



# FAMILY & FRIENDS Facilities Use Request

Updated September 2018

Today's Date: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_

Name of Activity: \_\_\_\_\_ Time(s) Requested: \_\_\_\_\_

Brief description of event/activity: \_\_\_\_\_

Private/Personal Use       Ministry Use       Business Use

Name of Designated Representative: \_\_\_\_\_

Hope Member/Regular Attender       Hope Affiliate (organization): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

## Space and Equipment Requested

Theater       Event Room       Kitchen       Room 1 • Nursery • RED  
 Room 2 • ORANGE       Room 3 • WHITE       Room 4 • BLACK       Room 5 • YELLOW  
 Room 6 • GREEN       Room 7 • BLUE       Room 8 • PURPLE

Equipment Requested (*please specify*): \_\_\_\_\_

Other Needs (*please specify*): \_\_\_\_\_

Anticipated Number of Participants \_\_\_\_\_

## Fee Structure

	Private/Ministry Use	Business Use
Private Meeting Room (capacity 12)	Ø	\$35 / hour
Theatre (capacity 300)	Ø	\$80 / hour
Event Room (capacity 200)	Ø	\$80 / hour
Full Facility	Ø	\$150 / hour
Cleaning Fee	Ø	Ø
Audio/Visual Technician	\$35 / hour	\$35 / hour

Fees must be received at the time of the reservation to secure the space. All payments are to be made to "Hope Christian Fellowship." A **\$100 cash security deposit** is also required for the use of the facilities. The cash security deposit (less any withholding for damage or excessive clean-up and/or wear-and-tear to the facilities) will be returned within ten (10) business days of the conclusion of the activity.

Submission of this form does not guarantee a reservation; reservations are not final until received/approved by the Designated Deacon and all steps for confirmation are completed.

All cancellations must be made in writing at least seventy-two (72) hours in advance or the security deposit is considered forfeited. A confirmation of your reservation will be sent to you via email specifying the facility and time assigned. Please keep a copy of this confirmation for your records.

By signing this agreement, the undersigned agrees to comply with all the terms and conditions set forth herein and the Facilities Use Policies attached hereto. Failure to adhere to such terms and conditions and the Facilities Use Policies may result in the immediate loss of privileges to use the facilities and the loss of the cash security deposit.

Please note that HCF reserves the right to cancel any scheduled use of the facilities due to unforeseen ministry needs (for example, a funeral), though efforts will be made to protect the scheduled use of approved activities and events.

Signed: \_\_\_\_\_ *Designated Representative*

Print: \_\_\_\_\_ Date: \_\_\_\_\_



## Insurance Certificate

### Required Insurance for the Use of HCF Facilities

Businesses and Community Organizations using HCF's facilities are asked to provide Commercial General Liability insurance in a combined single limit of not less than *One Million and No/100 Dollars* (\$1,000,000.00) for each occurrence and *Two Million and No/100 Dollars* (\$2,000,000.00) in the aggregate for bodily injury and death of persons and/or property damage or loss. (Under certain circumstances, this required insurance may be waived at the discretion of the Designated Deacon.)

#### Office Use Only

Insurance Certificate is Approved       Insurance Certificate is Waived

Signature (*Designated Deacon*): \_\_\_\_\_ Date: \_\_\_\_\_

*Office Use Only*

Approved     Declined    Signature (*Designated Deacon*): \_\_\_\_\_

Tentatively reserved on church calendar (no previous conflicts)                      Date: \_\_\_\_\_

\$100 Cash Security Deposit received    Date: \_\_\_\_\_

Insurance Statement/Waiver received    Date: \_\_\_\_\_

Audio Tech reserved: \_\_\_\_\_    Date: \_\_\_\_\_

Video/Lighting Tech reserved: \_\_\_\_\_    Date: \_\_\_\_\_

Walk-Thru completed by: \_\_\_\_\_    Date: \_\_\_\_\_

Confirmed on church calendar by Communications Director    Date: \_\_\_\_\_

Confirmation of reservation sent by email to event Representative                                      Date: \_\_\_\_\_

Notes (including agreed fee adjustments): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Facility inspected following the event for damage/clean-up    Date: \_\_\_\_\_

\$100 Cash Deposit Returned (no previous conflicts)    Date: \_\_\_\_\_



## FAMILY & FRIENDS Facilities Use Policy

### Facilities Purpose

The facilities of Hope Christian Fellowship (“HCF”) are to be used for God’s glory so that people come to *know* God intimately, *grow* in relationship with him and others, and *go* share his life-changing love with the world. The following policies are necessary so that our church family and guests from the community will know how to coordinate the use and care of these facilities in an appropriate and respectful manner. All activities taking place in the HCF facilities must be consistent with our moral values and for the benefit of our community.

