

NORTH HAVEN CHURCH

POLICY STATEMENT

TITLE: Facility Use

POLICY NUMBER: 26

EFFECTIVE DATE: February 2020

APPROVED BY: Board of Stewards

DATE APPROVED / LAST UPDATE: February 18, 2020

North Haven Church – Facility Use Policy

Introduction:

North Haven Church has many wonderful opportunities, and related challenges, to utilize space in a manner that positively contributes to fulfilling our vision and ministry plans. We are committed to developing and using our facility for God's purposes and His glory.

Many North Haven Church programs, as well as "outside" groups (those not affiliated with North Haven Church), utilize our facilities weekly, monthly, annually, or occasionally. This document is intended to provide priorities, guidance, procedures and fee structures for facility use.

We acknowledge that North Haven Church is not a building, but rather the people of God, who gather for worship and instruction, and are equipped for holy living, spiritual service and outreach. As such, we affirm that our facility is only a tool, and that the ministry of the church should take place wherever our people are gathered or dispersed as "salt and light" in the world.

Priorities of Use:

The following priorities have been established to govern the use of our facility.

1. **FIRST PRIORITY:** North Haven Church ministries. This will include ministries we organize, church events, and programs we officially sponsor and administer within the life of the church.
2. **SECOND PRIORITY:** Other Christian organizations that share our values and philosophy of ministry. Within this category, further priority shall be given to ministries whose focus is on outreach.
3. **THIRD PRIORITY:** Community usage, providing a service that attracts people into our facilities so that, in a pre-evangelistic fashion, they can experience who we are, and what we offer to families and individuals. While there will be a tendency for North Haven Church members to desire the use of space for family and personal purposes, such groups will be provided space after community groups are first accommodated, because we

desire our facility to be used for outreach exposure and purposes. *Note: This priority of usage will be limited to non-profit organizations and civic associations whose philosophy does not need to be Christian based but must not be antagonistic to Christian values.*

4. FOURTH PRIORITY: North Haven Church members who desire to use church facilities for family and personal purposes.
5. FIFTH PRIORITY: “For profit” organizations seeking temporary space. *Note: The philosophy of these organizations does not need to be Christian based but must not be antagonistic to our Christian values.*

Procedures:

The intent of North Haven Church is to provide a quality experience for ministries of the church and for other organizations using the building. The following procedures are critical to our success.

1. Facilities are made available according to the stated priorities and then on a first come, first serve basis. Ministries of the church will not have automatic access to a particular space or particular dates unless they have planned ahead to reserve that space and date.
2. Space scheduling is to be filled out and submitted, either through the North Haven Church website, the North Haven Church app, or through the physical paper request form (located on-site). All requests made online and through the app go directly to the Church Administrator. If a physical paper request form is filled-out, it should be given directly to the Church Administrator, or put it that person’s mailbox. The Church Administrator will then enter the required information into an online database that will be automatically sent to the Facilities Manager and Senior Pastor for space approval. Once approval is secured, an approval response will be sent to the requesting party, and the space will be scheduled on the church calendar.
3. Facilities will be made available for affiliated groups (church members, regular attenders, and supported ministries) and will only require reimbursement of out-of-pocket expenses (paper and kitchen supplies, utilities such as extra trash pickup, laundry of tablecloths, personnel payments, equipment use, etc.). If the group includes a church key holder, and does their own set-up and clean-up, an official “host” will not be required.
4. Facilities will be made available on a fee basis for non-affiliated groups and others depending on the event. For some events, a nominal amount will be charged for services provided based on the most recent fee schedule.
5. The Facilities Manager, and/or subsequent staff and volunteers, will handle all room set-up and teardowns. Set-up plans and diagrams are to be submitted in advance to the Facilities Manager to approve and execute. The Facilities Manager handles basic set-up needs, but more specific needs may need to be handled by the requesting party, as long as that set-up is in agreement with the Facilities Manager regarding day and time. Depending on the event, an approved audio/visual team member may be required with a possible additional cost.
6. Food and beverages may be served in all rooms with the exception of the Sanctuary. No red colored beverage, alcohol, or tobacco may be used within our facility. Church staff or the Board of Stewards may request additional restrictions depending on the event.
7. Kitchen use for priorities must be included in the original request for approval. Appropriate fees for the kitchen will apply.

8. The cost of any repairs or replacement of damaged items related to group usage will be the responsibility of the group involved.

NORTH HAVEN CHURCH – FEE SCHEDULE

<u>Room</u>	<u>Up to 4 Hours</u>	<u>4 to 8 Hours</u>
Sanctuary.....	\$200.....	\$400
Nursery Area.....	\$100.....	\$200
Kitchen.....	\$100.....	\$200
Commons.....	\$100.....	\$200
Multi-Purpose Room.....	\$100.....	\$200
Class Rooms.....	\$35.....	\$70

Note: Room rental fees will be waived for the members and regular attendees of North Haven Church. However, personnel and equipment fees listed below will still apply.

Personnel

- Facilities Manager.....\$35/hr, 1 hour minimum
- Audio Visual Technician.....\$35/hr, 1 hour minimum
- Wedding CoordinatorRefer to North Haven Church Wedding Policy for details

Equipment

- TV/Audio.....\$15, up to 4 hours / \$30, for 4 to 8 hours
- Sanctuary Sound System.....\$70, up to 4 hours / \$140, for 4 to 8 hours
- Projector/Computer.....\$70, up to 4 hours / \$140, for 4 to 8 hours

Note: A North Haven Church Audio/Visual Tech is required to operate either the sound system or Projector/Computer.