

Emmaus Bible Church

Facility Use Policy

The facilities of Emmaus Bible Church were provided by God's generosity through the sacrificial giving of Emmaus' members. We desire that these facilities be used for the advancement of Emmaus' mission and vision (Matt. 5:16).

Priority of Use

The reservation and use of Emmaus' facilities are reserved for Emmaus' Members or individuals and public entities who have an Emmaus Member to sponsor their event. The Elders, or their official designees, must approve all users and uses of church facilities. In all cases, priority is given to official church functions and needs; events that fall under the category of official church function will not be subject to the instructions laid out in this policy. Use of Emmaus' facilities will not be permitted to persons or groups who are advancing or advocating beliefs and practices that disagree with Emmaus' Statement of Faith and the Baptist Faith and Message 2000 (1 Thess. 5:22; 1 Tim. 5:22; 2 Cor. 8:21).

Further Instructions

1. Any Emmaus member, individual, or public entity requesting use of Emmaus' facilities must fill out and sign the "Emmaus Bible Church Building Use Request Form" prior to reservation of church facilities.
2. Individuals and public entities requesting use of Emmaus' facilities must have sponsorship by one of Emmaus' members. Sponsorship entails having an Emmaus member who will be responsible for coordinating and overseeing the event.
3. A mandatory "facilities walk and talk" must be scheduled two weeks prior to the event.

The church member and event planners must be present to talk through with the staff their

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responsibilities and to communicate clearly their requested plans (i.e. wedding setup details, etc.)

4. Groups will coordinate with the church administrator regarding the opening and locking of the building.
5. Groups are able to request security for the event for an additional fee of \$20 per hour.
6. Groups are restricted to only those areas of the facility that the group has reserved and been approved for.
7. Fundraising Policy: No for-profit fundraising or activities are allowed while using the church facilities or property. 100% of any funds collected must be given to a non-profit group and previously approved by the church Elders.
8. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited while using church facilities. Any person exhibiting such behavior will be required to leave the premises.
9. Food and beverages should remain within the fellowship hall or approved areas.
10. Clean-up is the responsibility of the group unless other arrangements are made with the church prior to the event, including the payment of the appropriate fees. If the group does not make such arrangements and the facilities are not cleaned up adequately, the event deposit will be forfeited.
 - Church equipment, such as tables and chairs, must be returned to original placement unless other arrangements are made with the church prior to the event.

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- If table cloths or other towels or linens are used, they must be cleaned (laundered) and returned to the church within one week, unless other arrangements are made with the church prior to the event.
 - All lights must be turned off and doors locked upon departure.
11. A \$100 deposit will be required upon event reservation for the cleaning and set-up of the lower level of the building after the event. If the sanctuary is used, this deposit will be \$200 for the cleaning and set-up of the lower and upper level. The deposit will be fully refunded one (1) week after the event, pending the staff inspection of cleanliness and state of the facility. Should the facility or its equipment be determined to need cleaning, repair, or replacement, the deposit will be forfeited towards the expenses incurred. If the cleaning/repair/replacement expenses exceed the deposit, the church member shall be responsible for the additional costs. The facility reservation will not be made until the proper deposit is made.
12. Any use of the auditorium stage that involves moving equipment will require a \$75 payment upon event reservation. This fee compensates the individuals involved in stage clearing and recovery.
13. If the event requires the use of sound and/or multimedia, a payment of \$200 is required for the media team representative to be present at the event rehearsal and service. Audio and visual equipment may not be used or moved by anyone outside of the church's media team.

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Event Details

Today's Date: _____

Event Name: _____

Emmaus Sponsor Name: _____

Emmaus Sponsor Name Best Contact: _____

Individual or Public Entity Name: _____

Individual or Public Entity Name best contact: _____

Unlock and lockup Name: _____

Requested Area(s): _____

Will you need the nursery? (Only for ages 3 and under) _____

Will you need additional parking? (See South High Parking Form Request)

How many people do you anticipate? _____

Event Date and Time: _____

Event Purpose: _____.

Other Event Specifics: _____

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Event Summary: _____

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Building Use Agreement

I (we), _____ (Member, Individual, or Entity Name), agree to assume full responsibility for the conduct of our attendees during _____ (Event Name) on _____ (Date); this responsibility includes covering damage done to the property and or other cleaning duties associated with the event. Emmaus Bible Church will not assume responsibility for personal property and equipment brought on the premises. Damage to or loss of any merchandise, equipment, or other personal items will be the hosting parties responsibility.

I (we) agree to assume full responsibility for materials or equipment shipped to Emmaus Bible Church. Emmaus will not accept or store shipments more than five (5) days prior to the designated event. All shipments will be shipped to: Emmaus Bible Church 4501 S. 23rd St Omaha, NE 68107-1928.

I (we) assume full responsibility for any injury to persons or damage to property arising out of any act or omission on the part of my (our) activity. I (we) take responsibility for covering the costs and or compensating any damage or injury caused by any act or omission on my (our) part.

This agreement shall be governed by the laws of the State of Nebraska, where Emmaus Bible Church is located and the laws of the State of Nebraska shall have jurisdiction to settle any dispute arising under this agreement. In no event shall Emmaus Bible Church be liable for indirect, incidental, consequential or exemplary damages.

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The parties agree that this Agreement constitutes the entire agreement between the parties. No other verbal or other commitments apply. This agreement may not be modified except by written agreement by both parties. I agree that the foregoing requirements are accurate to the best of my (our) knowledge. The contents of the foregoing agreement meet with my approval, and I consider all arrangements to be confirmed and definite contingent upon the approval of Emmaus Bible Church and the execution of this Agreement.

Emmaus Sponsor Signature: _____ Date: _____

Individual or Entity Signature: _____ Date: _____

(Please sign and return the enclosed copy of this Agreement. If we have not received a signed Agreement, Emmaus Bible Church reserves the ability to re-evaluate and cancel your use of the building. Be sure to let us know if you have any clarifying questions along the way and we hope that your event goes well!)

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For Church Use Only

Event Name: _____

Event Date and Time: _____

Building Use Checklist:

- Read over the documents above to make sure everything is in order.
- Check the church calendar to see if there is a conflict on the given dates.
- If something in the calendar or event is questionable, ask the pastoral staff.
- Approve or deny the event based on the form above and availability.
- Once approved or denied, contact the party to let them know of their approval.
- Update the calendar to reflect the event details.
- Send an event notification to the Elders and Deacons.
- Does the party require any paid personnel? (Security, Sound, Etc)
- Who is going to unlock and lock up for the event?
- Do they have a key and passcode?
- Will the party use the nursery?
 - If yes, contact the nursery team to let them know.
- Does the party need to use the South High Parking Lot?
 - If yes, notify South High School.