

FACILITY USE AGREEMENT & GUIDELINES



Introduction

Anthem Church has been blessed with a beautiful property that we are honored to make available to groups, ministries and individuals of the Anthem Church family, as together we share the mission of Helping People Follow Jesus + Share His Story. In addition, as stewards of what God has entrusted to us, we seek to make our property and facility available to individuals and groups from the surrounding community. With this in mind, we present the following information and guidelines for use of the Anthem Church property and facility.

General Information

Approved Users & Priority of Use:

The Director of Operations or official designee must approve all uses of the Anthem Church facilities. Our first priority is unapologetically to support the ministries, programs, and needs of the church. Church facilities, grounds, and equipment will be made available to the Anthem Church family (members) as well as other individuals and groups from the community meeting the following qualifications:

- Users requesting use of the facility, grounds, or equipment must affirm that planned use of the facilities is not inconsistent with the Anthem Church Statement of Faith, which can be found at www.weareanthem.church/statementoffaith.
- Users requesting use of the facility, grounds, or equipment must submit a Facility Usage / Event Request Form.
- Users requesting use of the facility, grounds, or equipment must agree to abide by the church's guidelines and rules of conduct as stated below and described in any additional instructions by church staff.

Please Note: Anthem Church is not typically available for commercial, for-profit business activities or political events. Additionally, any fundraising event must fall in line with Anthem's mission and receive prior approval before starting the reservation process. Exceptions may be made by the Director of Operations following discussion with church leadership, and will be considered on a case by case basis.

Facility Use Hours:

Anthem Church facilities are available for use Monday through Saturday 9a - 8p. Use outside these hours may be approved by the Director of Operations or official designee.

Holidays & Special Dates:

The Anthem Church facility is unavailable for scheduling on the following dates.:

New Years Day	Labor Day	The week between Christmas & New Years Day
Memorial Day	Thanksgiving Week	
Independence Day	Christmas Eve & Christmas Day	

Reservation Guidelines:

At least 4 week prior to the date of the event, please contact the Director of Operations (contact info below) to make an initial inquiry about dates available, to discuss the type of event, etc. Once tentative verbal approval is received, please submit the Facility Usage / Event Request Form (<https://app.espace.cool/Public/PublicEventRequest/13185/849>) Timeline exceptions will be made on a case by case basis. Please allow 2 weeks for a decision regarding your event.

- The church reserves the right to require groups (including sports/athletic groups) to provide a **Certificate of Insurance** (with coverage of at least \$1,000,000) listing Anthem Church as the *Additional Insured*.
- At times, inclement weather, power outages, or other unforeseen circumstances may require the closing of our offices and church facilities. An Anthem representative will contact you if the facility is closing.
- Recurring events will be considered on a case by case basis and will be subject to cancellation when a church related event takes priority. The church will make every effort to communicate any such schedule conflicts at least 1 week in advance.
- With the exception of TV/DVD use, our A/V equipment can only be operated by trained Anthem Church personnel. Please note: Additional fees will apply.
 - In the event church personnel are not available, the event will not be scheduled.

Fees:

- Our desire is to share our facility with our community, so generally, our charges are to recover costs incurred - i.e. cleaning, heating/cooling, use of supplies, facility and tech support personnel, etc.
- All fees must be paid prior to the start of the event. Refunds will be made only if the event is cancelled due to inclement weather, cancelled by Anthem Church, or cancelled by user at least 48 hours prior to scheduled event via written notice.
- A Security Deposit will be required of individuals or groups not associated with Anthem Church. This deposit will be held and refunded when the facility is found to be without damage following the scheduled event. Security Deposits are as follows:
 - Auditorium \$1,000
 - Gym, Venue, Lobby \$ 100
 - Classroom \$ 50

Note: Security Deposit checks must be made separate from the payment check.

