

FACILITY USE POLICY

Purpose

This facility is owned by Valley Chapel Free Methodist Church and exists to help fulfill the mission and vision of Valley Chapel. Due to high volumes of facility use requests, please plan ahead and schedule well in advance. We have many rooms and different scheduled activities. You may not be the only group using the facilities on a particular day or time. When scheduling an event, we will consider the nature of the activity and schedule accordingly. The policies of Valley Chapel dictate the parameters of usage of the facilities. While we want to be loving and accepting, the board of Administration has the ability to decline any events that can be contrary and/or controversial to the Book of Discipline to the Free Methodist Church. It is not Valley Chapel's policy to support or endorse groups that rent our facility.

Scheduling Commitments

Requests for facility use will be accepted up to 12 months in advance (except weddings). Longer-term commitments are not permitted, since the ministry plan of Valley Chapel must be flexible. Outside organizations that request long-term usage, rather than one-time events will require annual Board of Administration approval. Regularly scheduled Valley Chapel ministries will have priority claim to space, facilities, and equipment ordinarily used by them. All other uses will be determined by first come first serve.

Scheduling Procedures

To request the use of the facilities:

1. Call the Office Manager at (585) 786-5445 to check availability.
2. Pick up a Facility Use Request Form from the Office Manager.
3. The reservation will be considered tentative until the form and full payment is received by the Office Manager. All fees must be paid in advance (per use) to cover utilities and maintenance expenses.
4. an appeal form maybe submitted to the BOA in reference to waiving the rental fee. The deposit is still required.

Space & Equipment:

	Cost Per Day
Ministry Center (200 max)	\$300 (includes \$100 refundable deposit) Additional \$50 to come in the night prior 6pm-10pm and after to prepare the space if the building is not reserved.
Fellowship Hall (40 max)	\$50
Foyer Classroom (10 max)	\$25
Fellowship Hall Classroom (8 max)	\$25
Setup and Removal of Special Equipment (screen, projector, and sound equipment)	\$25 per time

Insurance and Indemnification

Those who use Valley Chapel's facilities must maintain insurance and agree to defend and accept legal liability for any and all claims of loss, injury, or damage arising in connection with their occupancy or operations in the church space. Those using the facilities must contact the Office Manager as soon as possible regarding any personal injury that occurred on Valley Chapel property.

General Usage Guidelines

1. The contact person must be present to ensure that the facility is used in accordance with these policies.
2. This person will be responsible for the key, setup, cleanup, and lock-up. NOTE: There is a refundable deposit to use the Ministry Center that will be returned if the facilities are as you have found them.
3. Any setup requirements shall be the responsibility of the contact person, unless previous arrangements have been made with the Office Manager. Decorations shall not alter or damage the facility (tacking, stapling, or taping materials on the wall is strictly prohibited).
4. One (1) sign will be allowed to be placed on the premises the day of the event.
5. Upon completion of the activity, the areas used shall be returned to their original condition, garbage can(s) emptied, room(s) cleaned and vacuumed.
6. The group using the facilities shall be responsible for any damages or additional services related to the group's activity.
7. There will be no long-term storage available for outside groups renting our facilities.
8. If children are present when the facilities are used, it is required that they be under adult supervision at all times. You are responsible for cleanup of any rooms used by children.
9. To exercise good stewardship and to promote healthy practices, Valley Chapel maintains a smoke-free facility, except for the designated smoking area. The use of alcoholic beverages is not permitted. Gambling or games of chance that are not for fundraising purposes but are for personal gain will not be allowed.
10. Posted kitchen procedures must be followed at all times.
11. Valley Chapel will only promote events and causes for outside groups when first we decided to partner with them.