

# Building Use Policy & Procedures

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## **STATEMENT OF POLICY**

Significant amounts of time and financial resources have been invested in the building of Community Church of Fond du Lac (CCFDL) by generous contributions from its members and attenders. This facility is a tool to be used to make an eternal impact in the lives of people in our community by helping them develop lifestyles that are increasingly obedient to Jesus Christ.

### **We desire to ensure that the CCFDL facility is:**

- \* **AVAILABLE** to effectively carry out ministry objectives and goals through scheduling.
- \* **PROTECTED** against loss or misuse through risk management.
- \* **MAINTAINED** to extend the life of the facility through respectful use and proper maintenance.

This policy encompasses all functions within the normal ministry of CCFDL and outside activities as well. The use of the church building and grounds must be in accordance with the desires of CCFDL.

The following are general building guidelines and procedures for CCFDL and are expected to be followed by all members, regular attenders and guests of the building. CCFDL makes its facilities available to individuals and groups in the community whose activities are consistent with the church's mission.

It is neither the intent nor purpose of CCFDL to realize a profit when allowing the use of the church building. However, there are certain expenses and costs that are incurred (such as custodial services, security, heat, electricity, water, gas, and the general maintenance of the building) which may justify a fee. Therefore, a fee schedule for the use of various areas of the building is necessary (see attached fee schedule).

### **Community Church of Fond du Lac desires:**

- \* that the church facility be used for the glory of God.
- \* to see the building used to reach our community for Christ.
- \* that all-church events will take priority over individual ministry events.
- \* that ministry events will take priority over non-ministry events.

The following policies and procedures have been created to meet these desires.

*Community Church of Fond du Lac reserves the right to refuse the use of its facility to anyone.*

The Pastor, Church Council and/or Management Team reserves the right to make exceptions to and/or changes to this policy when it is deemed necessary for the protection and well-being of Community Church of Fond du Lac.

## **1.0 GROUPS ELIGIBLE TO USE CCFDL FACILITIES**

Any person or not-for-profit group or organization desiring to rent our facilities must be sponsored by an active member in good standing and approved by a member of the pastor director team.

### **CATEGORY A: CCFDL MINISTRY EVENTS**

Activities sponsored by CCFDL ministries. Requests for these activities must be scheduled through the appropriate ministry leader. Some larger special events may be considered **CATEGORY B** events. **CATEGORY A** events may be scheduled up to 12 months in advance. (For example: Singles Groups, Men's Ministry, and Bible Studies)

### **CATEGORY B: SPECIAL EVENTS**

Activities sponsored by individual CCFDL attendees or the nonprofit Christian organization in which they participate. **CATEGORY B** groups may schedule an event up to 6 months in advance, except for weddings which can be scheduled up to 12 months in advance. (For example: weddings, baby and wedding showers, anniversary celebrations, Habitat for Humanity, and events sponsored by a nonprofit Christian organization.)

### **CATEGORY C: Community Events (Non-Profit)**

**CATEGORY C** groups may schedule an event up to 4 months in advance. (FOR EXAMPLE: ALCOHOLICS ANONYMOUS, RED CROSS, GIRL SCOUTS)

## **2.0 GROUPS INELIGIBLE TO USE CCFDL FACILITY**

The CCFDL facility is not available to "for profit" organizations, those engaging in partisan political campaigns, or those that are not aligned with CCFDL's statement of purpose and ministry philosophy.

Community Church will not permit any of its clergy/licensed staff to perform any same-sex ceremony inside or outside of the church facility. In addition, Community Church will not allow its facility or resources to be utilized for any same-sex marriage ceremony by other licensed clergy. All weddings performed by our staff and on our grounds must accord with our *Position Paper on Marriage and Same-Sex Couples in American Society*.

## **3.0 GENERAL POLICIES FOR FACILITY USE**

Users of CCFDL facilities will extend full courtesy and consideration of others in the building.

All groups must have a responsible adult as supervisor of their event. The supervisor is responsible for making sure each guest is abiding by the building guidelines.

Smoking is not allowed in any part of the church building.

Alcoholic beverages or illegal substances are not permitted in the buildings or on the grounds of the church.

CCFDL is a place of worship and a standard of proper conduct applies to everyone utilizing its facility. Any person engaging in inappropriate conduct or language, disrupting performance, or creating a disturbance at an event will be asked to cease or leave the premises and/or will be escorted from the building.

### **3.1 RESERVATIONS**

All events or programs requiring use of the CCFDL facility must be scheduled through the Community Church office. Date, time, equipment, room(s), and special help must be specified. Activities and programs are limited to the space that is assigned; they cannot overflow into other rooms or areas without prior permission.

CCFDL reserves the right to adjust times and places within the facility to accommodate Category A events.

Emergency situations such as funerals will have the authority to preempt other reservations.

Time allotments for the room will include time for setup and take down of equipment and decorations. If an event is to be cancelled, please notify the Community Church office immediately. A full refund of deposit is available with 72-hour notification of cancellation. Exceptions can be made at the discretion of the office.

