

RICHLAND ALLIANCE CHURCH
Policy: Building & Facilities Use & Maintenance

Objective: The objective of this Policy is to define the rules, requirements and regulations governing the use, activities and functions of Richland Alliance Church (Church) facilities for those using the facility. This Policy also defines the health, safety and maintenance requirements for building use and operation.

Scope: The scope of this Policy includes use of the Richland Alliance church building, equipment and property for church-scheduled and sanctioned functions as well as use by non-profit and for-profit community organizations.

Responsibilities: The Head Trustee as delegated by Church Governing Board has the responsibility for implementing, enforcing and updating this Policy. The Head Trustee will be responsible for reviewing and updating this Policy annually at the end of each Church fiscal year.

Distribution: This Policy will be distributed to all Governing Board Members, Church office, Church employees, Chairs of all Church Committees and the Board of Trustees. This Policy will be shared with any group using the Church building, facility or equipment.

Contacts: The Church office is the primary point of contact for all items related to this Policy. In the case of emergencies, and the Church office is unavailable, the Head Trustee is the point of contact.

Definitions:

Adult: Any person 21 years or older.

Auditorium: Commonly referred to as the Sanctuary. The capacity of the Auditorium is 175 with chairs (including platform seating) and 250 without chairs.

Board of Trustees: Members of the Church elected to serve as Trustees; the Board of Trustees is responsible to the Head Trustee who is in turn responsible to the Governing Board.

Church: Richland Alliance Church, 1400 Sanford, Richland, WA 99352. 509-943-6673.

Church building: Includes the building at 1400 Sanford; does not include the church-owned rental. The church-owned rental is covered under a separate policy.

Church equipment: Includes all church-owned equipment, furnishings (e.g. kitchen supplies, tables, chairs, etc.) vehicles, etc.

Church office: The Church ministers and Church secretary.

Church family: Those who regularly attend the Church.

Church property: Includes the land/equipment surrounding the church building as well as the church parking lot across Sanford Street from the Church building.

Church-scheduled/sanctioned functions: Those activities scheduled and administered by the Church membership under adult supervision and that are normally included in the church calendar that is maintained by the Church office.

For-profit organizations: An individual, group, institution, corporation, or other legal entity, which is organized for the profit or benefit of the individual, its shareholders or other owners.

Not-for-profit (or non-profit) organizations: An organization, group or individual whose primary objective is something other than the generation of profit. Such organizations are typically funded through a mix of private or public (i.e., government or charitable) donation.

Public: Groups or individuals not part of the church family either for-profit or not-for-profit.

Youth Room: Room used primarily by the High School for Youth functions; currently the large room on the main floor in the Southwest corner. This room is commonly locked when not in use.

I. INTRODUCTION

A key element of the mission and vision of the Church is to reach out to our community. As such, we wish to make the Church facility available for use by the Church family, and ~~but~~ by responsible community organizations and individuals at those times when there is no conflict with the scheduled programs and activities of the Church.

At the same time, the Church reserves the privilege of denying such use to any organization or individual if to do so would be in the best interest of the Church. The use of the Church facility must be in 'harmony' with the mission and vision of the Church. Permission to use the Church facility does not necessarily mean that the Church endorses the organization or individual. At no time shall the Church building or property be used for illegal or unethical purposes as determined by the Board of Trustees.

II. SCHEDULING

For most uses and functions, the scheduling of the use of the Church building and property will be coordinated at least 2-weeks in advance for Church-scheduled/sanctioned functions, and at least 4-weeks in advance for other functions. Scheduling shall be coordinated with the Church office using the protocol recommended in this Policy given in Appendix A.

The Church Ministers are permitted to schedule weddings, funerals, services, and other ministry-related events at such time as they choose, but are encouraged to coordinate these events with the Church office as far in advance as possible.

The Church Secretary is encouraged to provide the Head Trustee with a weekly schedule of events in a format suggested in this Policy in Appendix B.

