



## Harvest Evangelical Free Ministry Center Usage Guidelines

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General Statement: It is the intent of the leadership of Harvest Evangelical Free Church (EFC) to utilize the ministry center to its fullest, for the glory of God. We want to maximize the building for good use, while recognizing governmental restrictions, internal limitations, and various ministry priorities. The deacon board has developed the following guidelines and procedures pertinent to facility use.

### A. Guidelines for Use of Our Ministry Center

The following guidelines will apply regarding the use of the facilities:

1. All building use must be scheduled through the Ministry Center office.
2. Call the Ministry Center office (733-5360) to request a Facility Use Request Form.
3. Observe all laws, ordinances and fire codes established by City, County, or State governing bodies.
4. All facility users must comply with liability insurance regulations.
5. Stay within the time frame that you have requested.
6. Stay in the designated area of the facility that you have requested (restrooms are available on the same level as the area you reserve).
7. The user agrees to reimburse the church for any damage to the property caused by user or guest and to release the church of all responsibility for damage, injury or loss to the property and/or persons attending the activities.
8. At no time will minors (under 21 years of age) be allowed to use the facilities without adult supervision.
9. Nursery use will require adult supervision and adherence to the policies for nursery usage.
10. There will be no use of alcoholic beverages on the premises or smoking allowed in the Ministry Center.
11. Due to the extensive set-up required for Sunday Services, our preference is for weddings to be out of the building by 6:00 p.m. on Saturdays. (An additional fee for set-up and cleaning will be added if the building is used later than 6:00 p.m.) All items are to be removed by 9:00 p.m. regardless of when the wedding and/or reception are started. This means that all valuables and personal items must be removed from these areas by the designated times. We will not be responsible for any items left. All other events on Saturdays will be evaluated as to ministry priority versus resources necessary to prepare for Sunday services.
12. Any beverage or food spills must be reported to the Ministry Center office.
13. In an effort to prevent excessive soiling and wear of the facilities, for safety and liability issues, the presence of pets (other than for seeing-eye purposes) and use of mechanical recreational devices (including in-line skates, roller skates, skateboards, bicycles and tricycles) is prohibited inside the building.
14. The following times are reserved exclusively for regularly scheduled Sunday services: 7:30 a.m. — 12:30 p.m. No other activities (church or outside) will be scheduled during this time period. Facilities requested for other times on Sunday will be evaluated upon ministry priorities.
15. Harvest Evangelical Free Church will consider requests for use by "for profit" organizations. However, a separate, higher fee structure may apply.
16. Funeral space needs will take priority over other scheduled activities in the Center. No room charge will apply.
17. All fees must be paid one week prior to the scheduled activity.
18. The usage fee does not cover janitorial costs.
19. Organizations are responsible for their own setup and tear down.
20. Equipment must be reserved in advance through the Ministry Center office.
21. Furniture and equipment may not be removed from the premises.
22. Interpretation of these guidelines or requests for variance will be discussed at the monthly meeting of the Deacons.
23. There will be no charge for Center use by recognized Harvest Evangelical Free Church groups and members.

## B. Procedure for Use of the Ministry Center

All use of church facilities shall be done in accordance with the herein before mentioned guidelines. Any specific requests not clearly covered by these guidelines shall be brought before the Deacon Board, who will decide or bring before the Elders for final decision. Harvest EFC is a private organization. The facilities shall not be used by groups whose primary identifier or purpose is contrary to the teachings of the Bible, the Evangelical Free Church of America (EFCA), or Harvest EFC leadership. It shall not be used to hold activities that advocate social or political change by violence, to advocate or advance any doctrine or theory contrary to the constitution and by-laws of Harvest Evangelical Free Church, to subvert the Constitutions of the United States or the State of Iowa, to organize or convene a secret organization for subversive purposes or to assist in raising funds for any of the above purposes.

Due to the high demand for building use, permission for use by outside parties will be evaluated in accordance with ministry planning and objectives of church sponsored activities. Outside parties will provide their own liability insurance and show proof thereof prior to confirmation of reservation for an event.

Application for use of the church facilities shall be made through the Ministry Center office. A **Facility Use Request Form** must be filled out completely to request building usage. The application will then be reviewed and approved if the event meets the criteria for facility use and space is available. A duplicate copy of this form will then be sent to applicant with applicable fees indicated. This form must be filled out completely, signed, and all fees (as well as proof of insurance where applicable) must be in the church office before a reservation for facility use is assigned. Fees are set to cover the reasonable costs for maintenance, utilities, and monitoring. All applicable fees will be paid in advance of the event.

**On rare occasions, scheduled groups will be asked to readjust due to an unforeseeable church event (e.g., funeral). Events scheduled more than 90 days out from the date of event are subject to a church ministry taking precedence (with the exception of weddings). A location change (within the ministry center) will be considered, if possible. However, a ministry event that has priority may not allow any space availability, in which case the requestor would be immediately notified.**

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THE BUILDING WILL NOT BE RESERVED FOR REQUESTED DATE UNTIL THE **FACILITY USE REQUEST FORM** AND THE **GUIDELINES FOR USE OF HARVEST EVANGELICAL FREE MINISTRY CENTER** ARE SIGNED AND THE ESTABLISHED FEE IS RECEIVED IN THE CHURCH OFFICE.

I HAVE READ THE ABOVE STATEMENTS SET FORTH BY THE STORY CITY EVANGELICAL FREE CHURCH AND AGREE TO ABIDE BY THEM. I REALIZE THAT I AM RESPONSIBLE FOR ALL DAMAGES THAT ARE INCURRED BY MY USING THESE FACILITIES.

DATE: \_\_\_\_\_

RESPONSIBLE PERSON: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ EVENING PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# HARVEST EFREE CHURCH FACILITY USE REQUEST FORM

Usage Date: \_\_\_\_\_ Time: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ (H) \_\_\_\_\_ (O) \_\_\_\_\_ (Cell)

Purpose of Meeting: \_\_\_\_\_

Room(s) Needed: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_

- Auditorium/Sanctuary ..... \$50/day                      \$ \_\_\_\_\_
- Kitchen..... \$50/day    \$ \_\_\_\_\_
- Classrooms..... Each \$10/day                                      \$ \_\_\_\_\_
- Youth Room ..... \$25/day    \$ \_\_\_\_\_
- Conference Room ..... \$25/day                                      \$ \_\_\_\_\_
- Nursery ..... \$50/day    \$ \_\_\_\_\_
- Audio Visual Equipment \_\_\_\_ \$10/each, technician \_\_\_\_ hrs. @ \$10/hour                      \$ \_\_\_\_\_
- Wedding-Ceremony Only..... \$100                                      \$ \_\_\_\_\_
- Wedding-Ceremony/Reception ..... \$200
- Recreation Night..... \$50 or \$100 with kitchen \_\_\_\_\_ \$
- Custodial Assistance..... \$10/hour for \_\_\_\_ hours \_\_\_\_\_ \$
- ..... Total Building Use Charge \_\_\_\_\_ \$

Security Deposit (Waived by: \_\_\_\_\_)                                      \$ 250.00

**TOTAL AMOUNT**                      \$ \_\_\_\_\_

**Paid on:** \_\_\_\_\_                                      **Amount Received**                      \$ \_\_\_\_\_

*NOTE: Please include a sketch of any special room setup requirements on the back of this sheet. An additional charge will be assessed against the security deposit for excessive damage to facilities or equipment.*

SIGNATURE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_                                      DATE: \_\_\_\_\_