

5.20 Building Usage

Events that take place at the Muncie First Church campus should align with the mission of the church. Because we receive a large number of requests to use our facility, we try to only consider events that help carry out our mission. These events should be held by or sponsored by a Muncie First Church ministry. Exceptions will be made at the discretion of the Muncie First Church leadership and Church Board.

All events must go through Muncie First Church Office Administrator. We prefer that all events be scheduled at least one month in advance but prefer 3 months' advance notice. Our calendar fills up quickly so please plan accordingly. Ministry related events will always get first priority for building use and selection of open calendar dates.

Ministry Related Events Scheduling

Events, or building usage requests for ministry, must be submitted by the staff member or ministry leader that is directly responsible for the ministry that is putting on the event. This is done through the Muncie First Church Office Administrator. The requests must include all of the information needed to facilitate and support the event (such as contact name, setup instructions, resources being requested, production support needed, etc.). The Church Office Administrator will check the calendar and with leadership for approval process, and notification will be given if the event is denied or accepted.

Outside Organization or Personal Requests

Most requests for facility usage, made from an outside organization or individual, are made over the phone or through the website. If the event appears to align with the mission of the church and/or the event has been given proper approval, the staff member, ministry leader, or individual must complete our building use forms. Once the form is completed, and the organization or person requesting the event agrees to the terms for building usage on the form, the event should then be placed on Muncie First Church calendar of events. All outside requests made for usage of the facility must be cleared by leadership for approval and fall into our non-ministry related event exemption list. The list of approved events is listed in appendix 7.

Fees

Muncie First Church does allow people both within the ministry of the church and outside the church to use the facility. In some circumstances the facility may be used without a rental fee. However, if an event is held by an outside organization or individual, a fee schedule may be used to determine a charge. Rates are determined by the costs incurred by Muncie First Church. Rental fees are designed to cover those costs, and no profit is made. Muncie First Church reserves the right to change, add, or discount rates at any time for anyone depending on the situation and the event. Weddings may also be held for a set ceremony fee (See 5.30 Building Use for Weddings). A refundable deposit is required to hold the facility for the wedding date. The building is not permitted for weddings of anyone not considered a regular attender in good standing with Muncie First Church.

Keys & Lock Up Procedure

A key will be issued to the person responsible for or in charge of the activity. The key must be returned to the church office within 48 hours following the event. Failure to return the key as requested might result in forfeiture of the deposit. Keys may not be duplicated.

The last person in the building should be the ministry leader/ person who requested the use of the building for the event. To lock and secure the building, please follow this procedure:

- Check each area as specified (kitchen, bathrooms, doors and lights).
- Lock all the doors that were unlocked during the usage of the facility. (All other exterior doors should already be locked, but should be checked to ensure they are locked.) This is done by

inserting the allen-type key into the back of the handle and turning it one click to the left. This will cause the push bar to come out, which is the locked position. This should lock the door unless the door was completely unlocked with the key in which case use the key to return the door to a locked position. (If you need to reopen the door, push the push bar in, hold it in, and turn the allen key one click to the right. The push bar will stay in, and it is now in the open position.) The allen keys are found above the doors and on the fire alarm next to the doors in the connection area.

- Double check that doors are locked by pulling on them before you leave. If they do not lock, please contact church staff before leaving!
- If you need to return a key, please follow directions discussed when arrangements for the key were made.

5.25_Special Equipment Guidelines

Projector and Projector Screen

Anyone wanting to use the projector and projection screen is welcome to do so but must follow these guidelines:

1. Request must be made (preferably written request via e-mail) with church office two weeks in advance.
2. You must provide your own computer to hook up to the projector.
3. The projector and screen cannot be used off Muncie First Church campus for any reason.
4. Set will be provided but you must provide your own person to run the projector.

Television & DVD Player

Several Muncie First Church classrooms or ministry environments have TV's and DVD players but only ones on a rolling cart are available for use.

Sports & Gaming Equipment

Sports equip can be used by any staff or ministry leaders for church related events. We ask that all equipment be treated with respect and returned to its proper place when finished. Kiddie Kingdom equipment is not included as church equipment. The cars and bikes are not permitted for use by those utilizing the building for purpose other than direct ministry use. (See appendix 10)

Ladders, Tables, or Other Equipment

Muncie First Church is careful to steward all of our resources and equipment to the best of our ability. We are open to allowing staff, ministry leaders, and regular attenders to use ladders, tables, and other equipment, but we ask that you clear the usage, borrowing, and/or rental of any resources or equipment with the church Office Manager. We also require that each person utilizing church resources or equipment for personal use and in some cases even for ministry use to fill out an "equipment check-out" form for accountability purposes. (See appendix 10)

Appendix 6

Building Use Policy (User's copy)

Muncie First Church of the Nazarene gives permission to (User) _____ to use the property located at 3101 N. Benton Rd. Muncie, In 47304, for the term of _____ (circle) day(s), month(s), years beginning _____ and ending _____.

