

Trustees Policy for Non Church Related Activity at Federated Church
Approved February 10, 2009

1. Federated Church has the sole discretion of determining (a) usage by any group or individual of the church facilities, lawn, and parking lots (collectively, the “Church Facilities”), and (b) the applicable fees for such usage and the terms and conditions of such usage.
2. Usage shall be made available to church members and non-church members, and this policy applies to all applicants for use of the Church Facilities for non-church related activities at Federated Church.
3. To request use, all applicants must completely fill out the “Church Facility Request for Reservation” (the “Request for Reservation”).
4. The Senior Pastor will review the Request for Reservation, and will inform the applicant when the Request for Reservation has been approved or denied.
5. Federated Church reserves the right to withdraw or modify, without explanation, a previously approved Request for Reservation. In cases where the usage permission is rescinded by Federated Church, the Church will attempt to provide advance notice and all deposits shall be fully refunded. In cases where the usage permission is modified by Federated Church, if such modification is unacceptable to the user, all deposits shall be fully refunded.
6. In the event that the Request for Reservation is approved, the applicant user shall sign a Church Facility Usage Agreement between the user and Federated Church, in form and substance similar to that attached hereto, which shall include, without limitation, the following terms and conditions:
 - a. A Release provision in the form set forth therein.
 - b. An Indemnification, Hold Harmless, and Duty to Defend provision in the form set forth therein.
7. An insurance provision, requiring the user to obtain and provide proof of acceptable insurance coverage for the event, in the form set forth therein.
8. Federated Church shall have sole and absolute discretion as to whether an event is appropriate or acceptable for the use of the Church Facilities. Church related activities and events shall have precedence over all other uses of the Church Facilities.

9. Federated Church, under the direction of the Senior Pastor and Trustees, reserves the right to make exceptions and/modify all Usage Policies, requests for reservations, fee schedules, and facility use agreements at their sole discretion.
10. The Senior Pastor may waive fees in special circumstances on his/her judgment
11. All functions are payable by applicant user upon written approval of facility reservation.
12. NO FUNCTION WILL BEGIN WITHOUT A SIGNED FACILITY USE AGREEMENT; proof of insurance and applicable deposits and fees paid.
13. The following **Usage Rules** shall apply to all non-church related usage activity at Federated Church Facilities.
14. The use of the Church Facilities must be in harmony with the values of Federated Church. Permission to use the Church Facilities does not represent an endorsement of any individual or group by Federated Church.
15. Use shall use the Church Facilities only for the purpose and during the times stated in the Request for Reservation.
16. Use shall supply its own consumables such as snacks, cups, tableware, etc.
17. All Federated Church owned furniture and personal property must remain on the Federated Church premises.
18. Food and drink may only be stored, prepared and served in designated food areas only. In no event is food permitted in the Sanctuary or the Chapel.
19. Use shall respect other groups or individuals who may be on the Federated Church premises at the same time.
20. User or its representatives shall supervise all children and youth at all times, including without limitation providing 2 adult supervisors for every 10 children under 18, and not allowing any one-on-one situations involving adults and unrelated minors.
21. User shall return all items to their original locations, turn off coffee pots, close and lock windows and doors, and otherwise assist in security the premises before leaving.
22. User may not use any Church sound or visual equipment unless written consent or a church approved sound technician is employed and training is provided for such use by an authorized church employee. Additional fees may be assessed in such circumstances.

23. The applicant User shall take the reasonable and necessary actions to communicate these rules to all the members of the group
24. A designated Federated Event Coordinator must be present while the facility is in use. The event coordinator will be responsible for unlocking and relocking the facility, heating and cooling control, and ensuring the facility is in clean and usable condition at the end of the event. Fees will be assessed. Keys for Federated Church will not be provided to users except at the discretion of Federated Church.
25. Use shall immediately notify Federated Church of any problems or hazardous conditions.
26. Federated Church has sole discretion in limiting the volume of sound for all functions.
27. Users are expected to leave all facilities and equipment used in the same condition and as clean as when received. Clean up includes trash removal to the dumpster and replacement of the trash bags. Failure to comply will result in the forfeiture of all deposits. Any additional expenses incurred by Federated Church to clean, repair, or replace the dirty, damaged or missing items shall be user's responsibility. Removal/cleaning fees may be assessed if warranted.
28. All decorations, bunting, draperies, tulle, curtains, etc. must be made of non-combustible materials. Any activities or decorations involving the use of open flame are prohibited. Exceptions may be made for cakes such as birthday cakes and with small candles, which are short term us and are well monitored. Glitter of any like substance is strictly prohibited. The use will be assessed a carpet cleaning charge if this type of decoration, or any decoration that stains is used.
29. The user is responsible for the protection of alls, furnishings, carpeting and equipment during the set-up, time of the event and clean-up. Any damage will be billed to the client at replacement or repair costs. The deposit will be held until the church is satisfied with the condition of the facility after the function.
30. Fire exits, aisles, and equipment must not be blocked or obstructed in any way.
31. All rooms are non-smoking. No alcohol may be served on the premises. No balloons in the sanctuary.
32. Federated Church is not liable for any loss, theft or damage to any property of the function sponsor/user, participants or attendees. Property left in the meeting rooms, or any place in or on Federated Church premises, before or during the function, is the responsibility of the function sponsor/user. User must remove all materials at the end of the function unless permission has been granted to leave

items (such as flowers). Materials left behind become the property of Federated Church.

33. Function sponsor/user is responsible for the direction and actions of their volunteers or employees. Federated Church will not be held liable for the results of these actions including damage or harm to volunteers and employees person and property.

I acknowledge and agree to the terms of the above policy, including the fee guidelines set forth in the Church Facility Request for Reservation, and wish to use Federated Facilities as specified in the Church Facility Request for Reservation. I further acknowledge and agree that if my Church Facility Request for Reservation is approved, I must sign a Church Facilities Usage Agreement.

Signed: _____ (Facility User)

Printed: _____

Phone: _____ Email: _____

Address: _____

Event Coordinator: _____ (Signature)