



Building Use Policy (Ministries, Attendees, Partners and Outside Groups)

We see our church as an outreach tool that should be readily available to our ministries, attendees, and community. Chase Oaks Church attendees have generously contributed time and resources to build and maintain our facility. Our policies and procedures ensure that our church will remain in excellent condition for many years of service.

Eligibility

Eligible Events

- *Chase Oaks Church Ministries*
Chase Oaks Church ministry leaders are responsible to schedule events in EventU. Reservations are scheduled on a “first come, first serve” basis.
- *Chase Oaks Church Attendees*
Attendees must reserve events through the Outside Events Coordinator (OEC). The nature of the events both at the main campus and 201 will be evaluated on a case-by-case basis and usage will be approved at the discretion of the Student Ministry Department and the OEC.
- *Partners*
Partners are organizations that Chase Oaks Church has developed a joint relationship with to help those in need.
- *Outside Groups*
Outside groups include nonprofit organizations, conferences, and group meetings or events unrelated to Chase Oaks Church. These groups may rent the facilities provided their purpose and activities are consistent with Chase Oaks Church’s values, beliefs and ministry. All of these events, both at the Main Campus and 201, will be handled on a case-by-case basis and must be approved by the OEC and the Student Ministry Department.

Tuesday is our “Community Day.” Outside groups may reserve rooms on Tuesdays free of charge, provided that rooms are available.

Ineligible Events

- Profit-driven activities or events
- Boy Scout/Girl Scout recurring meetings
- Graduation/Birthday Parties
- Wedding/Baby Showers
- Sport Practices
- School Dances/Socials
- Groups engaging in partisan politics
- Events that conflict with Chase Oaks Church’s values, beliefs and ministry.

General Procedures

Capacity

Users must abide by the capacity codes for the Chase Oaks Church campus and elevators. Users will not sell or distribute tickets, passes or registration badges in excess of the capacity of the facility.

Decorations

Decorations are defined as any materials placed on facility surfaces that were not included in the original building design. All decorations must be approved by the OEC.

Fireproof materials must be used whenever possible.

Depending upon the sermon series at the time of your event, there may be items on the stage and/or walls that cannot be removed. If it is determined by our Facilities Director that some or all of the stage equipment and/or props can be moved, a fee for their removal and replacement will be charged.

Equipment and Supply Usage

Basic room equipment: All church assets and equipment are to remain on the church property. All indoor assets will remain in the building. Equipment in any room must remain in that room and may not be moved without the approval of the OEC.

Any equipment brought on to the church property needs to be approved by the OEC.

Table Cloths: Table cloths for round and rectangle tables are available. A cleaning fee will be charged per table cloth.

Technical Equipment: A Chase Oaks Church technician must be present for the operation of all church-owned audio and visual equipment. Outside operators are not allowed to use or attach equipment to our system.

Sports Equipment: Sports equipment must be provided by the User. Use of sports equipment is restricted to the basketball or volleyball courts at 201 and to the Kidzone outside playground area.

Only appropriate footwear and sports equipment will be allowed on the basketball court to prevent damage.

Acceptable balls on the basketball court will include: basketballs, dodge balls, volleyballs, and Nerf balls.

Prohibited balls will include: baseballs, golf balls, softballs, soccer balls, footballs, or other equipment that would endanger the floor, players or lighting.

No roller-skating, rollerblading, skateboarding or scooters are allowed inside the facilities.

Guests

The conduct of all persons attending programs or events at Chase Oaks Church will be respectful of the church facility and other guests. Users and their activities are restricted to their designated rental areas.

Insurance and Liability

Chase Oaks Church will not be responsible for items that are lost, stolen or damaged. Users are responsible and assume liability for any personal injuries or damages to the facility and/or equipment.

Larger events may be required to provide proof of adequate insurance coverage before the rental agreement can be completed.

Kitchen Use and Food Policies

The Kitchen at Chase Oaks Church will be available to our Users.

All equipment used is to be properly washed, dried and put away immediately after use. Please review the attached *Kitchen Guidelines*.

The kitchen is equipped with a microwave, microwave-convection oven, refrigerator, dishwasher and coffee brewer. We do not have a freezer.

Outside caterers may be used to cater events, but because our kitchen is small, it is not available for their food preparation or clean-up.

The serving of food and beverage is allowed in all rental areas of the facility, with exception to the areas on and around the stage, sound boards and other technical equipment, etc.

Food and/or beverage with the tendency to stain, such as red or purple liquids, are not allowed.

The use of coffee cup lids is strongly encouraged in order to help prevent spillage on our furniture and flooring.

Outside Media, Music and Materials Approval

All music, media, printed materials, and presentations for an event held at Chase Oaks Church must be submitted to the OEC for review and approval at least one month in advance of the event. Any changes made after approval has been given must be resubmitted.

The use of materials and music found to conflict with the values and beliefs of Chase Oaks Church will not be allowed.

Reservations and Rental Fees

All outside events and corresponding room rentals must be scheduled through the OEC.

Reservations may be made no more than six months in advance.

Outside groups may meet 12 times per calendar year.

All details including date, time, equipment, room(s), set-up, and special needs or accommodations must be specified before the agreement is signed.

Buildings and rooms will remain locked until the resource time agreed upon at the time the reservation was made.

Payment of the rental fee is required, along with the signed agreement, at the time of the reservation.

Payment for an Event Host is required for all events taking place in the 201 youth building.

Additional fees will be charged for events and services required lasting longer than the agreed upon end time.