III. POLICIES

The following policies apply to all groups, including the Church family, who use the Church building, property and equipment.

1. Hours for use of the Church building are as follows unless alternative provisions have been made with the Church office:
Sunday – Thursday 0800 hours to 2200 hours
Friday – Saturday 0800 hours to 2300 hours
2. The building, property and equipment shall be treated with respect and care. Activities that are destructive require cleanup beyond that considered reasonable and appropriate for the activity or violate health and safety prohibitions (see below) will not be allowed. Examples of prohibited activities include:
 - a. Permanently marking, defacing or otherwise covering surfaces, furniture or equipment—including glue and water-based paint.
 - b. Removing or changing lights/light fixtures, windows/window screens, fire extinguishers, hardware or doors unless previously cleared with the Head Trustee.
 - c. Making any modifications to equipment unless such modifications have been approved by the Head Trustee.
 - d. Standing on padded chairs, tables or other furniture.
 - e. Use of lighted candles or other device with a flame unless previously cleared with Head Trustee.
 - f. Use of the espresso stand unless permitted by an adult member of the Youth ministry team.
 - g. Use of cut Christmas (or other cut) trees—per City of Richland Municipal Code Title 20 Life-Safety Building Code for public facilities.
 - h. Bringing dirt or gravel into the building, not contained in appropriate containers.
 - i. Typical outdoor activities including: skateboarding, biking, kickball, dodge-ball, etc.
3. Groups and organizations that use the Church facility, property or equipment are expected to be responsible for and/or make arrangements to set up equipment as required. Exception is for weddings or funerals, covered under the Wedding and Funeral Policy.
4. Bicycles are allowed in the building only in designated areas, only if approved by Head Trustee and only for temporary storage. Bicycles are not to be ridden in the building.
5. Groups and organizations that use the Church facility, property or equipment are expected to leave rooms, facilities and equipment used in as good condition in terms of arrangement, repair and cleanliness as they were found upon their arrival. Clean up includes:
 - a. Vacuum and/or mop floor (e.g., kitchen).
 - b. Pick up, bag and take trash to outside dumpster.
 - c. Clean table tops and chair surfaces.
 - d. Return toys and supplies to the location from which they were removed.
 - e. Removing all food from room to appropriate location.
 - f. Returning all chairs and tables (including the correct sized-table) to their original location, including any that were moved from other locations or from storage.
 - g. Unplug all portable appliances and wash/clean as necessary.
 - h. Wash all dishes and utensils (by hand and/or using dishwasher) and store
 - i. Wipe countertops/sink.
 - j. Turn off lights.
 - k. Coordinate with the Hospitality Committee to launder any towels or tablecloths.

