



## **Building Use Policy & Rental Agreement Form**

*To whom it may concern,*

We believe church buildings are only tools that enable us to reach and teach people about the Gospel. God has blessed us at New Horizon Christian Church with some wonderful physical facilities. It is not our intention to magnify the building, but we do feel that the following guidelines will help one and all to use them as good stewards of what God has given to His people.

We trust you will receive the following guidelines in the spirit in which they are intended.

In Christ,

*New Horizon Christian Church Building Team*



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### Mission of New Horizon Christian Church

New Horizon Christian Church exists to equip and build up the body of Christ, to serve others, and to spread the gospel for the glory and worship of God.

### Philosophy of Church Building Use

As a church with a vision for reaching people for Christ and impacting the Heyworth community, we declare the following value concerning what God has given us at New Horizon Christian Church. The philosophy for all the attached church use guidelines is that *all church facilities shall be used to carry out the purpose of the church and support its mission in our community.*

All guidelines should be accepted and implemented in the spirit of bringing people to Christ and with eternity in view.

### General Policies

1. The purpose of use including any event content must NOT be in conflict with New Horizon Christian Church's (NHCC's) mission and core values.
2. All building use should be done in compliance with local fire codes, ordinances and rules for operation that pertain to public use facilities.
3. Church activities have first priority in all situations. NHCC reserves the right to cancel or change this agreement at any time due to ministry activities.
4. NHCC Staff and Leadership Team have access to all rooms in the building at any time if needed.
5. Church members have second priority for all uses.
6. All outside ministry-related functions and non-profit organizations may request use of the church facilities to be approved for use by the Building Team. Only church members may request the building for personal use.
7. For-profit organizations may not use the church facilities as part of their business practice but may request use if a private activity qualifies within our philosophy of church use.
8. Rental of the NHCC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
9. **Absolutely no** alcohol, smoking, fighting, horseplay or gambling allowed in the building, parking lot or anywhere on church property.



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10. A member of NHCC's staff will be assigned to each event. A key will be issued for use or the staff member will unlock the facility. **There is a check-out list to be completed before exiting the building including locking all doors, returning key and turning off lights.**
11. Gym rental does not include the use of the stage, sound or tech equipment unless specifically requested and approved.
12. Any moving of equipment or furniture must be pre-approved. All rooms are to be returned to the arrangement in which they were found unless otherwise pre-approved.
13. No church equipment may be removed from the building unless specifically requested and approved.
14. There is no use of the NHCC audio/visual equipment. Any audio/visual equipment may not be removed or used.
15. Please do not use any of the church's supplies—they are **not** included in the rental. This includes table service, consumables, food or coffee supplies.
16. Minors are the responsibility of the adults on-site. No minors should be left alone without supervision at any time. It is required that minors be supervised at all times with at least 2 adults for each 8 minors (under 18 years old) and no adult is to be alone with a minor at any time.
17. Event participants must remain in the areas that are pre-approved and use the corresponding restrooms only.
18. Do not leave any items behind for donation. If you would like to donate items, please contact the church office first.
19. Absolutely no food or drink (except water bottles with lids) in carpeted rooms without prior approval.
20. No animals are allowed in the building at any time except for service animals.
21. Do not adjust the building temperature.
22. If something is broken or damaged, please report it to the office staff. If it requires immediate attention, please contact Ernie Stone (309) 825-3358 or Ed Lopez (309) 275-5310.



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### Designation of Church Areas