For any event requested and approved to be scheduled more than six months in advance, Chase Oaks Church reserves the right to reschedule the event up until six months prior to the reserved date, should an unforeseen ministry need arise and conflict with the event. Weddings will be the only exception to this policy.

If the reservation is cancelled by the User less than 30 days before the event, 50% of the rental fee will be refunded to the User.

Returned Payments

There will be a service fee of \$25 for returned payment. In the event of a declined payment, all previous agreements and reservations may be considered null and void.

Responsible Party

Every rental event must have one appointed person as the responsible party. This person must be present at the event and will act as a contact and will be responsible for enforcing the contract guidelines by providing supervision at the event. The User will assume liability for personal injuries, damage to personal property, damage to the facilities or equipment and additional maintenance or cleaning costs. The User will restore the facilities or equipment to pre-rental condition.

Restrictions

Recent interpretations of Federal Tax Laws indicate that immaterial use of church facilities is permissible.

In general, fundraising activities or events are not permitted in the case where goods are sold (i.e., garage sales, bake sales etc.). Other types of fundraising will be reviewed on a case by case basis.

Smoking, illegal substances and alcoholic beverages are prohibited on the grounds or in the building.

Users must be present to receive any items that are to be delivered for their event. Our staff will not be responsible for or allowed to sign for any event-related items.

For safety and security, resource rooms and 1st floor children's ministry areas are reserved for childcare and Kidzone-related events only and considered restricted areas. Users must remain in their designated rental areas.

Grilling is not permitted on the youth decks at 201.

Animals are not allowed in the building or on the grounds, with the exception of "seeing-eye" dogs.

Church-sponsored ministries using animals at an event must have prior approval. Animals must be under constant supervision. The owner is financially liable for damages to the facility as a result of the animal(s).

Set-up, Cleaning and Maintenance of the Facility

All Users are expected to leave the building reasonably clean and remove all items associated with their programs immediately following the event.

Report damages to the OEC by completing a *Maintenance Request Form*.

Rearranging furniture or other items must be pre-approved.

All room set-up requests must be finalized one week before the event. Additional fees will be charged for changes made after that time, if the facilities manager can work the change into his team's schedule.

Temperature Control

Room heating and air-conditioning are controlled by thermostats that may be manually adjusted two degrees above or below the set temperature of 72 degrees. Thermostats in 201 cannot be manually adjusted.

Outside Officiating Pastors for Weddings or Funerals

We welcome ordained pastors from other churches and denominations of the Christian faith to officiate at weddings and funerals of Chase Oaks Church members. For approval of outside officiating pastors, please complete the *Outside Officiating Pastor Request Form*.

Weddings

Artificial flower petals may be used during the wedding ceremony. However, during the exit of the bride and groom from the facility, only bubbles may be used. Confetti or pop bottles with confetti type materials, flower petals (real or artificial), birdseed, rice and any other materials are prohibited.

For approval of outside officiating pastors, please complete the *Outside Officiating Pastor Request Form* and return it along with the wedding application and deposit to the OEC. It is at that time that the wedding will be reserved in EventU.

Weddings in 201 will be by exception only and require special approval by the Student Ministry Department.

Unexpected or Uncontrollable Events

In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Chase Oaks Church that might cause a substantial delay, rescheduling or cancellation of a scheduled event, the church will be released from the rental agreement. The User hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of the rental fee.

Chase Oaks Church Emergency Closings Guidelines: *At times, emergencies such as severe weather, fires, power failures or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of our offices and church facility. Chase Oaks Church will act in conjunction with the Plano Independent School District. If Plano schools are closed, the church facility will be closed. If Plano schools delay their opening until 10:00 a.m., our church campus will open at 10:00 a.m., etc. Users should call Chase Oaks' main number (972.783.8800) as the church status will be recorded on the voice mail message by 8:00 a.m. Users may also visit our website for updates on closings at www.chaseoaks.org.*

Safety, Security and Fire Prevention

A facilities staff member and/or a security official will be on site during events and after hours and available for assistance.

In the event of an emergency, the first contact should always be the event staff or security official on site.

Dial 911 immediately in case of an accident, smoke, fire, serious illness or injury, or crime in progress.

Report all issues, such as missing or stolen equipment, suspicious persons, unusual activities, or safety hazards to the facilities staff member or the security official on site.

Complete an “Incident Report” and deliver to the OEC as soon as possible.

Security

For larger events and conferences, the church reserves the right to require security and possible traffic control that will be provided at the User’s expense.

Users will enter and exit through main entrances only.

Fire Prevention

Candles, smoke generators, Sterno heating material, pyrotechnical devices or any other fire hazard materials must be listed in the agreement and approved for use through the OEC and the Facility Manager. Bonfires or any open fires are prohibited on the campus. No flammable substances are to be stored in the facility. Please report all potential fire hazards to the OEC or the Facility Manager immediately.

Only stationary, drip-less candles may be used and must be placed in appropriate holders with continual supervision in order to adhere to fire codes.

Consequences for Non-Compliance to Policies and Procedures

The guidelines above define the criteria for anyone requesting the use of the facility at Chase Oaks Church. The policies and procedures are to be followed by any and all individuals or groups using the buildings and/or grounds. If any of these are not followed, the church reserves the right to cancel or stop activities and request individuals to leave the premises. Violations may also result in the denial of future use of Chase Oaks Church.

I have read and agree to abide by the Chase Oaks Church Building Use Policy as outlined above.

Name: _____

Title: _____

Date: _____