

THE ORCHARD CHURCH

FACILITY USE POLICY

Our Mission at The Orchard Church is to “Grow New, and Fully Devoted Followers of Jesus.”

Introduction

The following policy applies to the use of the facilities of The Orchard Church located at 1950 Highway 81 South, Loganville, GA 30052, by its members, non-member individuals and outside organizations who desire to use the facilities. For the purpose of this policy, any reference to facilities includes any property owned by The Orchard Church, including furniture and equipment. This Building Use Policy has been approved by the Trustee Committee of The Orchard Church as of 10/23/2022.

Facility Use

Every individual, group or organization is required to abide by all church guidelines, requirements, and other restrictions regarding usage of the church facilities.

• Eligibility:

- The Orchard Church groups or church members using the facilities as part of the ministry of the Orchard. No Charge.
- The Orchard Church members may reserve church facilities per the approval process. (See Fees & Charges attached)
- Outside social, civic, educational, and non-service groups, or individuals using The Orchard Church facilities for activities. (See Fees & Charges attached)
- Funeral and Memorial Services. No Charge.
- All requests for usage of the church facilities are subject to approval by the Event Coordinator. (See Scheduling and Approval section)
- The church reserves the right to schedule other activities and events in other parts of the church facilities.

• Ineligibility:

- Partisan political groups
- Organizations whose activities are in conflict with the mission and beliefs of The Orchard Church.
- The Orchard Church reserves the right to refuse use of its facilities to any group or individual without explanation.
- No group or organization may sublet their use of the facilities to any other group.

Scheduling and Approval

- Potential groups and individuals wishing to use The Orchard’s facilities should contact the Events Coordinator at events@theorchardchurch.org.
- Events will be approved by the Events Coordinator and added to the calendar upon receipt of completed Building Use Form and all fees due.
- Approved and fully paid events are on a first come, first serve basis.
- Companies requesting rental of property, must supply a Certificate of Insurance with a liability coverage of \$1M per our insurance company.

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Equipment Use

- Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
- Any use of audio-visual equipment in the sanctuary requires training by a member of our audio-visual team to the renter. This training will be conducted prior to the event.
- The worship instruments may not be used or removed from the stage without permission.

Smoking, Alcohol and Controlled Substances Policy

- Smoking in any Orchard Church facility is strictly prohibited on church property.
- Alcoholic beverages and other controlled substances are not allowed on church property.

Weapons

- Carrying weapons and/or concealed handguns in any church-owned facility or on church property is prohibited, except by commissioned law enforcement officers.

Animals

- Animals, with the exception of service animals, are not permitted in the church buildings.

Supervision of Children and Youth

- Responsible adult supervision must be with the group at all times when facilities are in use. These adults must be 21 years old or older. Recommended: 1 adult per 5 kids.
- All individuals and organizations must comply with the Orchard Church Safe Sanctuary Policy. This includes all members and non-members. Copies of the Safe Sanctuary Policy are available in the church office.

Decorations

- Decorations may be attached to the walls, doors, and light fixtures with masking or painters tape only. • All decorations must be removed immediately and completely following the event.

Thermostats

- If the air conditioning is adjusted, please return the setting to 78 degrees upon leaving.
- If the heat is adjusted, please return the setting to 65 degrees upon leaving.

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Parking

- Parking at The Orchard campus is available only during the period of time that a group has contracted to use the facility.
- Any damage to vehicles is at the owner's expense.
- The church is not responsible for theft or damage to personal property.

Safety and Security

- Our church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. We ask that all individuals pay close attention to personal property and valuables, not leaving them unattended.
- The church is not responsible for theft or damage to personal property.
- All local and state fire and safety regulations must be followed. The Orchard's Emergency Fire Evacuation Routes are posted on walls throughout the facilities.

Clean-up

- The individual or group representative making the application must be present from the time of entry into the facility until the time of departure.
- All groups and individuals are required to clean up after using the facilities.
- The room(s) and facilities are required to be returned to the order of arrangement they were in before the scheduled use:
 - Return all tables and chairs to stacked order.
 - Clean the restrooms and used facilities after each event. (Have the building Sunday morning ready.)
 - If using Orchard kitchen items, wash, dry and put them back in their cabinet/drawer.
 - All floors must be vacuumed/mopped.
 - Take out all trash to the dumpster (by the main building) and replace can liners.
 - Turn out all lights
- If signs or banners advertising your event were placed on church property or throughout the community, they must be removed immediately following your event.
- An individual designated by the church will unlock and lock the building and set the alarm codes.

Cancellation Policy

- The Orchard Church reserves the right to pre-empt any facility use for its own in cases of emergencies, such as funerals. Notice will be provided as early as possible.

- In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church office in writing or via email as soon as possible.
- Refund of the Facility Usage Fee amount will depend on the following:
 - With two (2) weeks or more notice of cancellation – refund of the full fee
 - A cancellation caused by severe weather as noted by the Severe Weather Center – refund of the full fee
 - A cancellation determined by The Orchard Church – refund of the full fee

Facility Rental Fees

Room	Full Day Access	Half Day Access	Full Week Access
Main Building (350 Max Occupancy)	\$500	\$300	Less than 100 people -1700 More than 100 people - \$2200 Wedding (Fri pm and Sat) - \$750
Main Building – Lobby Only (75 Max Occupancy)	\$200	\$100	
Children’s Building (100 Max Occupancy)		\$200 Additional \$75 For outdoor water usage	

These prices are based on the renter supplying their own paper and cleaning products. If you would like to use The Orchard’s supply, please see below for pricing.

Cleaning and Paper Supplies Include: Toilet paper, paper towels, trash bags, hand-soap, feminine products