



FACILITY USE POLICIES AND PROCEDURES

Mosaic is a community of faith dedicated to making healthy, committed disciples of Jesus Christ, first locally then globally, that the world might know that Jesus Christ is Lord. Our facility use policy is developed in accordance with The United Methodist Book of Discipline and shall be used in a manner consistent with the mission and core values of Mosaic.

Facility use falls under the jurisdiction of the Trustees. Like our homes, our church is a place where we welcome members and guests alike. We want to be sure our children are safe and well-supervised. Furthermore, we want to ensure that safeguards are in place to protect the facilities with which God has entrusted us. So, in keeping with Mosaic's desire to be hospitable, these policies and procedures have been developed so we can make our facility available for use and yet keep all of its assets protected.

Above all, every activity and event sponsored or conducted on our property must bring glory to God and present Mosaic as a responsible and loving member of the community.

Revised October 2015

Effective November 2015

GUIDELINES FOR FACILITY USE

Coordination of Building Use

The Administrative Assistant is the designated building use coordinator and will

- a. maintain the calendar reservations on the church's website
- b. accept requests for use of the facility
- c. acknowledge the request and send the Facility Use application (Attachment A) to the requesting party
- d. forward completed Facility Use application (Attachment A) to the Trustees or designee
- e. notify applicants when requests for facility use are approved or denied.
- f. collect applicable deposits and facility use fees
- g. return deposits when conditions of the agreement have been met.

Request for Facility Use

Reservations are required for any group or event. Mosaic's regular church and ministry activities will take precedence over all other requests. Other events and activities will be considered on a first-come basis.

- a. Applicants must complete a Facility Use Application/Approval form *a minimum of two weeks in advance* and submit to the Administrative Assistant. (See Attachment A.)
- b. A certificate of liability (when applicable) is required *prior to approval* of the application. (See Attachment B)
- c. The deposit and facility use fee must be collected *5 business days prior to the event*. (See Attachment B.)

Approval Process

- a. The Administrative Assistant may approve events which fall in Category 1, Mosaic Ministries. (See Attachment B.)
- b. Trustees or their designee will approve all requests for Categories 2-4. (See Attachment B.)
- c. Trustees or their designee will review requests and notify the Worship Arts Director when sound or media is requested.
- d. Trustees or their designee will arrange for Facility Support coverage when required,
- e. Trustees or their designee will electronically notify the Administrative Assistant when a request is approved or denied.

- f. The Administrative Assistant will electronically notify applicants when requests are approved or denied.

Fees and Deposits

Mosaic Church will not use facility use fees as an income stream, but rather as a cost-recovery means. The tenet of our fee structure is to cover expenses associated with the use of the facility. Trustees reserve the right to waive or adjust any Facility Use fees or deposits. If deemed appropriate or necessary by the Trustees, a written covenant may be required.

While it is the intent of this policy to make the church facilities available to church members with minimal usage fees, *it is not permissible to allow outside groups to avoid the usage charges by having church members make application for facilities use.* The individual making the application will be financially liable for any damages caused by the group even if not in attendance at the event.

- a. Facility use fees are based on time segments of five (5) hours. Use of the building beyond five (5) hours but less than ten (10) hours will be considered two (2) segments of time; more than ten (10) but less than 15 will be three (3) segments, etc.
- b. A deposit for building use is required for Categories 3 and 4. (See Attachment B.) Deposits will be refunded when conditions of the agreement have been met.
- c. Deposits and Facility Use fees must be collected *5 business days prior to the event.*
- d. Deposits will be refunded when conditions of the agreement have been met.
- e. Sound and media fees will be paid directly to the individual at the event.

Prohibited Items

- a. The consumption of alcohol (wine, beer or liquor) is prohibited in the building or on the church property.
- b. No smoking is permitted inside the building or near the doorways. It is the responsibility of the person requesting use of the building to inform all participants of this policy.

Political Events

Mosaic facilities and property will not be used for any event which endorses, promotes or opposes a political party, candidate, legislation or political platforms.

Mosaic does reserve the right as an institution to address, in a nonpartisan way, issues that it believes have significant community or moral consequences or that directly affects the interest of the church.

Advertisement and Promotions

All advertisements and promotions must be spiritually compatible with the church and its ministries and with the community's standards. The content and presentation will support the message of unity and Mosaic's mission.

- a. Advertisements and promotions of issues of a potentially divisive nature must first be reviewed by the Communications Team or their designee prior to posting.
- b. Flyer, sign-up lists and displays for the purpose of promoting or advertising a Mosaic-related event or approved activity will be allowed on tables in the rear of the worship space and on designated wall areas.
- c. In advertising your event, give guidance to which entrance (Lobby/Office, Worship Entrance or Café entrance) will be open.

Church Equipment – Sound/Media

It is the general policy that no church sound or media equipment will leave the church premises. On the rare occasion when equipment is used off-site, the Worship Director must give prior approval.