- *Worship Center/Gym*-located on the east side of the property and is accessed through the main entrance.
- *Breezeway*- is the ceramic-tile foyer area between the admin and main wing of the buildings.
- *Cafe*- is located on the admin side of the building and is accessed from the office entrance of the building. It included the three tables and tv area.
- *Chapel*-is the former sanctuary area and has entries from our office hallway, north exterior and Nursery. The baptismal is located in the Chapel
- *Admin Wing*- is the west side of the building including the cafe, cafe kitchen, chapel, classrooms L-Q, Main Office and pastoral offices.
- *Pastoral Offices*- is located in the Admin wing of the building and includes the two offices between classrooms P & Q.
- *Main Wing*- located on the east side of the building and includes the Worship Center/Gym, Main Kitchen, Welcome Center, Breezeway, classrooms A-K and Room 5:11.
- *Main Office*- is located in the admin wing and is accessed through the cafe.
- *Welcome Center*- is located in the Main Wing of the building and is accessed through the main entrance. It includes the countertop area and sitting area.
- *Lobby*- is the ceramic tile area outside of the worship center including the coat closet.
- *Classrooms A-K*- are located in the main building and are located in the north, east and south hallways around the worship center.
- *Classroom L-Q*- are located on the admin side of the building and include the nursery, pre-k rooms, and 2 classrooms flanking the pastoral offices.
- *Nursery*- located in the admin wing and can be accessed from the chapel and hallway
- *Ministry Room*- located in the admin wing next to the main office and can be access through the work room
- *Work Room*- located in the admin wing next to the main office and includes the building copier and other office resources
- *Room 5:11*- located in the main building- the first room in the south hallway
- *Main Kitchen*- located in the main building in the north hallway opposite the Worship Center
- *Cafe Kitchen*- located in the admin building and can be accessed through the cafe across from the chapel
- *Playground*- in the north lawn of the building and can be accessed from the chapel, admin hallway and the main building hallway



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- *Pavillion*- in the northwest lawn of the property and includes the open air building and fire-pit

### **Worship Center/Gym**

1. The sound booth shall not be accessed without prior approval.
2. No one should be on the stage without prior approval.
3. The stage curtain should remain closed at all times.
4. Do not move any of the instruments or items on the stage without prior approval.
5. Nothing shall be removed from the walls without permission.
6. Thumbtacks, nails, scotch tape, glue or any other items that would mar or disfigure the furniture or contents may not be used for purposes of decorating. No Glitter.
7. When candles are utilized, only no-drip style candles should be used for the activity. Lighted candles must be used in a safe and responsible manner.
8. Table cloths may not be used without prior approval and must be cleaned and returned within a week.
9. All decorations must be removed immediately following any event.

### **Chapel**

1. Furniture, such as chairs, sofas, tables, etc., may be moved as long as they are returned to their original location.
2. Nothing shall be removed from the walls without permission
3. Thumbtacks, nails, scotch tape, glue or any other items that would mar or disfigure the furniture or contents may not be used for purposes of decorating. No Glitter.
4. When candles are utilized, only dripless style candles should be used for the activity. Lighted candles must be used in a safe and responsible manner.
5. Table cloths may not be used without prior approval and must be cleaned and returned within a week.
6. All decorations in the Chapel must be removed immediately following any event.

### **Classrooms**

1. NO FOOD OR DRINKS are permitted in the classrooms at any time.
2. Furniture, such as chairs, sofas, tables, etc., may be moved as long as they are returned to their original location.
3. Nothing shall be removed from the walls without permission.



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4. White boards may be used as long as they are cleaned following the event.
5. Thumbtacks, nails, scotch tape, glue or any other items that would mar or disfigure the furniture or contents may not be used for purposes of decorating. No Glitter.
6. Electric glue guns NOT allowed.
7. All decorations and supplies must be removed immediately following any event.

### **Building Use Approval Process**

The Building Use Policy should be reviewed by all event coordinators before request is made

1. All requests must be submitted at least 2 weeks prior to date of use.
2. The request will be reviewed by the Building Team and a response will be given within 48 hours.
3. If approved, the Liability Release Form, Release and Indemnity Form, Proof of Insurance and payment are due 1 week prior to the event.

### **Cleaning Fee**

A \$100 cleaning fee will be added to the rental for a deep clean according to CDC guidelines. **This fee can be waived** if the event coordinator agrees to complete the cleaning process themselves and it is approved by the building team. If the area is not cleaned as agreed, the group will be charged the cleaning fee.

### **Special Activities and Events**

Requests for building use can include weddings, funerals, showers, birthdays, graduation, and other celebration events. Other events may include concerts, fundraising activities, etc. Each activity must be scheduled according to the use guidelines, promote the purpose of the church and be approved for use by the building team.

### **Removal of Property From Church**

The **ONLY ITEMS** that may be removed from church property are the folding chairs. They can be removed by a church member only. In order to borrow chairs, please contact the church office for approval and to verify quantity and date.