

# Evangelical Bible Church Building Policies

## FACILITY AND BUILDING USE

### Purpose

The Mission of EBC is

Building Faith, Sending Out, Sharing God

Members of EBC seek the heart of Jesus through a personal relationship with Jesus; that, in turn, leads to our being His hands in Dickinson and beyond. Indeed, it shapes everything about our lives, how we live each day, how we love other people, and how we serve those around us, all of which we do in Jesus' name.

To fulfill this Christian commitment to serve, following the example of Christ, Evangelical Bible Church (EBC) will make its facilities available to church and service groups both inside and outside of our congregation. The facilities may be used by non-member groups and individuals as outlined in this policy. EBC regards this non-member use as part of the church's service to the community. The Church Administrator reserves the right to consult with the Church Board, Elders, or Deacon Board as to whether or not a group may use its facilities. Use of church facilities by outside individuals, groups, or organizations on a regular basis must receive the approval of Church Board.

### Building Use

Use of the church facility shall always be scheduled with the Church Administrator, or his/her assignee. This policy will outline who may use the facility, rules for use of the facility, and fees and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

1. Who may use the Church (in general order of priority)
  - a. EBC church groups or church members using the facilities as a direct part of the ministry of the church. This would include those supported through the Board, Sunday school classes, EBC ministries, and the state and national Conservative Congregational Christian Conference (4 C's). No charge
  - b. Groups that come as invited guests of the ministry heads, Board, or Pastoral Staff of Evangelical Bible Church. No charge
  - c. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only.
  - d. Outside social, civic, educational, and non-service groups, or individuals using EBC facilities for activities may be charged a facilities usage fee, custodial services fee, and/or a host/hostess fee. (See Fees & Charges attached.) Fees for non-member groups may be reduced or waived at the discretion of the Board.

- e. EBC church members must request the use of church facilities per the approval process. (See Fees & Charges attached)
2. Who may not use the Church
    - a. Partisan political groups
    - b. Groups operating for commercial gain, unless the group falls under number 1, letter b of this section. (Invited guests)
    - c. Individuals, groups, or organizations (hereafter referred to as groups) whose activities are in conflict with the mission and doctrine of Evangelical Bible Church as outlined by EBC's constitution and by-laws.
3. Procedures and Guidelines for Scheduling Facilities
    - a. Potential groups wishing to use church facilities will contact the Church Administrator at 701-227-1464 for a building use packet. Review the packet and submit the Building Space Application Form.
    - b. Scheduled meetings of EBC will take precedence over all other requests.
    - c. The Board, through the Church Administrator, will approve requests for building use. Those approved for building use will subsequently need to provide a Certificate of Insurance showing coverage for the event date(s) at the church location and showing Evangelical Bible Church as an Additional Insured for those dates when fees are paid.
    - d. Proof of Liability insurance (minimum \$1 million) may be required of non-members. Should the group not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.
    - e. Responsible adult supervision must be with the group at all times when facilities are in use.
    - f. All minor children must be closely supervised by an adult.
    - g. Smoking and non-prescriptive drugs are prohibited in the building.
    - h. Alcoholic beverages will not be permitted on church grounds.
    - i. As a general rule, facilities may not be reserved more than 30 days in advance, except for weddings.
4. Kitchen Use
    - a. In case of breakage or damage to kitchen materials, the responsible party is expected to correct or pay for the damage, with building damage deposit applying. (See Fees & Changes attachment)
    - b. Every group, including catering services, is expected to leave the kitchen and its equipment clean and in place as it was found.
    - c. Individual member or responsible organization is responsible for table clothes, dishes, etc. Dishes, utensils, and glasses will be cleaned and returned to the appropriate storage before leaving the facility after the event. Table clothes are to be properly cleaned, pressed, and returned within 1 day. (Members only)
    - d. Nonmembers are responsible for providing linens, utensils, glasses and dishes, etc.
    - e. The Church Administrator or his/her assignee must inspect the kitchen for cleanliness and damage following use for the release of funds to be returned.

5. Use of Equipment
  - a. Any use of audio-visual equipment in the Sanctuary requires a member of the audio-visual team from Evangelical Bible Church. The audio visual equipment will only be operated by a member of the audio-visual team. (See Fees & Charges attached)
  - b. The audio and/or DVD equipment in the Fellowship Hall may be used without a member of the audio-visual team. This includes the use of the DVD player.
  - c. The use of additional audio visual equipment, including the availability to use a computer and/or PowerPoint will require the use of a member of the audio-visual team or qualified staff member. (Unless a member of the church, computer equipment is to be provided by group.) For members and non-members, a fee will be incurred for the use of an audio tec. (See Fees & Changes attachment)
  - d. Furniture (tables, chairs, etc.) or equipment belonging to the Church may be loaned or removed from the building with prior approval from the Church Administrator or his/her assignee. (See Fees & Changes attachment)
  - e. Non-member groups using the facility may request to use tables, chairs, and lecterns, as their set-up requires. All such requests must be made to the Church Administrator.

**Fees and Charges:**

1. For nonmembers and organizations a refundable \$500 building damage deposit will be required when facility space is reserved. The fee is to be applied against damage if applicable but otherwise is returned to the facility user at the end of their occupancy agreement.
2. Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:
  - a. \$300 for the use of the Sanctuary
  - b. \$150 for the Fellowship Hall

Use of the Sanctuary and Fellowship Hall is left to the Church Administrator and/or Board's discretion.

3. Host/Hostess – Member and Non-Member (Fee paid directly to host/hostess.)
  1. \$200 for the Sanctuary
  2. \$100 for the Fellowship Hall
4. Audio-visual technician fee: (Fee paid directly to the technician)
  1. \$100 for the Sanctuary- Member
  2. \$200 for the Sanctuary- Non-Member
  3. \$100 for the Fellowship Hall– Member and Non-Member
5. Custodian Fee according to custodial services: (*Applies to non-members*)
  1. \$200 for the Sanctuary
  2. \$200 for the Fellowship Hall

3. \$100 additional grounds fee may be assessed for excessive debris in parking lot and outside the building, per Church Administrator's discretion.
6. Furniture and equipment that is loaned and/or taken offsite will be subject to a \$50 deposit and must fill out a Furniture Use Form
7. All fees for use shall be paid in advance to Evangelical Bible Church. (Official legal name.) Some fees may be waived or reduced at the discretion of the Church Administrator and/or the Board.
8. Fees will be refunded if the facilities are not available or if reservation is cancelled seventy-two (72) hours prior to scheduled usage.

**Rights of the Church:**

EBC reserves the right to:

1. Deny the application for the use of church facilities by any individual or group without giving cause.
2. Invalidate any approved application due to unexpected church needs at any time without liability.
3. Terminate the rental agreement immediately without liability or payment if the applicant fails to abide by the rules and regulations of EBC.
4. Cancel the rental agreement and make a refund without interest in case of cancellation by the church due to bad weather.
5. Make alterations to the building use policies, procedures, rules, and regulations at any time without prior notice.