

Building Use Policy

For groups and organizations that want to use our building

STATEMENT OF INTENT:

Because of our commitment to mission (see The Directives) and our desire to be useful benefactors to our community (1 Peter 2:15), we want to make every effort to put our building to use. We will therefore err on the side of being open and available and we desire to make the process of using our building as simple as possible. Of course there are practicalities to consider - usage costs, care for the building, etc. - but overall we desire that our approach fosters a spirit of openness to those who wish to use our building.

GENERAL GUIDELINES:

All requests are at the discretion of the Co-Pastor(s).. We reserve the right to approve, decline and or discontinue a request/partnership with any group, partner or outside organization at any time.

Scheduling priority for events is given first to all church-oriented activities, ministries within the church, organizations we partner with, and then private groups or individuals. Reservation by an outside organization does not prevent the outside organization from being canceled by an Imago service or program with adequate notice and consideration provided. Continued and future use of Imago is dependent upon the proper care of the facility by each group or organization.

All requests for building usage are to be submitted to the pastoral team via the online [room reservation form](#). Please include the nature of the event, date, time, number of expected guests and if food will be served and what rooms would be used.

Groups are encouraged to lock themselves in the church (from the inside) once all expected guests have arrived. Because of our church ministries and the culture we are trying to create, neighbors and others from the community may want to come inside if they see lights on. All youth activities shall be adequately supervised by a minimum of two adults over the age of 21 at all times.

The building should be left as it was found, including taking out the trash (to the dumpsters located in the side parking lot) - particularly if food was involved with the event. It needs to be "Sunday ready".

Please turn off all lights, check the building to make sure everyone has vacated, and secure the building on your way out (making sure all doors and windows are locked). Please report any maintenance problems or damage to the pastoral team.

There is no smoking inside the church. Alcohol is not permitted on the premises with the exception for serving communion. Helium balloons are not allowed in the sanctuary.

Imago Dei is not liable for any accidents. Imago Dei is not responsible for the safety and security of any personal items left unattended during use of the building and accepts no responsibility for lost or stolen items.

FEES:

Fees are based on the number of people, the nature of the event, the space(s) used, and time of the week. Fees are calculated considering cleaning needs, technical services and utilities and are assigned on a case-by-case basis by the Co-Pastor(s).

I agree to the following terms and conditions.

Group or Organization

Date

Imago Dei Staff

Date

Revised 10/1/2019

INTERNAL CONSIDERATIONS

- Free for Election Commission and ministry use, i.e. YFC, Resonate, YL.
- \$25 minimum for other outside organizations or parties. Users are responsible for cleanup unless it's a large group and most of the building is being used. They would have to cover payment for an extra cleaning for the cleaning ladies. Cleaning ladies do not clean classrooms, offices, kitchen nor Parkview Room. We need to be sure the building is "Sunday ready".
- Security Deposit