

Aurora Facility Use, Policies, and Procedures



OBJECTIVE

The purpose of this policy is to establish clear procedures for the use of the building and grounds of Aurora Community Church of the Nazarene (“Aurora”). The facility use process is intended to ensure that the facilities entrusted to Aurora are used responsibly, cared for appropriately, and used in ways that are consistent with Aurora’s mission and values.

1. RESPONSIBILITIES AND EXPECTATIONS

1.1 Facility Oversight

The Office Administrator and/or Facility Manager is responsible for overseeing facility use in accordance with this policy as approved by the Church Board.

1.2 Approval

The Office Administrator or Facility Manager will review facility use requests and determine whether the request may be approved administratively or requires approval from the Pastoral Staff.

Pastoral Staff approval is required for events that:

- Include the sale of tickets, merchandise, or services;
- Are benefit or fundraising events;
- Involve unusual or significant use of the facility;
- Require an exception to this policy; or
- Raise questions regarding compatibility with Aurora’s mission, doctrine, or ministries.

1.3 Care of the Facility

Every person or group using Aurora facilities is responsible for leaving the building and rooms in the condition in which they were found. Failure to do so may result in additional fees and/or loss of future facility use privileges.

1.4 Insurance

Aurora may require an outside organization to provide a Certificate of Insurance demonstrating general liability coverage of at least \$1,000,000. When required, Aurora Community Church of the Nazarene must be named as an additional insured.

1.5 Supervision

The user group is responsible for providing adequate supervision during its event, including appropriate supervision of all minors.

For outside groups, minors under the age of 16 may not be in the building without an adult from the group present.

1.6 Facility Use Agreement

Outside groups and other users as determined by Aurora will be required to sign a Facility Use Agreement. The agreement will include the terms of facility use as well as appropriate hold harmless and indemnification provisions.

1.7 Changes or Cancellation by Aurora

Aurora reserves the right to cancel an approved reservation or change room assignments when necessary, including up to 48 hours before an event. In unusual circumstances, including the death of a member of the church family, Aurora may need to make changes on shorter notice.

When Aurora cancels a reservation, all applicable facility fees and deposits will be refunded.

1.8 Security and Personal Property

Aurora does not provide security services and cannot guarantee that individuals without a purpose for being in the facility will be prevented from entering during an event.

Aurora is not responsible for lost, stolen, or damaged personal property. Users are responsible for taking appropriate precautions to protect their safety and belongings.

1.9 Storage

Groups may not store equipment or other personal property at the church. All items associated with a program or event must be removed immediately following use unless prior arrangements have been approved.

2. APPROVAL CRITERIA AND PROCEDURE

2.1 Requesting Facility Use

Facility use must be coordinated with the church calendar and scheduled in advance.

All requests must be submitted through the church office using the Facilities Request Form at:

auroracommunity.org/facility

The Office Administrator or Facility Manager will process the request and notify the requestor when the request has been approved or denied.

2.2 Scheduling

Activities will be placed on the church calendar only after approval has been granted. Dates may be held tentatively while required paperwork and approvals are being completed.

2.3 Priority of Use

Facility use will be prioritized in the following order:

1. Aurora church programs and ministries;
2. Regular attenders and their immediate families;
3. Approved Christian organizations and ministries;
4. Other approved community organizations.

Scheduled Aurora ministries and activities will take precedence over other requests.

2.4 First-Come, First-Served

Within the appropriate priority category, requests will generally be considered in the order they are received. Exceptions may be made by the Office Administrator or Pastoral Staff based on the nature, purpose, and priority of the activity.

2.5 Outside Organizations

When considering a request from an outside organization, Aurora will consider the following:

1. Is the group religious in nature or especially beneficial to the general public?
2. If religious in nature, does the group generally agree with Aurora's doctrinal statement?
3. Does the group's presence support or complement Aurora's mission?
4. Does the activity interfere with or detract from Aurora's ministries?
5. Is the group able to maintain an appropriate standard of care for Aurora's facilities?
6. Does the activity comply with Aurora's facility use policies and expectations?

Approval of one event or organization does not guarantee approval of future requests.

2.6 Cancellation by the User

The church office should be notified as soon as possible if a scheduled event is canceled.

Fees and deposits will be refunded when a reservation is canceled at least 48 hours before the scheduled use. Cancellations made less than 48 hours before the event may be subject to fees or loss of the deposit.

