



# Building Use Policy & Procedure

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Sugar Grove, IL 60554

# Building Use Policy & Procedure

We are thankful for the blessing God has given us of our church buildings and desire to use the buildings to bring glory to the name of Jesus Christ – through our own ministries and also through other appropriate uses.

While church activities take priority when reserving equipment or space, we are happy to consider your request to use our facilities. Please do not apply if your event would violate our convictions of morality or faith.

The reservation process is as follows:

1. Submit a request at least one month prior to your event (but not more than 6 months prior).
2. Indicate which area is to be used and what equipment is needed in the room(s). If the gym is requested, this could include backboards up/down, volleyball nets...
3. State your purpose and the number of people you expect to participate.
4. Liability:
  - a. Organizations: Provide proof of liability insurance.
  - b. Individuals: Sign a waiver releasing VBC from any responsibility related to injuries sustained in our facility or on our grounds.
5. Agree to abide by all policies of our facility.
6. Reservation approval and confirmation will be provided within two weeks of request.
7. Once the event is approved, fees must be made in full to finalize the reservation.
8. When reserving multiple blocks of time on the same day, reservation will be considered continuous, unless there are blocks of 60 minutes or more in between that can be used by another group.
9. Cancellations made 30 days prior as well as weather related cancellations will be refunded or credited towards future rentals. (Cancellations made less than 30 days will not be refunded or credited towards future rentals.)

We look forward to the possibility of partnering with you for your upcoming event.

# Building Use Policy

Village Bible Church desires to be a family of growing believers committed to glorifying God by reaching our world with the life-changing Gospel of Jesus Christ.

Members of VBC seek the heart of Jesus through a personal relationship with Jesus; that, in turn, leads to our being His hands in our community 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, VBC will make its facilities available to church and service groups both inside and outside of our church family. The facilities may be used by non-member groups and individuals as outlined in this policy. VBC regards this non-member use as part of the church's service to the community. We reserve the right to consult with the church elders as to whether or not a group may use its facilities.

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 order of priority)

- VBC church groups or church members using the facilities as part of the ministry of the church.
- Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only.
- Outside social, civic, educational, and non-service groups, or individuals using VBC facilities for activities may be charged a facilities usage fee, custodial services fee and a host/hostess fee.
- VBC members may reserve church facilities per the approval process.

## 2. Who may not use the Church.

- Partisan political groups
- Organizations whose activities are in conflict with the mission and doctrine of Village Bible Church.

When having a private meeting or activity at Village Bible Church the following guidelines must be followed.

- Church activities have priority when reserving equipment or space. VBC members have priority over non-members.
- The premises shall be used only for the purpose designated.
- No other room except the one(s) reserved may be used.
- **Children must not be left unattended in the building and must be directly supervised by an adult at all times.**
- Guests attending your meeting or activity must not participate in any activity or behavior that is against the Village Bible Church statement of faith or doctrinal teachings.
- Unless otherwise arranged, it is the responsibility of the guest to set up and put away equipment, tables and chairs, empty trash and recycling cans to the appropriate outside dumpster, replace trash bags, and general house cleaning.
- All decorations and signage used for your meeting or activity must be approved by Village Bible Church at least one week before your event date. The following materials may not be used during the event: super glue, red liquid, glitter, bleach, or any chemical that could cause permanent damage to the room.
- The room requested may not have regular ministry materials, furniture, or equipment removed.
- All functions will be finished and cleaned up by 10:30 pm.
- Instruments or stage areas may not be used.
- Special arrangements can be made for the use of the scoreboard, volleyball and/or basketball equipment.
- No liquor or any alcoholic beverages shall be served or brought onto the premises.
- Smoking in the building or within 10 feet of the exits is not allowed, the entire building is a smoke-free environment. Smoking is allowed outside beyond 10 feet of the exits assuming waste is not left outside.
- Organizations requesting use will provide a satisfactory form of insurance certificate, naming Village Bible Church as an additional insured, prior to any use of the facilities.
- In the event of damage, reserving guest agrees to indemnify or reimburse Village Bible Church for the cost of repairs or replacement.
- Guests agree to indemnify and hold harmless Village Bible Church for any injury or harm to persons that could result from use of the facilities. Guests also agree that Village Bible Church bears no responsibility for the loss or theft of any participant's personal property while using the facilities.

# Building Fees

Fees to defray cost of building maintenance and operation for outside groups and non-members will be as follows:

## ***Organization and Non-Member Fees***

	<b>Non-Profit</b>	<b>For-Profit</b>
<b>Gymnasium</b>		
• Athletic Practice or Open Gym	\$20 / hour	\$40 / hour
• Athletic Game	\$80 / game	\$120 / game
• Banquet (including use of kitchen)	\$300 / event	\$500 / event
Foyer & Kitchen – party/reception	\$200 / event	\$400 / event
Foyer or Room 101 (no meal)	\$20 / hour	\$40 / hour
Room 101 (party < 40 people)	\$25 / hour	\$50 / hour
Meeting Rooms (individually)	\$10 / hour	\$20 / hour
Worship Center <sup>AV</sup>	\$25 / hour	\$50 / hour
After hours unlock / lock fee	\$10 per event	\$10 per event