### Process of Making Reservations

For individuals who are part of HCF’s church family or organizations which are ministry friends, there are minimal steps and minimal fees required in the reservation process:

Submit a completed *FAMILY & FRIENDS Facilities Use Request* to one of the Deacons (deacons@hopecf.net). A “Designated Deacon” will receive and process the requests. That person will:

- Check the existing church calendar for any conflicts with your request.
- If no conflict, enter the temporary hold of your date/time/room request.
- Collect a \$100 Cash Security Deposit
- Arrange for A/V support, if needed, collecting appropriate fees.
- Walk individual or organization contact through proper use and care of facility.
- Notify the Communications Director of the “approved” status of the event.

If you are seeking the use of our facility for wedding use, please contact our Wedding Director (events@hopecf.net) and request the *WEDDING Facilities Use Policy*.

### Statement Regarding Non-endorsement

Approval for the use of the facility does not constitute or imply endorsement of a group, individual, organization or business, their mission, or their positions. Entities approved to use HCF’s facilities are not to advertise the event in such a way as to imply endorsement by HCF. No activities or advocacy may take place within the congregation, its buildings, or grounds that conflict with the practices of this congregation

### Using and Caring for the Facilities

1. Ultimately God is the owner of the HCF buildings and equipment, along with everything else in creation (Psalm 24:1). We are stewards of what belongs to God, and it is expected that all who use the HCF facilities will seek to maintain them in the best possible condition.

2. *Facilities Use Requests* must be submitted in writing for scheduling and approval by HCF leadership (as represented by the Designated Deacon) and are subject to these *Facilities Use Policies* (“FUP”). HCF Staff, Elders, and/or Deacons (“HCF Leadership”) reserve the right to revoke permission given for the use of HCF facilities or equipment at any time should it become necessary or should these FUP be violated.
3. In determining availability, the activities of HCF shall have priority in using HCF facilities, followed by affiliated non-profit groups and individuals, followed by other organizations, businesses, and individuals.
4. Use of HCF facilities is made available on the express condition that HCF, its agents, members, staff, elected and appointed leaders (collectively, the “Indemnified Parties”) are to be free from all liability and claims for damages by reason of injury of any kind to any persons, including any requesting HCF member/regular attender or HCF ministry partner contact (“Designated Representative”), or damage or loss of property of any kind whatsoever and to whomever belonging, including the Designated Representative, from any cause or causes whatsoever. The Designated Representative shall defend, indemnify, protect and hold harmless the Indemnified Parties from and against all liabilities, obligations, losses, damages, penalties, claims, liens, costs, and expenses (including, without limitation, attorneys’ fees) paid, suffered, or incurred by the Indemnified Parties as a result of any breach by the Designated Representative of any covenant or condition of this agreement or the use of the facilities by the Designated Representative. The Designated Representative shall further specifically defend, indemnify, protect, and hold the Indemnified Parties harmless from and against all loss or liability for, or on account of any injury (including death) or damages received or sustained by the Designated Representative or any of its employees, agents, or invitees by reason of any act or omission, whether negligent or otherwise, on the part of the Designated Representative or any employee, agent, or invitee thereof or the conditions of the HCF facilities, other property of HCF, or otherwise.

### **Responsibilities of the Designated Representative**

5. Each activity must have a Designated Representative who is at least eighteen (18) years of age.
6. The Designated Representative is responsible for preserving the security and condition of the buildings and equipment that are used in connection with the activity. The Designated Representative acknowledges and agrees that it may use only the meeting space(s) and/or equipment which are requested by the Designated Representative in writing and approved in the sole and absolute discretion of approving official.
7. The Designated Representative shall be responsible for the repair or replacement of any missing or damaged property, as determined by HCF Leadership.
8. The Designated Representative shall ensure the provision of adequate supervision safety of activity participants and assumes the responsibility and liability for the safety of all activity participants.

9. The Designated Representative shall ensure that the facility is swept/vacuumed and cleaned, trash removed, furniture arranged, and the facilities and equipment restored to their original condition in preparation for their next intended use, according to the posted instructions in each meeting space.
10. The Designated Representative shall ensure that the facility is properly secured, lights and equipment are turned off, and all doors are locked at the conclusion of each activity.
11. Individuals under the age of 18 participating in an activity in or about the HCF facilities must have adult supervision at all times while in or about the HCF facilities. The number of supervising adults shall be appropriate given the age and number of minors participating in each activity. If the nursery is being used, at least two supervisors must be present and one must be at least 18 years old.