The facility is typically not available for use *after* 4 p.m. Saturday or *before* 1 p.m. Sunday to allow Worship and Children's Ministries time for set-up for and tear-down from weekend services. Business meetings and other special Church functions (Baptisms, etc.) may cause these times to be extended, as required.

### **3.2 GUESTS**

The conduct of every person attending programs or events is expected to be respectful of the CCFDL Facilities.

Children in attendance must either be under the control of their parents or direct adult (18 years of age or older) supervision at all times and are not permitted to roam freely on the church property. An adult will supervise all children's activities at all times.

We encourage all Nursery or Early Childhood childcare provided on church grounds to comply with the “Community Church Child Protection Policy.”

CCFDL cannot be held responsible for damages or loss of user’s property.

### **3.3 FOOD AND BEVERAGE**

Dining or the serving of food and beverages is allowed in any area of the facility, except the Auditorium, where no food or drink is allowed. All users will ensure the facility is properly cleaned following activities in which food or beverage has been served. Following activities or events in which food and/or beverage has been served, all Facility Users will insure the facility is properly cleaned by following the “*Community Church Kitchen Agreement.*”

If kitchen use is required, refer to Kitchen Procedure Manual for cleaning expectations.

### **3.4 ANIMALS**

Animals are not allowed within the building, with the exception of service animals.

Although Community Church is a religious organization and is therefore exempt from the Americans with Disabilities Act, we choose to abide by it to best serve those of all abilities who attend services and functions within our building.

The ADA defines a service animal as "any dog that is individually trained to do work or perform tasks for people with disabilities." The work or task a dog has been trained to provide must be directly related to the person’s disability. A pet whose sole function is to provide comfort, emotional support, therapy, or companionship does not qualify as a service animal under the ADA and is not permitted within the church.

Under the ADA and Wisconsin law, church staff and volunteers may not ask questions about a person’s disability or demand to see certification or identification for the service animal. They may only ask the following two questions:

1. Is the service animal required because of a disability?
2. What work or task has the animal been trained to perform?

Service animals are permitted everywhere within the facility that the general population is allowed to go. Service animals must be housebroken and under the control of their owner at all times, or staff may request that the animal be escorted from the building.

### **3.5 LOST AND FOUND**

Items left overnight within non-storage areas of the building will either be discarded or placed within the Lost and Found bins located at the Welcome Center. Items are reviewed periodically and are either discarded or given to charity. If items need to be temporarily kept in a non-storage area, contact the Community Church office for appropriate location.

### **3.6 CLEANING AND MAINTAINING FACILITIES**

All CCFDL ministries are expected to leave the building clean and remove or store in the appropriate areas all items associated with their event immediately following it.

Custodial personnel are responsible for cleaning all general use areas. Ministry leaders will be responsible for upkeep of their dedicated space, including storage areas.

If furniture or equipment is to be moved, it must be coordinated with the Community Church office and returned to its original place after the event. If any property is damaged or soiled during the use of the building, this must be reported immediately to the Community Church office. Community Church reserves the right to repair or replace damaged property. Responsibility for damage and costs for repairs will be determined prior to corrections, where appropriate. If possible, a “Building Maintenance Request” form can be completed for the Facility Manager.

### **3.7 STORAGE**

Very limited storage is available at the church for CCFDL ministries. Contact the Community Church office for the location of acceptable storage areas. Materials stored without permission will be discarded, placed within the Lost and Found bins, or given to charity. All items must be removed within 48 hours after event.

### **3.8 DECORATIONS**

The CCFDL facility is multi-use, which means that many different groups will use the facility for a variety of events. Therefore, we desire to keep our facilities clean and uncluttered. Decorations are defined as “any materials placed on walls, windows, floors, and ceilings that were not included in the original building design.” Decorations include, but are not limited to: flowers, pictures, window coverings, cardboard cutouts, hanging banners, or any signs relating to a particular CCFDL ministry event or Facility User.

Only “Dry Erase” markers, washable markers, and crayons are to be used within the facility. No permanent markers or non-washable crayons are allowed for general use.

CCFDL ministries desiring to decorate rooms for a ministry event must place all decorations in storage at the end of the event. Facility Users desiring to decorate rooms for their event must remove all decorations immediately following their event.

Use only **PAINTERS TAPE, MASKING TAPE, OR POSTER PUTTY** to secure decorations. **DUCT TAPE IS NOT ALLOWED** for use on walls, floors, or woodwork. The use of tacks, staples, nails, or screws in all walls is strictly prohibited. If absolutely necessary, obtain prior approval from the Community Church office.

Artificial and live plants, if moved, are to be returned to their original locations at the conclusion of the event.

Special ministry event posters or signs need approval from the Pastor or Director who oversees the ministry before being displayed. The ministry posting these posters or signs will remove them immediately after the event. Non-ministry posters require approval from the Community Church office prior to hanging.

### **3.9 SPECIFIC ROOM USE**

The Auditorium Stage, the Lower and Upper Communication Center Rooms and the Sound Booth are for use by trained CCFDL sound, lighting, and stage personnel only.

Washer and dryer use is limited to staff or trained volunteers only.

