

Policy Type:	General
Title:	Building Use
Policy Number:	402
Approved By:	CLT
Date Approved:	February, 2018
Effective Date:	February, 2018
Date of Last Review:	February, 2018
Purpose:	To state the procedures and guidelines for the use of the church building and property

## BUILDING USE POLICY

The facilities of Longview Point Baptist Church (hereafter referred to as “The Point”) were built for the expressed purpose of Expanding His Kingdom Across the Street & Around the World. These facilities fulfill this purpose by:

- hosting The Point activities,
- providing space for fellowship among the The Point family of faith,
- facilitating community outreach through programs/events planned by the church,
- serving the community in accordance with these policies.

The Point reserves the right to deny any staff, church member, or non-church member the opportunity to use the facilities should the event not comply with the facilities biblical position and mission of The Point.

## SUBMITTING A REQUEST

All requests and event details must be submitted and managed through our Event Liaison regardless of the event size or person making the request. Requests to reserve and use our facilities must be in writing. **Verbal requests will not be calendared.**

Due to the volume of requests, events must be “member sponsored” meaning **at least one of the event planners must be a member of The Point**. Also, because our facilities have to be cleaned prior to Sunday services, **all Saturday events are required to conclude no later than 6 p.m.** This includes the time for cleanup and resetting all of the spaces utilized by the event.

- **Requests may be submitted online** by completing the form provided on our website. You can access the form by visiting [longviewpoint.org](http://longviewpoint.org) and clicking About Us, then Building Request. These requests will submit directly to the Event Liaison.
- Printed forms are available in the church office. **Printed requests** may be submitted to the Event Liaison during normal office hours. If dedicated time is needed to consult with the Event Liaison at the time of submission or at any time during the planning process, the event planner will be required to schedule an appointment with the Event Liaison.

All requests should be submitted as early as possible. As our church grows, demands on space are increasing. In the event of multiple requests or overlapping requests for building use, ministry events and The Point functions will be given priority. Otherwise, requests will be processed on a first-come, first-serve basis with all being reviewed according to the BUILDING USE POLICY.

- Requests for large events should be requested as far as a year in advance.
- All events should be requested a minimum of **one month prior to the event**.
- Building requests submitted less than a month prior to the event will be subject to additional requirements and approval as they will impact scheduling for staff, maintenance, and custodial employees.

Once a request has been processed, the event planner will be contacted by the Event Liaison. If the event request has been approved, the event will be calendared once the refundable deposit has been received.

## **REFUNDABLE DEPOSIT**

A \$50 refundable deposit will be required for every event calendared at The Point with the exception of events planned, hosted, and/or facilitated for The Point affiliated activities and ministry.

The refundable deposit is in place to ensure:

- the return of building keys issued for after-hours events/setup, if applicable,
- required clean-up after event has been done, including proper disposal of all trash created by the event,
- complete and correct setup of any spaces utilized during the event
- all of the building lights have been turned off prior to the event planner leaving campus,
- repairs of unintentional damage to the building, facilities, grounds, etc.,
- the building/facilities have been left in an acceptable and usable state for Longview Point activities.

The refundable deposit must be submitted online or in the form of a check that will be returned to the event planner if/when all criteria for refund have been met.

The Event Liaison will complete a walk-through of the facilities to assess the condition in which the building was left after the event. **Event planners are welcome and encouraged to be present for the walk-through.**

## FEE SCHEDULE

### BUILDING USE FEES

The FEE SCHEDULE below is separate and does not include the REFUNDABLE DEPOSIT. **Fees are due a minimum of two weeks prior to the event** as maintenance and/or custodial schedules will need to be determined.

- Single Space, No Food/Drink - NO CHARGE, NO DEPOSIT
- Coffee Bar (up to 50 people, up to 2 hours) - \$20 for supplies + \$25 for Attendant (if required)
- Single Space, No Kitchen Access, Food and/or Beverages provided by event planner - \$50
- Up to Three Spaces with Kitchen Access - \$200
- Wedding Rehearsal, Ceremony, & Reception (Multiple Spaces with Kitchen Access) - \$750\*
  - Wedding Rehearsal & Ceremony with Reception not held at The Point - \$550\*

\*Any events related to a wedding or wedding reception are subject to the “Your Wedding at The Point” policies and procedures.

### AUDIO/VISUAL FEES - \$20 Set-up Fee + \$20/hr. for On-Site Tech

This fee applies to any event with audio/visual requirements with the exception of weddings and/or wedding receptions where this fee is included in the total charge. This fee will be assessed for one or more of the following and would include an attendant on-site for up to 2 hours:

- ambient music
- microphone(s)
- videos
- streaming
- any use of sound equipment and/or sound booth

This fee does not cover any design, videography, paid downloading, or any form of creating audio/visual elements. All music, videos, or media must be ready to use.

Event planners are welcome to schedule a time to meet with an audio/visual tech to test media prior to the event. **Media determined to be improperly formatted or unusable at the time of the event will not be the responsibility of the audio/visual tech.**

**Any adjustment of fee will be at the discretion of the Building Use Management Team.**

### INSTRUMENT & EQUIPMENT LIABILITY

Any event that uses property of The Point including piano(s), instruments, stage elements, and/or audio/visual equipment will be responsible for damage caused outside of normal use. The event planner will be required to pay for the repairs to instruments/equipment damaged during their event or provide proof of liability insurance prior to the event.