2.7 Aurora's Right to Decline or Cancel

Aurora reserves the right to deny or cancel facility use at its discretion when an activity, organization, or circumstance is determined to be inconsistent with Aurora's mission, doctrine, policies, ministries, safety, or appropriate use of the facility.

3. GENERAL GUIDELINES

3.1 Appropriate Use

The purpose of this policy is to ensure orderly access to Aurora's facilities, with priority given to Aurora's ministries, followed by regular attenders, approved Christian organizations, and the broader community.

Fees may be assessed when appropriate to cover all or part of the expenses associated with facility use.

3.2 Stewardship

This building is a gift from God, and it represents the sacrificial giving of many people. Users are encouraged to use the facility joyfully for His glory while treating the building, grounds, furnishings, and equipment with care and respect.

3.3 Reserved Spaces and Times

Groups may use only the rooms and spaces reserved for them and only during the scheduled times.

Use of additional rooms or spaces requires prior approval. Additional fees may apply.

Users are expected to respect other groups and programs using the building at the same time.

3.4 Keys and Keycards

Arrangements for obtaining and returning keys or keycards must be made with the Facility Manager.

Keys and keycards must be returned within 48 hours following the conclusion of the event unless other arrangements have been approved.

Keys and keycards may not be duplicated.

Lost keys or keycards must be reported immediately.

Fees for replacement are:

- **Key:** \$50

- **Keycard:** \$25

3.5 Prohibited Activities

The following are not permitted on Aurora property:

- Alcoholic beverages;
- Tobacco products;
- Gambling; or
- Firearms.

3.6 Furniture and Equipment

Church furnishings and equipment may not be moved within or removed from the church premises without prior approval from the Office Administrator or designee.

This includes signboards and parking lot signage.

Groups may use tables, chairs, and lecterns as needed for their approved event and according to the approved setup.

3.7 Room Setup

Users are encouraged to use rooms in their existing configuration.

Requests for room layouts that differ from the standard setup may require additional caretaker or setup fees.

All rooms must be returned to their original configuration following use.

3.8 Nursery

Aurora's nursery policy applies whenever nursery childcare is provided.

3.9 Walls and Surfaces

Tape, staples, thumbtacks, nails, and adhesives may not be used on walls, woodwork, or ceiling tiles.

Gaffer tape may be used to secure cords to carpet.

3.10 Craft Materials

Craft materials smaller than 1/4 inch, including glitter and similar materials, are not permitted in carpeted areas.

3.11 Candles

Candles that are not enclosed in glass must receive prior approval from the Office Administrator or Facility Manager.

3.12 Fundraising and Collections

No non-Aurora fundraising, voluntary offering, collection, or solicitation may take place without prior approval from the Office Administrator or Pastoral Staff.

3.13 Saturday Evening Events

Saturday evening events must be cleaned up, concluded, and out of the building by **8:00 p.m.**, unless an exception has been approved in advance.

Events that continue past 8:00 p.m. will be charged **\$150 for each additional 30-minute period.**

3.14 Facility Tours

Aurora does not approve facility use without first becoming familiar with the organization or event.

Organizations or individuals requesting facility use for the first time may be required to schedule an appointment to tour the facility before submitting an application.

4. AUDIO, VISUAL, AND SOUND EQUIPMENT

4.1 Stage and Sound Equipment

Use or movement of Aurora's piano, keyboard, drums, or other stage and sound equipment is permitted only under the supervision of the Worship Pastor or persons authorized by the Worship Pastor.

Additional fees may apply.

4.2 Platform Equipment

Use of musical or sound equipment on the platform requires prior approval from the Worship Pastor and must be operated by a member of Aurora's approved technical team.

A technical personnel fee will apply.

4.3 Sound, Lighting, and Projection

Use of Aurora's sound system, lighting, and projection equipment is permitted only under the supervision of church-approved technical personnel.

5. MAINTENANCE AND CLEANING

5.1 Setup, Cleanup, and Take Down

Members and regular attenders are generally responsible for setting up, taking down, and cleaning the areas they use.

If excessive or unusual cleaning is required following an event, Aurora may assess a **\$25 per hour** cleaning fee.

5.2 Damage

Groups or individuals are responsible for repairing or reimbursing Aurora for damage to the facility or equipment caused by misuse or negligence.

Any damage occurring during an event must be reported to the church office as soon as possible and must be paid for promptly.

5.3 Problems or Maintenance Issues

Users should immediately report any broken, damaged, leaking, unsafe, or malfunctioning equipment or facility condition to the church office.

