

LIGHTHOUSE

CHRISTIAN FELLOWSHIP

Policies and Procedures for Church Facilities Use

This document covers the policies and procedures governing the use of LCF facilities by both church members and non-church members/organizations outside of the church.

It includes:

1. Section I – General Policy
2. Section II – Procedure
3. Section III – Rules and Regulations
4. Section IV—Rental Fee

Section I – General Policy

1. Purpose

It is our intention that Church facilities for LCF be used to worship God, spread the Gospel and enjoy Christian fellowship. It is important that the facilities be managed well. Facility usage fees may be required for non-church activities to cover the costs incurred in the upkeep of the facilities.

2. Church Usage

The Church Facilities Use Policies are applicable to all users of church facilities based upon the category of usage. The five general categories, in descending priorities, are:

- 2.1 LCF ministries (for church functions)
- 2.2 Small groups and fellowships (for church functions)
- 2.3 LCF members/LCF regular attendees (for church functions)
- 2.4 LCF members/LCF regular attendees (for non-church functions)
- 2.5 Non-LCF members/outside organizations (with fees)

3. Definitions

3.1 “**LCF Facilities**” means any part of the property of Lighthouse Christian Fellowship located at 12 English Street, Westfield, New York, i.e., the Sanctuary, the Atrium, the Children’s/Teen’s Classrooms, the Church Offices, all rooms within the Facilities, all furniture and equipment belonging to LCF, the church grounds and parking area.

- 3.2 “**LCF Functions**” means activities directly related to the official ministries of LCF—to be held by church ministry groups, small groups or fellowships, LCF members, or LCF regular attendees-- the use for these functions is usually on a free basis.
- 3.3 “**Non-LCF Functions**” means other activities not directly related to official ministries of LCF, such as weddings, funeral/memorial services, anniversaries, recitals, receptions, educational purposes, community events, etc., that are held by individuals or a group of people who are either LCF members/LCF attendees or non-LCF members/organizations outside of the church. The use for these functions may require a payment to LCF for the use of church facilities.
- 3.4 “**LCF Regular Attendees**” refers to those who have been regularly attending LCF Sunday Services or activities, though they have not yet officially joined LCF by attending Membership Classes and making application for Membership.

4. **Requirements for Use of Facilities**

- 4.1 LCF facilities must *never* be used for commercial or non-Christian religious purposes. All individuals or groups using the facilities must agree with and adhere to the doctrinal belief and statement of faith of the Church.
- 4.2 For all functions, an **LCF member** must be available at the church to assure adherence to the terms of the Facilities Use agreement for the entire period of usage:
- Audio/Video technician (possible fee charge)
 - Security Services (possible fee charge)
 - Lighting/AC/heating control—attending LCF member must be able to assist with these details
- 4.3 It is the policy of LCF to support outreach programs. Upon approval by the Board, use of LCF facilities by outside organizations for activities directly related to LCF outreach ministry may be charged at a reduced cost or without fee.
- 4.4 It is the policy of LCF to support groups or organizations whose primary purpose is to serve people in need and spread the Gospel. Upon approval by the Church Board, the use of LCF facilities by the following groups of outside organizations may be charged at a reduced cost or without fee:
- Christian churches and organizations
 - Christian individuals (e.g., for weddings, memorial services, educational purposes, etc.)
 - Community, charitable or non-profit organizations

5. **Facilities Use and Priority**

- 5.1 Priority for use of LCF Facilities will be as follows:
- 5.1.1 First Priority: LCF ministries/small groups or fellowships
 - 5.1.2 Second Priority: LCF members/LCF regular attendees (for LCF functions)

- 5.1.3 Third Priority: LCF members/LCF regular attendees (for NON-LCF functions)
- 5.1.4 Last Priority: NON-LCF members/outside organizations
- 5.2 Use of the facilities is scheduled on a first come, first served basis. In case of a scheduling conflict, the Priority of Use will be in accordance with Section 5.1.
- 5.3 Scheduled events will usually take priority over non-scheduled events. However, use of the facilities for LCF emergency purposes should take precedence over all other uses of the facilities regardless of any prior payments or reservations. In such cases, payment will be refunded in full to the individual/group.
- 5.4 In all events, requests for long-term or recurring usage of LCF facilities by outside organizations will not be considered unless approval has been sought from LCF in advance.

6. Rental Fee

The fees for LCF facilities are determined by LCF and are subject to change as needed and without notice. They are as listed on the Application Form.

7. Use of Equipment

- 7.1 Request for the use of equipment is subject to the approval of LCF. Under normal circumstances, LCF will not entertain any last-minute request(s) for items that were not made at the time of application.
- 7.2 All equipment for projection, audio/visual system (including the Sound Booth) must be supervised by LCF technicians. All such equipment must be run by someone trained by LCF and authorized to use the equipment. In most cases, there will be a fee for these services.

8. Rights of the Church

LCF reserves the right to:

- deny the application for the use of LCF facilities for any reason;
- cancel or modify any approved application due to unexpected LCF needs at any time without liability;
- terminate the rental agreement immediately without liability or refund if the applicant fails to comply with the rules and regulations of LCF including during an active event;
- cancel the rental agreement and make a full refund without interest in case of cancellation by LCF due to bad weather conditions; and
- make alterations to the Facilities Use policies, procedures, rules and regulations at any time without prior notice. Every effort will be made to notify applicants of major changes.

Section II – Application Procedure

1. Request for Use of Facilities

All groups, including LCF groups, wishing to use the LCF facilities must request permission and make arrangements through the Church Office. The Church Office is responsible for maintaining the booking schedule of LCF facilities and coordinating the requests for the use of equipment and services such as audio/visual technicians, custodians, etc. For LCF functions, the Church Office has full authority to permit/deny use.