6. The group or individual that uses the facility, property or equipment must make arrangements for clean-up **and** returning the room, facility and equipment to the condition as found upon arrival as well as returning all materials to their designated storage location. This does not include weddings, baptisms and funerals which are covered in a separate Policy. This does include, but is not limited to:
 - a. Potlucks and other food served in any part of the Church facility.
 - b. Vacation Bible School room use and decorations.
 - c. Special Church events decorations (e.g., Festival of Thanks, Christmas Program, Easter Service, etc.).
 - d. Children and youth events.
 - e. Special services and other events.
7. Tobacco use and alcohol are not permitted in the building or anywhere on Church property per the State of Washington Clean Indoor Air Act (RCW 70.160) as amended on December 8, 2005 with the passage of Initiative Measure 901.
8. Combustible materials and combustion sources may not be brought into the facility without written permission from the Head Trustee or delegate. Combustible materials (e.g., BBQs) may be used outside the building at least 6 feet away from the building or building overhang, and 10 feet away from any automobile.
9. Candles may not be used for any purpose unless they are part of the Church services. Those who light the candles are also responsible for extinguishing them.
10. Out of concern and respect for our neighbors, reasonable sound levels must be maintained inside and outside our building at all times, and excessive noise (including noise from construction or musical instruments) is prohibited before 0800 hours and after 2000 hours.
11. Profane language is prohibited on Church property including Church vehicles.
12. Church property such as audio/video equipment, padded chairs, kitchen equipment, office equipment, church van, may not be taken from the Church property without permission from the Church office or Head Trustee or delegate.
13. Foyer furniture, particularly the padded chairs and tables, must not be moved to any other location for any reason unless approved by a representative of the Board of Trustees.
14. Any damaged property or damage to the building should be reported immediately to the Church office or member of the Board of Trustees.
15. For any event scheduled by the Church family, an adult Church family member must be present at the event for the entire time of the event. This adult Church family member will be responsible for adherence to all parts of this Policy that apply.
16. Keys for the building or any other Church property use:
 - a. May not be assigned to any person without permission of the Head Trustee or delegate.
 - b. May be assigned to community organizations that have been given permission to use the Church building or equipment. Assignment will be on a case by case basis.
 - c. Will be assigned by the Church office or Head Trustee or delegate. The Church office or Head Trustee will be responsible for recovering those keys.
 - d. Will not be transferred to any other person or group/organization without permission from the Head Trustee or delegate.
17. No personal- or group-owned equipment or materials may be stored in the Church building or permanently placed on the Church property without permission from the Head Trustee. The Head Trustee will identify suitable storage if equipment needs to be stored. Equipment or materials (non-consumable) brought into the Church for use in an event, must be removed and/or properly stored at the conclusion of that event. Equipment/materials left in the Church after the conclusion of an event that has not been

approved for storage nor placed in approved storage location, is subject to removal by the Head Trustee.

18. The Church will not be responsible for lost or stolen personal property.

The following policies only apply to the use of the Church by the community (groups or individuals) outside of the Church family and apply to the Church family using the church for any activity outside of Church-sponsored activities. Exception is use of the Church for Weddings and Funerals. This is covered under a separate policy.

1. An application must complete and approved to use the Church facility. The application should be completed at least two calendar weeks prior to the time of desired use. The *Application for Church Use (Application)* form is given in Appendix C. The following apply:
 - a. An *Application* may be made up to three (3) months prior to the desired time of the use of the Church.
 - b. Church-sponsored events will always take precedent when scheduling the use of the Church
 - c. If two groups/individuals request use of the Church at the same time, the Board of Trustees in consultation with the Church office will use discretion to make decisions and work with the groups or individuals to accommodate their needs.
 - d. Approval of the *Application* will be by the Board of Trustees in consultation with the Church office.
 - e. Once the *Application* is approved, the use of the Church cannot be used by the group until a *Building Use Contract* (see Appendix D) is signed and all fees and deposits and proof of insurance are submitted in proper order.
 - f. The Church office will notify the applicant of status (approval or rejection).
 - g. The original copy of the *Application* will be kept in the Church office in a special folder appropriately labeled.
2. A fee will be charged for use of the Church facility according to the Fee Schedule given below.
3. Certain rooms in the church will be closed and/or off-limits. These include the Church offices, tool room, furnace room, Youth room, sound room and library. Other restrictions include all storage cabinets and access to the kitchen unless otherwise permitted as part of the *Building Use Contract*.
4. Use of Church equipment and furnishings outside of the Church building will be on a case-by-case basis depending upon the group and function. The use of Church equipment and furnishing is covered in the *Application*.
5. The Board of Trustees must grant approval for use of any signage (inside or outside the building) used by groups or individuals.

IV. SAFETY, HEALTH AND MAINTENANCE

1. **Heating, Ventilation and Air Conditioning:** To save energy and utility costs, the entire Church building is not heated all days. Heating or cooling the space to be occupied will be provided by the Board of Trustees if arrangements are made through the Church office and according to the Building Use Schedule maintained by the Church office. If heating or cooling is not activated for whatever reason and the building is to be used for an activity, instructions are provided on the face of each thermostat for activating heating or cooling for **3-hour increments**. No other adjustment of the thermostats is allowed unless cleared through the Head Trustee or delegate. The thermostats are found in the following locations:

- a. Classroom across hall from Secretary's office (door is locked; key in Secretary's office). This thermostat controls the offices, foyer and classroom
- b. Youth room (door is unlocked; key in Secretary's office). This thermostat controls the Youth room and upstairs classrooms above and to the West of the Auditorium.
- c. Nursery (baby) room on main floor (door is unlocked). This thermostat controls the East main floor classrooms and hallway.
- d. Basement on East end wall. This thermostat controls the Basement and Auditorium.