- a. Advanced notice is always required when sound or media support is requested.
- b. Only Mosaic sound and media technicians may operate the church's equipment. *There will be an hourly charge (for each technician). Sound technicians will be compensated for an hour before and an hour after the event unless specifically authorized by the Worship Arts Director. The fee will be paid directly to the technician(s) at the event. (See Attachment B.)*
- c. Approval of the use of sound and media equipment is dependent on the approval of the Worship Leader and the availability of Mosaic sound/media team members.
- d. When media support is needed, it is required that the media is supplied to the technician a minimum of 5 days in advance of the event to be assured there are no technical or compatibility issues.

Keys

For security purposes, keys should not be given to groups in Categories 3, 4 or 5. Keys may be loaned to members who have completed the Facility Use Request and been approved for using the building.

- a. The Administrative Assistant will monitor all keys issued for facility use.

- b. Loaned keys must be returned the first business day after the event.
- c. Do not duplicate keys.
- d. Report lost keys immediately to the Administrative Assistant.

Facility Support (Mosaic Member Representative)

When a Category 3 or 4 event is requested, it is required that a Mosaic member representative be onsite to open the building prior to the event, *remain onsite during the event* and secure the building at the close of the event. The approval of the event is contingent on the availability of a Mosaic member who is willing to serve in this capacity.

The responsible Mosaic person will be paid an hourly rate for his/her services from the time the building is opened to set-up for the event until an hour after the event has ended. The Trustees will maintain a current list of members who are willing to serve in this capacity. The Mosaic member providing Facility Support is not intended to be used as security.

Church Furnishings

It is the general policy that no church furnishings will leave the church premises. Always return all chairs and tables to their original placement.

Damage

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in order to prevent defacement, damage or breakage. The person signing the Facility Use Application/Approval Form will be responsible for paying costs incurred by the church in cleaning, repairing or replacing any part of the building or its furnishings and equipment which, in the judgment of the Trustees has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

General Cleaning

It is the responsibility of the user to leave Mosaic the way it was found (or better!).

- a. Reset tables and chairs as you found them.
- b. Leave the room clear of all materials brought in including any signs or decorations.
- c. If food/drinks are served, wipe down tables and vacuum the area used.
- d. Do not leave surplus food anywhere in the building.
- e. Empty all trash cans in the areas used and discard it in the **outside** containers near the back corner of the building.

- f. If kitchen is used, all utensils should be washed, dried and placed in appropriate storage space. Countertops should be wiped clean.

Energy Conservation

All individuals and groups are asked to be sensitive to energy conservation.

- a. Use only necessary lights
- b. Turn off lights when leaving building.
- c. If thermostat adjustments are necessary, notify the Administrative Assistant in advance of the event.

Safety

It is the commitment of Mosaic to provide a safe and secure environment for all occupants.

When using the facility:

- a. Supervision of children and youth is a must. Mosaic has adopted the policy of Safe Sanctuaries and all users of the facility are expected to follow the guidelines. You may request the guidelines from the Administrative Assistant.
- b. Do not unlock doors that are not necessary for your meeting.
- c. In advertising your event, give guidance to which entrance (Lobby/Office, Worship Entrance or Café entrance) will be open.
- d. Lock all doors you opened and double check all entrances to be sure they are securely locked.

To avoid fire hazards in the building:

- a. Keep hallways, passageways, and exits clear of obstructions at all times.
- b. Turn off all electrically powered equipment and appliances before exiting. (Remember coffee pots!)

Accidents and Emergencies

When an accident occurs, the person in charge of the event will be responsible for a timely and appropriate response to the injured.

- a. If a minor is involved, a parent or guardian should be notified immediately.
- b. An accident report (located in the main office) will be completed in its entirety and placed in the office mailbox of the Trustees.
- c. The Trustees or their designee must be notified immediately. (See Attachment C.)
- d. A first aid kit will always be kept in the kitchen cabinet above the sink.

Security

If security is required for the event or deemed necessary by the Trustees, it is the responsibility of the person requesting/hosting the event to secure and compensate the security detail.

Weddings and Funerals

Refer to policies pertaining to these specific events.

Cancellation of event

We understand that cancellations are sometimes necessary. Notification of cancellation will be made to the Administrative Assistant and is the responsibility of the person who completed and signed the application.

- a. When cancellations are made 72 hours in advance of the event start time, the full deposit and Facility Use fee will be returned.
- b. If the church office is not notified 72 hours prior to the start time of the event, the entire deposit will be forfeited. The Facility Use fee will be returned.

Final Decisions

In case of doubt or uncertainty about the application or interpretation of these policies and procedures, the Trustees or their designated representative shall decide the matter and render the final decision for facility use. Trustees reserve the right to waive or adjust any Facility Use fees outlined in the policy.