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| **Gateway Community Church of Fortville****Building/Facilities Usage Policies****August 2023** |

We believe that providing our facilities to community organizations or individuals is part of our service to our local community. This is an act of stewardship of the facilities which God has entrusted to us as well as part of our missional outreach.

In allowing community organizations or individuals (called “organizations in this document) full use of our facilities, we ask that you honor several guidelines:

* The requesting organization is supportive of the community and does not espouse beliefs or values that may be in direct conflict with those of the United Methodist Church or Gateway Community Church of Fortville (GCCF).
* Use of any part of the facilities “for profit” by organizations or individuals is not permitted unless specifically approved by the GCCF leadership team.
* GCCF asks for a single responsible contact point for communication with your organization.
* The meeting space, including all buildings and grounds, be appropriate for your organization’s use.
* Your organization will not unduly interfere with the functions of GCCF and its ministries.
* It is understood that your event will bear the expense of hosting the event. This includes a fair cost by the church to your organization for utilities, janitorial and other expenses. These expenses are outlined in this document, which will be amended to fit the specific needs of the usage of the facilities.

Below are the policies and procedures for the use of building space at GCCF:

1. Liability Waiver and Acknowledgement Statement:
	1. As a condition of use, a responsible officer of your organization must sign the attached for which absolves GCCF of any and all liability for injury or loss of any kind to person or property while on church property. It is further acknowledged by the organization that your group has read and understood these policies and procedures governing the use of our facilities. This waiver includes any property stored on church grounds. The organization agrees to take full responsibility for its own resources/property and/or insurance should a claim need to be made. A certificate of insurance may be required from your organization with a minimum liability limit of $1,000,000, depending on the nature of your event.
2. Use of the facilities for weddings and funerals is determined by the pastoral leadership of Gateway Community Church. Fees for such as listed separately and are event dependent.
3. Contact Person
	1. The organization will provide a name, address, email address and phone number of the responsible person for your group.
4. Fire Regulations
	1. All aisles and exits must be always kept clear. Maximum space occupancy limits must be observed and honored.
	2. Use of lighted candles is expressly prohibited unless permission is received in advance.
	3. Parking is not permitted in the fire lanes.
	4. Decorations should honor the event and the Church. Decorations must be removed by the organization prior to its departure from the facilities; failure to do so will result in an additional charge of $50/hour with a $50 minimum fee.
5. Audio/Visual Systems
	1. **Our AV systems are sophisticated, expensive and may only be used or accessed when an audio technician is present or by special permission of church leadership.** Any reservation for use of the AV equipment will require a sound technician for the event.
	2. It is understood by the organization that Gateway’s AV system is easily accessible to all. We request that all efforts be made to communicate to all members of the organization that accessing this equipment is strictly forbidden and reserved only for approved individuals.
6. Doors and Locks
	1. The responsible person from the organization may be issued a temporary key to facilitate access to the building. This person is required to maintain control of access to the facilities and to return the key upon request of a member of the Leadership Team of GCCF.
	2. All keys remain the property of GCCF and must not be duplicated in any way.
7. Lighting
	1. Instructions will be provided to the organization on how to turn off/on our lighting system. Please turn off all lights when vacating the premises.
8. HVAC/Thermostats
	1. Our thermostats and systems are regulated to maintain a comfortable temperature. If assistance is needed, please contact the facilities for guidance.
9. Setup/Cleanup
	1. We ask that the organization thoroughly clean our facility after completion of the event. As our facility also serves as our church sanctuary as well, we ask that it be cleaned to “church worship-ready” status. This includes but is not limited to chairs in alignment, garbage removed to the dumpster out back, kitchen is clean with no dirty dishes, floors vacuumed, etc.
	2. Please let us know of any special set-up help you may need.
	3. If your organization requires our custodian to setup or clean after the event, an additional fee, agreed to in advance, may be charged.
	4. Please report any damage to equipment or facilities immediately.
10. Kitchen
	1. Our kitchen facilities are available for use; an additional charge will apply.
	2. Please leave the kitchen in the condition in which you find it.
	3. Please respect the food/snacks currently in the kitchen.
11. Other important policies and guidelines:
	1. No alcohol of any kind is allowed on the premises.
	2. No smoking is allowed in the building and is discouraged on the entire grounds of the church.
	3. Children and youth must be supervised at all times, both inside and outside the facility. As our AV system is located upstairs it is requested that children be directed to stay on the main floor only.
	4. No animals of any kind without prior approval are allowed on the grounds, except for service animals.
	5. No rice, birdseed, potpourri, confetti, aerosol shooting string, etc. is allowed in the building.
	6. The church maintains the right to hire, at the applicant’s expense, any additional security personnel as deemed necessary by church leadership.
	7. Anything attached to any part of the structure, or the personal property therein should be attached so as to be easily removed and leaving no damage of any sort.
12. Emergencies
	1. Fire
		1. Please evacuate the building immediately and proceed to the front of the church, making sure all parties in your group are accounted for.
		2. Please call 911 immediately.
		3. Please call Christopher Girvin at 317-730-7865 and/or Karla Simpson at 317-345-2052 immediately after performing the above items.
	2. Other alarms/emergencies/property damage/bodily injury
		1. After making sure all members of your organization are safe and accounted for and after calling 911 if necessary, please contact Christopher Girvin at 317-730-7865.

Gateway Community Church of Fortville

Building Usage Guidelines – Fee Schedule

August 2023

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| **FEE STRUCTURE** |
|  | **Member** | **Non-Member** |
| Friendship Hall for Non-profit Organizations (Boy/Girl Scouts, 4-H clubs, neighborhood association, etc.)Table and chairs provided | Free | Free |
| Friendship Hall for Special Events (baby showers, bridal showers, birthday parties, etc)Tables and chairs provided | $100.00 | $200.00 |
| Fireplace Room (for meetings of 14 or less people)Table and chairs provided | $50.00 | $100.00 |
| **Wedding Package 1** (Includes the sanctuary for rehearsal and ceremony, kitchen, friendship hall, fireplace room for bride, plus one room if needed for groom) Does not include Pastor Fee, AV Technician and AV Equipment  | 400.00 | $800.00Deposit $400.00, non-refundable due at time of reservation |
| **Wedding Package 2** (Includes the sanctuary for rehearsal and ceremony, fireplace room for bride, plus one room if needed for groom)Does not include Pastor Fee, AV Technician and AV Equipment  | $300.00 | $600.00Deposit $300.00, nonrefundable due at time of reservation$300.00 |
| Funerals (sanctuary) Note: See additional fee listed above for non-members use of friendship hall. | Free | $150.00 |
| Pastoral Fee | Goodwill offering | $200.00 minimum |
| AV Technician and AV EquipmentCleanup/Decoration Removal | $50 per hour$50 per hour; $100minimum | $50 per hour$50 per hour; $100minimum |
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* **Final payment due 30 days prior to event.**
* **Funeral payment is due on the day of ceremony.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_