Groups are able to use one of the kitchens if it has been reserved. (See Section 4.0)

### **3.10 TEMPERATURE CONTROL**

Rooms are heated and air-conditioned by computer control and are adjusted by the Custodial Staff. If adjustments are needed or in case of an emergency, contact the Community Church office and the Facility Manager. During non-business hours, contact the Facility Manager or one of the Pastoral staff.

### **3.11 AUDIO / VISUAL**

The CCFDL Sound Booth Director will coordinate all audio/visual needs. Use of sound equipment is restricted to trained personnel approved by the CCFDL Sound Booth. When filling out the "Building Use Application", please note if audio/visual equipment is needed during your use of the facility.



### **3.12 KEY USE**

Keys are available to approved individuals through the Community Church office. Keys must be returned immediately after the event or on the next business day.

### **3.13 BUILDING LOCKUP**

Closing and locking all entrance doors is the responsibility of the ministry that is the last to leave the building. Please coordinate with other groups simultaneously using the facility to determine which will be the last group to leave the building. For outside events, unlocking and locking the facility is coordinated between the office and the custodial staff. Facility should not be left unlocked outside of normal business hours without someone present in the building.

## **4.0 KITCHEN USE POLICIES**

Use of the CCFDL kitchen(s) will be scheduled through the Community Church office. The Kitchen Ministry Director will be notified of any substantial event involving food immediately upon the approval of the Building Use Application.

Kitchen supplies including utensils, cookware, glassware, and coffee supplies are there for use by **CATEGORY A AND B FACILITY USERS**. Category A and B Facility Users are responsible for washing and storing all utensils and kitchenware used, Category B and C Users are responsible for the replacement of broken or damaged items.

Category B Facility Users can use disposable items for no charge for events up to 25 people. For events over 25 people, they need to provide their own disposable items

The gas griddle, proofing oven, and dishwashers are for use by trained personnel from CCFDL ministries only. Contact the Kitchen Ministry Director for details.

Facility Users desiring to store food within the kitchen must contact the Kitchen Ministry Director for appropriate location.

If an event is professionally catered from outside the church, Facility Users will provide all kitchen supplies including utensils, cookware, coffee supplies, and glassware. However, the coffee makers are available for your use. A Certificate of Insurance will be required for all outside caterers using our facilities. A Certificate of Insurance may be required at the discretion of the Management Team and Staff for other building users.

Facility Users will not have use of areas for food storage unless pre-approved through the Kitchen Ministry Director. All other leftover food will be removed from the premises following facility use.

## 5.0 SAFETY, SECURITY and FIRE PREVENTION

Report all fires, serious illness, injury, or crime in progress following the Emergency Procedures Manual. If unable to do so, locate the nearest phone and immediately dial 911.

After hours, non-emergency building concerns should be addressed by contacting the appropriate staff member or supervisor of your event.

Report all missing or stolen equipment, burned out lights, or safety hazards to the Community Church office as soon as possible. Unusual activity or suspicious persons are to be reported to the Community Church office immediately.

No flammable substances are to be stored in the facility.

In the event of an injury, First Aid kits are available in the kitchen(s) or the Receptionist area in drawers or cupboards marked with a red cross. Complete and return an "Incident Report" (available with the First Aid supplies) to the Community Church office by the next business day following the incident.

Any entrance not in use at the time must remain locked. Unauthorized persons are not allowed in the Main Office after normal operating hours (9:00 a.m.-4:00 p.m. Monday-Thursday).

Closing and locking all entrance doors is the responsibility of the party that is the last to leave the facility. (See 3.13)

Bonfires are not allowed on church property.

For weddings and other events, only dripless candles and candles in glass containers may be used within the facility. (*see the Wedding Policy*)

Exits must remain clear and unobstructed at all times.

Facility Users will enter and exit using the three main entrances only.

In the event that bodily fluids need to be cleaned up, contact custodial staff immediately.

## **APPENDIX "A"**

### **FACILITY USAGE FEE SCHEDULE**

**CATEGORY A EVENTS ARE EXEMPT FROM ROOM USAGE FEES ONLY.**

**ALL OTHER FEES WILL APPLY.**

**ALL FEES LISTED ARE DAILY RATES, EXCEPT WHERE SPECIFIED.**

<b>Room Reserved</b>	<b>Member</b>	<b>Non-member</b>
<b>Café with Kitchen and CM rooms</b>	<b>\$50.00</b>	<b>\$100.00</b>
<b>MPR with Kitchen</b>	<b>\$100.00</b>	<b>\$150.00</b>
<b>Auditorium</b>	<b>\$150.00</b>	<b>\$300.00</b>
<b>Class Rooms and Nurseries</b>	<b>\$25.00</b>	<b>\$50.00</b>

Additional Fees:

\$20.00 per hour per person (with a one-hour minimum) will be charged for each Audio, Projection, Lighting, or Camera technician's services.

If required, our Event Coordinator will be assigned to oversee an event. The Event Coordinator is paid \$15.00 per hour. This fee is in addition to other fees.

A \$15.00 per hour fee for custodial cleaning will be charged, if the event requires a custodian.

For wedding fees, see WEDDING POLICY