any outside group using publicity material and/or making public service announcements in which the LifePoint Church name is used must have prior approval by the Church Administration. Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation.
2. The sale of admission tickets to the event must be handled by the user with the approval of the Church Administration.
3. There will be no postings of any kind adhered to the walls of any of the facilities. Postings that appear on church property must have prior approval of the Church Administration.

#### **FACILITY USE GUIDELINES**

LifePoint Church has a wide range of ministries utilizing the facility. Our desire is for everyone to realize and respect that many individuals/groups use the facilities before and after your specific event. To make your event and others enjoyable and non-chaotic, please adhere to the following guidelines:

1. The conduct of all persons attending programs is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
2. Activities and programs are limited to the space that is reserved/assigned.
3. Smoking and the use of alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.
4. Dining or the serving of food is limited to pre-approved designated areas – check with the Building Manager.
5. Use of candles is allowed only in designated areas and must be approved by the Church Administration.
6. The user is expected to leave the building reasonably clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event – including trash.
7. If furniture or equipment is to be moved, it must be done with the permission of the Building Manager or Church Administration to maintain the quality of the building's furniture and equipment, and prevent damage.
8. All decorations in the facility and on the grounds of LifePoint Church must be approved by the Church Administration. No items may be affixed to any surfaces without the consent of the Administration or Building Manager.
9. The user will be held responsible for any damage done to church property associated.
10. The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
11. Programs in the sanctuary that require the use of the sound system must have one of the church's Sound Technicians on duty. This service will be included in the usage fee.

12. When children are in attendance they must be under the control of their parents or adults at all time and are not permitted to roam freely on church property. All children's or youth activities shall be supervised by a minimum of two (2) adults over the age of 21 at all times.
13. The following items/activities are not allowed in or on church property:
  - Weapons
  - Alcoholic beverages
  - Controlled substances/drugs
  - Games of chance and/or gambling (including raffles and lotteries)
  - Anything that would distract from a Christian atmosphere
  - Tobacco products
14. Ministry furniture and equipment (i.e. tables, chairs, overhead and LCD projectors, microphones, etc.) purchased and owned by the church will be used exclusively for ministry functions of LifePoint Church, and may not be removed from the premises without prior approval from the Church Administration. The requesting individual/group assumes full responsibility for the costs of damage repair or replacement.
15. The worship center sound system is available upon request. The systems must be operated by the church sound technicians (at a cost of \$75 per event). Group-provided sound, recording, or video equipment may be used, but must not be attached to this sound system through cables or connectors without prior approval and supervision.
16. Food and drinks are allowed in the worship center and education building. However, red or grape-based drinks are not allowed in the building.
17. No bicycles, skateboards, roller blades, or shoes with wheels are allowed inside the church facilities.
18. There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for storing props and accessories off site.
19. Parking on the church grounds is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.
20. Our church works to maintain a safe and secure environment within the facility, however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.
21. The church reserves the right to preempt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.
22. In case of doubt or uncertainty by any outside person or group about the application or interpretation of these policies, or in our customary practices not specifically mentioned here, the Church Administration or their delegated representative shall decide the matter and all individuals and groups shall abide by the Church Administration's directions or forfeit immediately the use of any part of the facility.
23. Willful violation of any guidelines or regulations could lead to the loss of eligibility to use the facility.

## STEPS TO FACILITY USE SCHEDULING

- Fill out a *Facility Use Request /Agreement*. You may obtain one from the church office, the Building Manager, or at our website: [www.lifepointaustin.org](http://www.lifepointaustin.org).
- Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
- Return the *Facility Use Request / Agreement* to the Building Manager who will evaluate your request and notify you if it is approved or not approved.

## FEES FOR FACILITY USAGE

Please note the fee schedule below. Also, be sure to review the Impact Fee schedule following the basic fee table.

**Type A** Weddings, Receptions and Special Events

**Type B** Member-sponsored, educational, and other activities that are considered an extension of our ministry.

**Type C** Civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

ROOM	Type A	Type B	Type C
Worship Center	\$150	\$50	\$100
Education Building	\$50	\$25	\$50
Church Grounds (no water/electricity)	\$25	No Fee	\$25

Activities taking place on the church grounds must not interfere with worship services.

**Security / Cleaning Deposit** (required for all groups or individuals including members) **\$100**

## IMPACT FEES

	0-20 people	21-99 people	100+ people
Minimal Set Up	\$50	\$75	\$100
Substantial Set Up	\$75	\$100	\$125

Impact fees are charged at the discretion of the Building Manager or Church Administration taking into account factors such as setup requirements, number of participants, use of any special equipment, food and drink, etc. Based on these factors, impact fees may be in excess of these guideline amounts.