1.1 Church Functions

Church ministries/small groups or fellowships/LCF members/LCF regular attendees wishing to use LCF facilities must make reservations with the Church Office at least two to four weeks in advance for regular programs, or at least three business days in advance for non-regular programs. Reservations can be made by telephone, email or in person.

1.2 Non-LCF Functions

Groups or individuals wishing to use LCF facilities must complete an Application Form which is available at the LCF Church Office or on our website. Telephone inquiries on the availability of the facility cannot be taken as an application. An application form can be submitted in person, by mail, or emailed to the LCF Church Office up to six months prior to the function date for approval by the Church Board of Trustees; but not later than 3 weeks prior to function date. The applicant will be notified by the Church Office of the LCF Board's decision to accept or decline the application.

2. Rental Payment

Within two weeks of the receipt of the Notification of Approval, the non-member/non-attendee applicant should return a signed original with a cheque for the full rental fee, payable to Lighthouse Christian Fellowship; or provide LCF with a VennMo payment to confirm the booking. **No application is confirmed until all required fees are paid.**

3. Cancellation

3.1 Church Functions

Church ministries/small groups or fellowships/LCF members/LCF regular attendees must immediately notify the LCF Church Office of cancellation prior to the date of use so that LCF has sufficient time to re-allocate the reservation to other members on the waiting list.

3.2 Non-LCF Functions

3.2.1 If cancellation is made by the applicant one month before function date, LCF will make full refund. If the cancellation request is made less than one month prior to the function date, LCF will refund 50% of the total payment. If the

cancellation request is less than one week prior to the function date, no refund will be made.

- 3.2.2 If cancellation is deemed necessary by LCF due to unforeseen circumstances, the full amount of the paid fee may be refunded to the applicant without interest or compensation. Alternatively, the payment may be applied to another reservation on a mutually agreed date.

4. Special Conditions

- 4.1 In the event of damage incurred during the use of facilities, the renter will be notified by the Church Board of Trustees once an assessment has been made. Renter may be liable for damages to/replacement of LCF property.
- 4.2 Subject to the availability, additional space may be granted upon request after the confirmation of the reservation. Additional fees may or may not be required.
- 4.3 Use of non-authorized areas may result in an additional charge to the renter. All areas rented and services provided will be used only for the time specified in the application. Use beyond the specified time may result in an additional charge to the renter. Charges will be made on a pro-rata basis.
- 4.4 The applicant should communicate with the LCF Church Office three weeks in advance of the specified date to ensure the proper working condition of the facilities and equipment. With a repair request of less than 2 weeks, LCF will not guarantee the completion of repairs or replacements for the function date.
- 4.5 Funeral Policy:
 - 4.5.1 In the event of an LCF member/regular attendee funeral, priority will be given to the individual's family for building usage, free of charge. Notification should be given to the Church Office to add the event to the Calendar as soon as possible. Confirmation will be given by the Church Office.
 - 4.5.2 In the event of a non-member funeral, priority will be given to any LCF member/regular attendee funeral first, should any scheduling conflict arise. Confirmation will be given by the Church Office.

Section III – Rules and Regulations of Facilities Use

1. The program or any publicity materials must be approved in advance (minimum one week's notice) by the LCF Church Office before distribution.
2. Any decoration details/room setup/signage must be approved in advance (minimum one week's notice) by the LCF Church Office for approval.
3. All activities must be restricted to the designated time and the room(s) assigned. The facilities must be vacated by the time indicated. This includes any time needed for clean-up.
4. The maximum number of attendees for the event should not be greater than the anticipated number as indicated on the application form; and should not exceed fire code requirements.

5. Access to the LCF Church Office(s) is not permitted.
6. Smoking, vaping, alcoholic beverages, violence, profanity and illegal activity are strictly prohibited anywhere on LCF property.
7. Thermostats are not to be adjusted in any way. The LCF member on site can make adjustments upon request.
8. No roller skating, rollerblading, skateboarding, hover boarding nor one-wheeling is allowed inside the facilities.
9. No pets (except guide dogs or service dogs) will be allowed in LCF facilities.
10. Renter assumes full responsibility for the conduct of all people in attendance at the event.
11. LCF is often decorated for sermon series, holidays or special events by LCF. These items cannot be removed or disturbed in any way without prior consent of the Church Office.
12. All areas must be kept clean and tidy. The user is responsible for the clean-up and restoration of the facility to its original condition and returning any removed articles or furniture to its original place(s). Users must secure trash bags in the Fellowship Hall at the end of the event.
13. All program materials brought by the user will be removed from the space when the event is over; anything left will be disposed of, unless other arrangements are made in advance.
14. When the Café Corner is used, users are expected to keep it clean. This includes putting dirty dishes/utensils in dishwasher, wiping table/counter surfaces, and removing all food items before leaving. Anything left will be disposed of unless prior arrangements are made with the Church Office.
15. All children must have adult supervision at all times in all areas of the facility.
16. The Church Office may terminate the rental agreement immediately, without liability or refund, if the renter fails to comply with the Rules and Regulations of Facilities Use for LCF.
17. LCF assumes no responsibility for lost, stolen or destroyed items; nor will LCF be liable for any user's injury or property damage at any time in any part of the facilities. Renters will be held fully responsible for any injury, damage or loss of LCF property caused by any person using LCF facilities. The renter is responsible for the full cost of repair or replacement of property damage caused by the event participants.

Section IV—Rental Fee

The fee is only applicable to non-LCF functions and is listed on the Rental Application. Fees may be adjusted at the discretion of the LCF Board of Trustees. For functions sponsored by LCF and involving affiliated or non-affiliated Christian organizations, rental will be free, i.e., certain community events. However, the relevant Church Staff sponsor should send the application form to the Church Office for approval.