### Prohibited Activities & Materials

12. The use of the following substances in or about the HCF facilities is prohibited to ensure the comfort, cleanliness, and safety of the facilities: tobacco, alcohol, chewing gum, and products that might potentially cause permanent stains (e.g., foods with red or yellow dyes, paintball, permanent markers, etc.).
13. Gambling is prohibited in or about the HCF facilities.
14. The use of bicycles, skateboards, roller/inline skates, and other similar personal vehicles is prohibited in or about the HCF facilities.
15. The use of candles or any other open flames requires prior approval in writing from HCF and must comply with all applicable laws, statutes, rules, regulations, and codes.
16. No animals (other than service animals to assist the impaired) are allowed in or about the HCF facilities without prior approval of HCF Leadership.
17. Nothing shall be attached or affixed to the walls, curtains, doorways, windows, ceiling tiles or equipment throughout the HCF facilities. Use of designated bulletin boards and display spaces for aesthetically and theologically acceptable decorations or communications, as determined by the sole and absolute discretion of the HCF Leadership, is permitted.
18. The throwing of confetti, rice, or birdseed is not allowed anywhere in or about the HCF facilities without prior written approval from HCF.
19. The dumping of food or grease in any of the HCF facilities' sinks is strictly prohibited.
20. On-site food preparation is strictly prohibited.

### Cleaning & Restoring the Facility for Next Use

21. At the conclusion of each activity, all trash containers must be promptly emptied and removed from HCF facilities and may be placed for pickup in HCF's canisters behind the

facility. New trash container liners must be inserted in preparation for the facilities' next use.

22. No food or beverages may be left in or about the HCF facilities at the conclusion of an activity.
23. If a catering service is used, the caterer must furnish all equipment and supplies and remove them immediately after the event.

## Equipment

24. Use of the sound or video systems of the HCF facilities requires the supervision of authorized church Audio/Visual Technician(s), unless otherwise approved in advance by HCF. Technicians shall be compensated by the Designated Representative according to the Fee Schedule.
25. The use of electrical cords, lights, and other electronic equipment must be in accordance with the load limits of the facility. All electrical cords stretching across potential travel-ways must be secured with an appropriate overlying carpet or gaffers tape (other forms of adhesive tape are not permitted).
26. Paper goods, dishes, condiments, and other food supplies belonging to HCF are for the exclusive use by HCF. Any consumables used with the permission of HCF Leadership must be replaced as soon as possible. Use of HCF's warming ovens, microwave, and/or refrigeration equipment requires prior permission from HCF Leadership. Broken or missing equipment must be reported to HCF. Outside organizations using the facility must provide their own supplies, including linens, dinnerware, silverware, serving dishes, and other utensils, unless otherwise expressly agreed and approved by HCF prior to outside organization's use of the HCF facilities.
27. HCF property and equipment may not be removed from the HCF facilities for off-facilities use without prior approval of HCF Leadership.
28. The offices and associated equipment of HCF are to be used exclusively for the purposes of HCF. No personal use is permitted without prior approval of the HCF Leadership.

## Security

29. Keys and security codes (if any) may only be issued to HCF Staff, HCF members, or the Designated Representative for a scheduled activity. Keys may not be copied, and security codes (if any) must not be shared with others.
30. Keys must be returned at the end of their approved assignment or upon the request of the HCF Leadership. Failure to return keys when requested shall result in the forfeiture of any security deposit and/or the incursion of the cost of re-keying associated locks.

## Outdoor Activities

31. Any use of the parking lot or space outside of HCF facilities shall for an activity require the prior approval of HCF Leadership. Such approval may be withheld in their sole and absolute discretion. If approved by HCF Leadership, such use shall be considerate of the



other tenants and occupants of the adjacent buildings and the surrounding neighborhood. To avoid HCF being regarded as a nuisance, all noise levels must be maintained at a level which would not be considered a nuisance to the other tenants or occupants of the facilities or the neighbors in the vicinity of the facilities.

32. Outdoor activities must protect the quality of the facilities' landscaping. Any damage must be promptly reported to HCF Leadership and, at the sole cost of the Designated Representative, restored to the condition it was in prior to such damage and destruction.
33. All outdoor activities must conclude no later than 10:00 PM.

***The enforcement of these policies will take place  
not only under the watchful eye of the staff and leadership of Hope Christian Fellowship,  
but more importantly in the hands of Almighty God.  
(And he knows where you live! 😊)***



**HOPE**  
christian fellowship

## Diagram of HCF Facilities