6. KITCHEN USE

6.1 Approval

Use of the kitchen must be approved by the Office Administrator or Facility Manager.

6.2 Kitchen Equipment and Supplies

Use of kitchen equipment may require instruction or review by an authorized person.

Church kitchenware, including metal silverware, serving platters, and bowls, may be used for approved events.

Paper products provided by the church are reserved for Aurora church and ministry events. Groups hosting non-church or ministry-related events must provide their own plates, napkins, cups, and disposable utensils.

6.3 Breakage and Damage

The responsible party is expected to repair or reimburse Aurora for broken or damaged kitchen equipment and materials. A building damage deposit may also apply.

6.4 Cleaning

Every group, including outside caterers, is responsible for leaving the kitchen and all kitchen equipment clean and in the condition in which it was found.

6.5 Tablecloths

Tablecloths may be available for rent. A cleaning fee of **\$4 per tablecloth** will apply.

6.6 Inspection

The Facility Manager or designee may inspect the kitchen following use to verify cleanliness, identify damage, and determine whether the applicable deposit may be returned.

7. DISASTERS AND EMERGENCY USE

In the event of a natural disaster or other catastrophic event, Aurora's facilities may be made available to federal, state, and local authorities as deemed appropriate by the Church Board.

8. INSURANCE

8.1 Liability Insurance

Organizations that are not classified as Aurora outreach ministries and that use Aurora facilities may be required to provide public liability insurance with a minimum limit of **\$1,000,000** and premises medical coverage of at least **\$5,000 per person**.

8.2 Additional Insured

When insurance is required, Aurora Community Church of the Nazarene must be named as an **additional insured** for liability arising from the user's activities on church property.

8.3 Documentation

When required, the user must provide a Certificate of Insurance demonstrating the required coverage and naming Aurora as an additional insured.

Aurora may require additional documentation or risk acknowledgements depending on the nature of the activity.

9. FACILITY USE AND PERSONNEL FEES

9.1 Payment

Facility and personnel fees are due within five business days of approval unless other arrangements have been made with the Office Administrator.

9.2 Damage Deposit

A refundable **\$250 damage deposit** is required for facility reservations when applicable.

The deposit will be held through the conclusion of the event and returned after:

- The facility has been inspected;
- Any damage or additional cleaning has been addressed; and
- All keys and keycards have been returned.

The deposit may be applied toward damage, excessive cleaning, lost keys or keycards, or other charges resulting from the user's occupancy.

9.3 Payment of Fees

Unless otherwise approved, all facility and personnel fees must be paid in advance.

9.4 Fee Adjustments

The Office Administrator, in consultation with the Pastoral Staff when appropriate, may reduce or waive fees based on financial need, the nature of the organization, or the benefit of an event or activity to Aurora's ministry.

Fees for recurring or long-term use will be negotiated with the Office Administrator.

9.5 Refunds

Fees and deposits will be refunded when:

- Aurora is unable to provide the reserved facilities; or
- The user cancels the reservation at least 48 hours before the scheduled use.

Cancellations made less than 48 hours before the scheduled use may be subject to applicable fees.

9.6 Regular Attenders and Immediate Family

Regular attenders—generally defined as individuals who have attended Aurora approximately 2–4 times per month for at least six months—and their immediate families may receive reduced facility-use rates for approved weddings, funerals, memorial services, and other uses specifically permitted by Aurora.

The applicable security/damage deposit and personnel fees still apply.

9.7 Outside Organizations

Facility and personnel fees for outside organizations are based on the type, duration, and scope of the event.

Current rates are provided on the Facility Request Form.

Minimum rates include:

- **Janitorial services:** \$25 per hour
- **Sound/Lighting Technician:** \$50 per hour

Wedding policies and fees are separate and are available from the church office.

10. PRIVATE EVENTS AND RESTRICTED USE

Aurora does not generally rent its facilities for private social events or personal gatherings.

Exceptions may be made for:

- Approved weddings;
- Funerals and memorial services;
- Events directly connected to Aurora ministries; or
- Other circumstances specifically approved by the Pastoral Staff.

Approval of an exception does not create an ongoing right to use the facility for similar events.

11. FINAL AUTHORITY

This policy establishes general expectations for the use of Aurora's facilities. The Office Administrator and Facility Manager are responsible for administering the policy, while the Pastoral Staff and Church Board retain authority over matters requiring pastoral or policy-level judgment.

Aurora reserves the right to deny, modify, suspend, or terminate facility use when necessary to protect the church's mission, ministries, people, property, or facilities.