## **EVENT PLANNER RESPONSIBILITIES**

Event Planners requesting to use The Point Facilities are responsible for the following:

- proper submission of the BUILDING USE FORM including detailed set-up instructions for each requested space
- payment of REFUNDABLE DEPOSIT
- adequate communication with the designated Event Liaison including proper working knowledge for building use (location of light switches, cleaning supplies, etc.)
- checking out all necessary building keys during normal office hours prior to the event
- payment of required fees, when applicable
- necessary set-up for the event
- leaving the used space(s) clean, removing and disposing of all trash created by the event
- complete and correct set-up of each space used following the event
- ensuring the safety of event attendees by allowing no child 12 years old or younger to be left unsupervised at any time before, during, or after the event
- ensuring our facilities are used in a manner consistent with it's standing as a church: free of profanity, alcohol, smoking, use of inappropriate music, media, images, graphics, or apparel, or any activity deemed not suitable by the church
- completing the post-event walk-through with the Event Liaison (optional),
- and returning all keys within 2 business days following the event

**Some events may require the signing of a liability waiver or listing The Point as additionally insured on their liability insurance policy.**

## **DESIGNATED EVENT LIAISON RESPONSIBILITIES**

The designated Event Liaison is responsible for the following:

- receiving the BUILDING USE FORM including detailed set-up instructions for each requested space and submitting it to the Approval Team
- accepting the REFUNDABLE DEPOSIT
- placing the event on the church calendar
- being available for communicating with the event planner
- issuing all necessary building keys during normal office hours prior to the event
- communicating event details to appropriate staff prior to the event
- completing the post-event walk-through with the event planner, if they choose to attend,
- completion of the post event check list
- accepting the return of all keys

## **ADDITIONAL GUIDELINES FOR BUILDING USE**

To make your responsibilities as an event planner as easy as possible, you will be provided the following:

- access to a Cleaning Station with all the necessary supplies to leave the facilities clean,
- diagrams and pictures of the correct setup for each space to ensure you leave the building ready for ministry use,
- phone number(s) to contact a staff member in the event of an emergency.

In an effort to minimize or eliminate the possibility of damage to the building and/or facilities, we ask that you:

- do not hang anything on the walls
- do not use nails, tacks, staples, screws, pins, tape, or any means of temporarily adhering items/decorations to walls, furniture, or woodwork
- do not move the Welcome Desks in the Lobby
- do not attempt to remove or cover up any of display items or wall hangings throughout the building
- do not attempt to use the Coffee Bar or any of the equipment within it
- do not allow anyone to use, play, or tamper with any instruments, equipment, or props on the stage(s)
- do not allow any unauthorized person to use or enter the sound booth

Please note that The Point will not contact or facilitate any part of your event through third party vendors. The event planner will be responsible for coordinating all deliveries and making all the necessary arrangements for vendors prior to the event.

Due to liabilities, our Preschool Area will not be available to use for childcare during events.

## BUILDING USE WAIVER RELEASE

I enter into this Building Use Waiver Release (Agreement) with Longview Point Baptist Church for the privilege to use the facility located at 1100 McIngvale Road, Hernando, MS.

1. Waiver and release of all claims (including negligence) In consideration for use of the facility and grounds, I waive and release Longview Point Baptist Church, its agents, servants, employees, insurers, successors and assigns from all claims, demands, causes of action, damages or suits at law and equity of whatsoever kind, including but not limited to claims for personal injury, property damage, medical expenses, loss of services, on account of or in any way related to or growing out of my presence at the facility or use of the facility and/or equipment.

This waiver and release is intended to and does release Longview Point Baptist Church from any and all liability for damages or injuries on account of or in any way related to or growing out of my negligence, the negligence of third parties and Longview Point Baptist Church's negligence, including but not limited to negligence in the construction, maintenance and upkeep of the facility and its equipment, negligence in training or negligence in supervision.

I further covenant and agree not to institute any claims or legal action against Longview Point Baptist Church for any claim released by this Agreement. I further agree that should any claim be made against Longview Point Baptist Church in contravention of this Agreement, including but not limited to derivative claims, I will protect, defend and completely indemnify (reimburse) Longview Point Baptist Church for any such claim and expenses including attorney's fees and costs incurred by Longview Point Baptist Church in defending themselves or security indemnity hereunder.

1. I recognize the facility is not supervised, and I use the facility (including premises and equipment) entirely at my own risk.
2. I understand that Longview Point Baptist Church is not responsible for any lost, stolen or damaged valuables or property from within the facility or on its grounds.
3. I acknowledge that I have received and read a copy of the Building Use Policy governing the use of the facility. I agree that I will fully comply with all rules and regulations and with any amendments.

I have read the Agreement and understand that by signing the Agreement I have consented to be bound by its terms, including the waiver/release of any legal right I may have to sue Longview Point Baptist Church for any costs they incur because a claim or legal action is brought in violation of this Agreement. I agree any violation of the Agreement and its terms and conditions, as determined by Longview Point Baptist Church, will void and terminate this Agreement and may result in loss of the ability to use the facility.

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Print Name

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Signature

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Date