The Church will be conditioned to 70° to 72° F during the heating season and 76° to 78° F during the cooling season anytime the Church is scheduled for use by any group or individual. Group or individual-owned fans for air movement are allowed. Personal or group-owned heaters are NOT allowed unless provided by the Church per *Agreement*.

1. Sitting or standing on tables, standing on chairs or putting feet on padded chairs is prohibited.
2. Leaning back or balancing on chairs is prohibited.
3. Hammering, nailing, stapling and drilling holes are prohibited unless approved by a member of the Board of Trustees
4. All furniture must be placed back exactly as it was prior to using the room. For the Auditorium, a member of the Board of Trustees will be responsible for final aligning of the chairs after an event; however the group that has used the auditorium must make arrangements for the chairs to be set back in the approximate configuration as they were found.
5. Animals, except for guide dogs, are not allowed in the building or on the Church grounds for any reason without prior approval from the Head Trustee.
6. Fire extinguishers are located on all levels of the building in the following locations:
 - e. Auditorium-behind 1st beam on Southeast corner
 - f. Main floor near West and South entry doors
 - g. Basement in hallway near kitchen door, and at East end of hallway
 - h. Upstairs at the top of the South (long) stairway
 - i. Top of back (North) stairway to Auditorium near closet.
7. All windows, doors, curtains, blinds must be closed, locked and put back into the condition that they were found.
8. A wheelchair ramp is located on the South side of the building. The Auditorium door at the top of the ramp is to remain locked unless provisions have been made for access to the key. A wheelchair-accessible restroom is located on the main floor adjacent to the Church offices.
9. Men's and women's restrooms are located in the basement across the hall from the kitchen. A toddler restroom is located on the main floor adjacent to the baby room.
10. The East door of the pair of doors at the South parking lot entry is latched and taped at the top and bottom and is not intended to open when the entry door is unlocked. This is intentional and the door should not be opened for any reason except with the permission of the Head Trustee or delegate.
11. The padded (red) Foyer chairs are intended for adult use only. Parents are encouraged to not allow children to use these chairs for any reason.
12. Security lighting (indoor and outdoor) is to remain illuminated and the switches or timers not altered in any way unless prior permission has been obtained from the Head Trustee or delegate.
13. The tool room is located in the basement, and ladders are located in the breezeway on the main floor. Ladders and the tools and materials in the tool room are available for use only by the Church family for purposes of decorating or making minor repairs when no

member of the Board of Trustees is available. It is the responsibility of those using ladders, tools and materials to return these to the locations from which they were taken.

V. APPLICATION PROCEDURE

1. An Application Form must be completed at least 10 working days prior to the date of desired used of the Church building.
2. The Application Form is turned into the Church office for review and approval.

VI. FEE SCHEDULE

Public Use Fee Schedule

This fee schedule applies to those outside the Church family who schedule and use the Church facility and/or equipment. The fees levied are designed to recover the cost of utilities, maintenance, replacement and janitorial services. Fees collected will be reimbursed to the Church Operations and Maintenance Account.