This agreement may be renewed with the approval of both the Muncie First Church of the Nazarene and the user at the end of the agreement period.

The user freely assumes the risks and any harm, injury or loss that may occur to it or its employees, officers, directors, volunteers, guests, invitees, or participants caused by the negligence of Muncie First Church of the Nazarene, its employees, officers, directors, agents or members.

The user agrees to indemnify and hold harmless the Muncie First Church of the Nazarene from all damages and claims arising out of any act, omission or neglect by the user, and from any and all actions or causes of action arising from the user occupation or use of the property.

The user hereby WAIVES AND RELEASES ALL LIABILITIES, CAUSES OF ACTION, CLAIMS AND DEMANDS against Muncie First Church of the Nazarene , its employees, officers, directors, agents or members ("Released Parties"), where such LIABILITIES, CAUSES OF ACTION, CLAIMS AND DEMANDS arise in any way from any injury, death, loss or harm (whether foreseen or unforeseen) that occur to the user, its employees, officers, directors, volunteers, guests, invitees or participants or to any other person or to any property arising out of or in any way connected with the user's occupation or use of the Muncie First Church of the Nazarene facilities. This release includes, but is not limited to, claims for the negligence of the Released Parties and claims for strict liability for abnormally dangerous activities.

The user also agrees NOT TO SUE or make a claim against the Released Parties for death, injuries, loss, or harm arising out of or in any way connected with the user's occupation or use of the Muncie First Church of the Nazarene facilities.

The user, promises to INDEMNIFY, WARRANT, HOLD HARMLESS AND DEFEND the Released Parties against any and all LIABILITIES, CAUSES OF ACTION, CLAIMS AND DEMANDS that arise from the user's acts or failure to act (including the user's own negligence) during or relating to its occupation or use of Muncie First Church of the Nazarene facilities. In accordance with this promise, the user will reimburse the Released Parties for any damages, reasonable settlements and defense costs, including attorney's fees, that the Released Parties incur because of any such claims made against them.

The user agrees that the terms of this agreement will be binding on its officers, directors, employees, volunteers, guests, invitees, or participants and their respective successors in interest.

Authorized Church Signature _____ Date _____

Signature of User _____ Date _____

Appendix 7

Building Use Event Exemption List

All events listed below are approved non-ministry related events that can be held at Muncie First Church of the Nazarene or on our campus. The events are broken into three categories: regular attender only, open to external use, and special permission events. Muncie First Church reserves the right decline any event that may go against our church mission or beliefs, conflict with church events, or conflict with other ministry related events.

Regular Attender Only

- Birthday parties (Immediate family only)
- Anniversary parties (Immediate family only)
- Retirement Parties (Immediate family only)
- Graduation Open House
- Funeral Dinners
- Funeral Services
- Family Holiday Gatherings
- Weddings
- Wedding Receptions

Open to External Use (Provided the facility is available and usage has been approved)

- Men's Basketball
- Volleyball
- Sports practices
- Cingo Fundraising Event

Special Permission Events

- District Meetings
- Conferences
- Blood Drives
- Life/Health Screenings
- Other community outreach events as church leadership determines
- Zumba
- Funeral Services (Special circumstances with permission from Church leadership)
- Funeral Dinners (Special circumstances with permission from Church leadership)

Appendix 8

Building Use Fees

Regular Attender Only

- Birthday parties (Immediate family only) - Donations
- Anniversary parties (Immediate family only) - Donations
- Retirement Parties (Immediate family only) - Donations
- Graduation Open House (Immediate family only) - Donations
- Funeral Dinners - Donations
- Funeral Services - Donations
- Family Holiday Gatherings - Donations
- Weddings – see wedding policy
- Wedding Receptions – see wedding policy

Open to External Use (Provided the facility is available and usage has been approved)

- Men's Basketball - \$15 a night or \$50 a month
- Volleyball - \$15 a night or \$50 a month
- Sports practices - \$15 a night or \$50 a month
- Cingo Fundraising Event - \$0

Special Permission Events

- District Meetings - \$0
- Conferences or retreat – Listed below
 - Per day fees
 - Entire Church - \$175 per day
 - Gym & Sanctuary usage - \$100 per day
 - Gym only or Sanctuary only - \$50 per day
 - Additional fees **
 - **Sound Tech Fee – \$100
 - **Janitorial Services Fee - \$175 (w/o gym), \$250 (w/ gym)
- Blood Drives - \$0
- Life/Health Screenings - \$0
- Other community outreach events as church leadership determines - \$0
- Zumba – Donations accepted

Please contact our offices for any additional inquiries about building usage or submit a request for building use on our website at www.munciefirstchurch.com/care and click the building request button.