

Facility Use Policy

Revision March 2005

For the purpose of this policy, member usage shall be defined as a gathering using ECC facilities to honor Christ by a church member(s), or a gathering of a non-profit activity sponsored by a church member. Regularly scheduled church activities or ECC/EKC sponsored activities do not apply.

Reservations

1. Persons requesting to reserve the facilities should submit reservation request forms to the church's supportive staff or the Maintenance Deacon(ess) or less than two (2) weeks prior the requested date of use. The supportive staff will log the request, forward a copy of the form to the Maintenance Deacon(ess) in a timely manner, forward of this request can also be done by e-mail or fax.
2. The Maintenance Deacon(ess) is responsible for approving and/or denying facility reservation requests. In the absence of the Maintenance Deacon(ess), the Facilities Committee is responsible for approving and/or denying facility reservation request. The Facility Committee is comprised of a team represented by the Hospitality and Media deacons/deaconesses.
3. Persons reserving the facilities must sign an agreement form indicating their understanding and agreement to comply with the requirements as stated herein; as well as releasing ECC of any liabilities.
4. If the request is from an external organization through an ECC member, then the application needs to be routed to Elder board for approval. A brief introduction of the organization should be attached to the facility request application.
5. Any approved External Organization must provide certificate of insurance to cover the general liability of the usage and name ECC as the additional insured.
6. No Tobacco, Alcohol, or firearms are allowed on church premises.
7. In the event of damaged or missing properties, the damaged and missing properties shall be assessed by the Maintenance Deacon(ess) or by the affected deacon(ess) to determine whether the damaged property can be repaired to its original condition or should be replaced. Upon this determination, the Maintenance deacon(ess) shall notify the person responsible for reserving the facilities of the estimated repair or replacement cost. The person responsible for reserving the facilities shall be required to pay additional fees for damaged or missing property as determined by the Maintenance Deacon(ess).
8. Regular Worship Service attendees who have not formally joined the church shall not be considered Church members for this policy.
9. Removal of furnishing from Church buildings shall be prohibited. After using the ECC facilities, all furnishings are to be restored to original set ups at time of usage.

10. The request of PA equipment usage shall be reviewed by the Media Deacon. The Media Deacon will approve/deny request accordingly. No equipment can be used excepted by pre-approved ECC PA operators.

Reviewed and approved by:

Elder Board (For External Organization)

ECC Maintenance Deacon

ECC Media Deacon (if applicable)

Sponsored by Committee

Date of Approval _____

My signature below is indication that I understand and agree to comply with the requirement of this policy as stated herein, and I release ECC of all liabilities.

Signature of Requester and Print Name

Date

Special Remark:

Evangelical Chinese Church Facility Rental Fee Schedule

Facility	Members	Non-members or Non-Profit Organization (NPO)	Custodial Fees (Applies to both members and NPO)	Damage Deposit (Applies to both members and NPO)
Use of Sanctuary (Wedding)	None	\$200.00	\$75.00	\$100.00
Use of Sanctuary (non wedding) for under 2 hours	None	\$50.00	\$30.00	\$50.00
Use of Sanctuary (non wedding) for 2-4 hours	None	\$100.00	\$30.00	\$50.00
Sound System Operator, any facility that has sound system, pay to ECC technician	\$30.00/hr	\$30.00/hr	None	\$200.00
Fellowship Hall without kitchen use 1-4 hours	None	\$70.00	\$30.00	\$50.00
Fellowship Hall with kitchen use 1-4 hours	None	\$100.00	\$75.00	\$100.00
Educational Bldg/Gym	None	\$100.00	\$60.00	\$50.00
Classroom 1-2 rooms	None	\$50.00	\$30.00	\$50.00
Classroom 3-4 rooms	None	\$100.00	\$50.00	\$100.00

Damage deposit is fully refundable 14 calendar days after the event date, please write separate check for Damage deposit.

All fees paid will go to ECC general fund, please bring check to ECC office.



Facility Use Request

Requester's Name: _____ Today's Date: _____

Address: _____ Email: _____
Street Name & Number City State Zip Code

Day Phone: _____ Evening Phone: _____ Fax: _____

Are you a current ECC member: Yes No

If no, name of your organization: _____ Phone: _____

Nature of Activity: _____ Size of Group: _____

Date(s) of Facility Use: _____ Time: _____ am pm to _____ am pm

Day(s) of Week: Mon Tue Wed Thu Fri Sat Sun

Facility Requested:

Sanctuary	Educational Building
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Classroom # _____
<input type="checkbox"/> Fellowship Hall	<input type="checkbox"/> Classroom # _____
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Library	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Other: _____
_____	_____

OFFICE USE	
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Rent/Fee: _____	
Custodial Service: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Custodial Fees: _____	
Conditions/Comments: _____	

_____	_____
Approved by	Date

Special Needs (including custodial service or other special arrangements):

I, the undersigned, agree to abide by the ECC Facility Use Policy (on reverse side), and assume personal responsibility to see that the facility is left locked and in proper order.

Signature: _____ Date: _____

Important – please read the following:

Please note that submission of this form does not imply approval to the request. This request will be reviewed and subject to approval from ECC church board. Upon completion of review, you will receive a letter indicating the status of your request. Further information may be requested by ECC if necessary.

If attendants are less than 50, class room/fellowship hall/gym will be assigned rather than sanctuary.

Release of Liability – To be used for non-church function activity upon approval

Participant separately agrees to release, absolve, indemnify and hold harmless the **Evangelical Chinese Church** in event any claim should arise during the use of the said facility for any activities that have been approved per application.

Name of Organization

Address and Phone Number

Signature of Responsible Party

Print Name

Date: _____