<u>Room/Activity/Equipment</u>	<u>Daily Rates Unless Otherwise Specified</u>	
	<u>Non-Profit</u>	<u>For-Profit</u>
Classrooms or Foyer	\$30 + \$10/hr	\$40 + \$20/hr
Auditorium	\$40 + \$25/hr	\$50 + \$40/hr
Piano or Organ (Auditorium)	\$15 + \$10/hr	\$25 + \$15/hr
Kitchen	\$35	\$50
Tables/metal chairs (any number) ^a	\$10	\$25
Set Up by Church Staff	\$50	\$50
Clean-Up by Church Staff	\$15/hr	\$15/hr
Cleaning/Damage Deposit ^b	Variable	Variable

^a These fees are for use in the Church building. Tables and folding metal chairs (only) may be used outside the church by non-profit organizations and will an additional cost to be determined and as documented in the *Agreement*.

^b This deposit will be determined based on the event, and documented in the *Agreement*. The *Agreement* will specify the conditions under which the cleaning/damage deposit will be withheld.

Church Family Church Use Fee Schedule

This fee schedule is for non-Church sponsored events scheduled by a member of the Church family and where a church family member *is not present* during the event. IF a church family member is present the entire time of the event, these fees are waived.

The fees levied are designed to recover the cost of utilities, maintenance, replacement and janitorial services. Fees collected will be reimbursed to the Church Operations and Maintenance Account.

<u>Room/Activity/Equipment</u>	<u>Daily Rates Unless Otherwise Specified</u>	
	<u>Not-For-Profit Event</u>	<u>For-Profit Event</u>
Classrooms or Foyer	\$15	\$20 + \$10/hr
Auditorium	\$20	\$25 + \$20/hr
Piano or Organ (Auditorium)	\$0	\$10 + \$5/hr
Kitchen	\$0	\$30
Tables/metal chairs (any number) ^c	\$0	\$25
Set Up by Church Staff	\$0	\$25
Clean-Up by Church Staff	\$15/hr	\$15/hr
Cleaning/Damage Deposit ^d	Variable	Variable

^c These fees are for use outside the Church building.

^d This deposit will be determined and documented in the *Agreement*. The *Agreement* will specify the conditions under which the cleaning/damage deposit will be withheld.

Application for Church Use

Group or Individual Information

Name _____ Date _____

Address _____ City _____

State _____ Zip _____ Phone _____

Contact Person/Phone Number _____ / _____

Description/Type of Activity _____

Date(s) Requested _____ Time(s) Requested _____

Rooms and Equipment Needed (check all that apply):

___ Auditorium ___ Classroom/Number ___ ___ Kitchen/DW? ___ ___ Foyer

___ Piano ___ Organ ___ Tables (indicate #) ___ Folding Chairs (indicate #)

Special Needs _____

___ Setup/Time _____ ___ Janitorial Cleanup/Time _____

___ Loaner Key Requested

Proof of Insurance: Insurance Company/Policy # _____

Not-for-Profit WA Tax Exempt/Registration # _____

Organization Representative Signature _____ Date _____

Approved: _____ Date: _____

Church Staff Liaison _____

Comments:

Building Use Contract

Event Date _____ Start Time _____ End Time _____

Organization _____ Telephone _____

___ Church family (fee applies) ___ For-profit ___ Not-for-profit (check all that apply)

_____ Insurance or WA ID#

Address _____ State _____ Zip _____

Contact Person _____ Telephone _____

Address _____ State _____ Zip _____

Type of Use _____

Room(s) Requested _____

(Indicate preferred room set-up on reverse side)

Equipment Requested _____

(Indicate other special needs on reverse)

Number of People _____ Method of Entry _____

Custodian: Yes ___ No ___ Trustee: Yes ___ No ___

Fee: \$ _____ or \$ _____ each _____

(time period)

Contract

In signing this contract to use the Church facilities and/or equipment, I accept responsibility that the provisions of the *Church Building & Facility Use Policy* (copy provided) are carried out.

Signature _____ Title _____ Date _____
Organization Representative

In signing this contract for use of the Church facilities and/or equipment, the Richland Alliance Church offers a clean, properly set up and conditioned space for your scheduled meeting or event according to the provisions of the *Church Building & Facility Use Policy*.

Signature _____ Title _____ Date _____
Richland Alliance Church Representative

This Contract is not valid until the Church office has signed copies on files and fees are paid.