● Room Fees:	Church Members (small family/group event)	Church Member (large group/team event)	Community (any size event)
○ Auditorium	—	\$150 per hour	\$200 per hour
○ Gym (sports usage)	Free	\$ 20 per hour	\$ 25 per hour
○ Gym (Party events w/under 50 in attendance)	Free	—	\$ 50 per hour
○ Gym (Party / Wedding / Banquet events w/50+ in attendance)	—	\$ 50 per hour	\$100 per hour*
○ Venue (all or part of building)	Free	\$ 25 per hour	\$ 50 per hour
○ Lobby	Free	\$ 25 per hour	\$ 50 per hour
○ Classroom	Free	\$ 15 per hour	\$ 25 per hour

Note: Fees for all spaces apply to event usage and set-up/tear-down times

*Hourly fee includes 1 required facility support staff at no additional cost

● Impact Fees:	Church Members	Outside Group
○ Minimal Setup (small family/group event)	—	\$ 10 per hour
○ Substantial Setup (large group/team event)	\$ 25 per hour	\$ 25 per hour
○ Tech/AV Staff (per person / 2 hour minimum)	\$ 25 per hour	\$ 25 per hour
○ Facility Support Staff (per person / 2 hour minimum)	\$ 25 per hour	\$ 25 per hour
○ Cleaning Fee (for events with 50 people or more)	\$ 50 per event	\$ 75 per event

Note: Hourly fees apply to event usage and set-up/tear-down times

- Checks can be made payable to Anthem Church.

Facility Guidelines

Safety:

- Doors - For the safety and security of all guests, exterior doors should never be propped open. As well, never obstruct any exit with chairs, tables, equipment, etc.
- Parents/responsible adult(s) must keep children with them at all times.
- 2 adults must be present at all times while children are in the building
 - For sports teams and other groups, these two adults must not be related (husband/wife, etc.)
 - For other events where children will be present, please discuss make-up of adult supervision with the Director of Operations prior to the event.
- Firearms - Anthem Church abides by current state laws regarding carry and use of firearms.

Decorations:

- The following items are prohibited:
 - Open flame candles
 - Glitter, confetti, rice or similar material
- Items may be adhered to the walls, counters and tables with removable blue painters tape or 3-M removable tape. Scotch tape, sticky-tack, tacks, pins, staples, and other adhesives should not be used.

Signage:

- Any type of poster or signage used before, during, or after an event requires pre-approval by the Director of Operations or designated representative of the church (this includes signs on exterior doors)
- Signage must be removed immediately following the conclusion of the scheduled event.

Food & Drink:

- No drinks that contain red, orange or purple dye are permitted in carpeted areas (this includes popsicles, etc.)
- Please thoroughly clean any spills or food messes immediately.
- Kitchen Use:
Anthem Church has a large commercial kitchen. Kitchen use requires special approval from the Director of Operations and training from a designated representative of the church. Additionally, use of the kitchen, kitchen equipment, and kitchen supplies is reserved for members of the Anthem Church family.

Miscellaneous:

- Licensed Service Animals are welcome at Anthem. Please leave all other pets at home.
- Anthem Church is a smoke-free and tobacco-free facility. Smoking or chewing tobacco is not permitted in any part inside the facility at any time.
 - If smoking outside the facility, please place cigarette butts in appropriate trash.
- Alcohol, illegal drugs, marijuana and offensive language are not permitted anywhere on campus.

Tear-Down & Clean-Up

- Please leave the building and grounds in as good of condition as you found them.
 - Return tables and chairs to the set up you found them in upon arrival.
 - Turn off lights and close and lock door to the room on your way out.
 - Equipment, furniture, supplies, etc. should not be moved out of a room without prior approval by the Director of Operation.
- Trash should be placed in the dumpster at the northwest corner of the parking lot of the church.
 - To avoid trash bags leaking, please ensure that you do not drag trash bags along the floor or ground.

Additional Items:

- If there is any damage to the building/grounds during your function or in the event of another situation in which you need assistance, please contact the Director of Operation (number listed below) or Facility Support Staff present at your event. Following the event, an Anthem representative will contact you to talk through payment for repair costs.
- In the event of a serious emergency, Dial 911 immediately and then call the Director of Operations.

This is not a comprehensive list and Anthem Church reserves the right to give further guidelines based upon the nature of the requested event.

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