## ***Member Fees for Personal Use***

<i>Members are asked to pay a minimal custodial and utility fee, assuming they will do a basic cleanup at the end of their event. (An additional \$25 fee can be paid to cover basic cleanup.)</i>		
<b>Gym, Kitchen &amp; Room 101 – party/reception</b>		
< 40 people	\$25 per 3 hours	
40+ people	\$100 per 3 hours	
<b>Foyer &amp; Kitchen – party/reception</b>		
< 40 people	\$25 per 3 hours	
40+ people	\$50 per 3 hours	
<b>Gym (open gym) or Worship Center</b>		
\$25 per 3 hours		
<b>Foyer or Room 101 (no meal)</b>		
\$20 per 3 hours		
<b>Meeting Rooms (individually)</b>		
\$10 per 3 hours		

## ***Services***

After hours unlock / lock fee	\$10 per event	\$10 per event
Audio Visual setup and technician <sup>AV2</sup> (required if using Worship Center)	\$25 per hour	\$25 per hour
Event Coordinator <sup>EC</sup> (required for groups of 40 or more or after hours)	\$20 per hour	\$20 per hour
Event Setup (tables & chairs) <sup>ES</sup>	available	Available
Use of scoreboard or sports equipment <sup>SE</sup>	available	Available

# Building Fees Explained

- **Member Use** is defined as a no-fee event that is for use by a VBC member
  - **Non-Member Use** is defined as either: 1) a *fee-based event reserved by a member*, or 2) an event (fee or no-fee) for a non-member or an organization.
- <sup>CF</sup> Custodial Fee assumes that you will pick up your rooms and return them to their original configuration and empty trash cans in rooms to appropriate trash or recycling dumpster and replace trash bags. An additional one-hour custodial fee will be charged if this is not done.
- <sup>AV1</sup> Audio Visual gym basic setup fee: provides one wireless handheld microphone for event
- <sup>AV2</sup> Audio Visual setup and technician: provides a/v setup and an onsite a/v technician for your event. This is required for any a/v usage in the Worship Center and for any needs beyond the basic a/v usage in the gym (see <sup>AV1</sup>).
- <sup>EC</sup> Event Coordinator EC: An event coordinator is required for groups of 40 or more. The event coordinator will answer questions and give instruction on where items are (tables, chairs), how to set them up, how to put them away, and will lock and provide access to areas of the church being used for your event. While it may seem like you don't need this person, from experience and for a variety of reasons we have found that this is a necessary requirement for both the interests of our church and to make your use of our facilities as smooth of a process as possible. *If you have a group smaller than 40 people but would still like assistance during your setup, a \$20 one-hour event coordinator service is available.*
- <sup>SE</sup> Special arrangements can be made for the use of the scoreboard, volleyball and/or basketball equipment.

## Facilities Rental Request

Requested By: \_\_\_\_\_ # People: \_\_\_\_\_

Event Date: \_\_\_\_\_ Unlock Time: \_\_\_\_\_

Event Time: \_\_\_\_\_ Lock Up Time: \_\_\_\_\_

Requested Room(s): \_\_\_\_\_

Event Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specific Room Setup (additional charges may apply):

- Classroom style chairs     Round tables / chairs     Other

I, the undersigned, agree to rent the above listed area(s) under the attached terms and conditions. I agree to pay any additional costs associated with damages/loss that occur as a result of our rental. I also agree that Village Bible Church will not be held responsible for any personal injury, theft, or damage to personal property of those renting the facility.

- I understand, and agree to, the guidelines set by Village Bible Church for the use of its facilities. I have signed the reverse side of this agreement.
- Organization use: Certificate of insurance is attached.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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### *For Internal Records*

Security Deposit: \_\_\_\_\_ Payment Received: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Type of Payment: \_\_\_\_\_

Utility/Custodial Fee: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Unlock/Lock Fee: \_\_\_\_\_ Approved by: \_\_\_\_\_

## Building Use Policy

When having a private meeting or activity at Village Bible Church the following guidelines must be followed.

- I recognize that Church activities have priority when reserving equipment or space. VBC members have priority over non-members.
- The premises shall be used only for the purpose designated.
- I will not use other rooms except the one(s) reserved.
- **Children will not be left unattended in the building and will be directly supervised by an adult at all times.**
- Guests attending my activity will not participate in any activity or behavior that is against the Village Bible Church statement of faith or doctrinal teachings.
- Unless otherwise arranged, it is my responsibility to set-up and put away equipment, tables and chairs, empty trash and recycling cans to the appropriate outside dumpster, replace trash bags, and general house cleaning.
- All decorations and signage used for my meeting or activity will be approved by Village Bible Church at least one week before my event date. The following materials will not be used during the event: super glue, red liquid, glitter, bleach, or any chemical that could cause permanent damage to the room.
- I understand that the room requested may not have regular ministry materials, furniture, or equipment removed.
- My event will be finished and cleaned up, and all persons associated with the event will be out of the building by 10:30 pm.
- Instruments will not be used.
- No liquor or any alcoholic beverages will be served or brought onto the premises.
- Smoking in the building or within 10 feet of the exits is not allowed; the entire building is a smoke-free environment. Smoking is allowed outside, beyond 10 feet from the exits, assuming waste is not left outside.
- Organizations: I have provided a satisfactory form of insurance certificate, naming Village Bible Church as an additional insured, prior to any use of the facilities.
- In the event of damage, I agree to indemnify or reimburse Village Bible Church for the cost of repairs or replacement.
- I agree to indemnify and hold harmless Village Bible Church for any injury or harm to persons that could result from use of the facilities. I also agree that Village Bible Church bears no responsibility for the loss or theft of any participant's personal property while using the facilities.

*Your signature below confirms that you understand, and agree to, the above guidelines set by Village Bible Church for the use of its facilities.*

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Print Name

Sign Name

Date