



Facility Use Policy

Approved 11/9/22

PHILOSOPHY

The primary purpose of Generation Church facilities is to carry out the ministries in support of the mission of the local church. Generation currently has active ministries to children, youth, and adults. Our programs and our people are the top priority when it comes to use of church facilities. In addition, Generation wishes to expand its outreach into the community by offering use of our facilities to outside individuals, groups, and ministries.

Building use activities fall under the jurisdiction of the Facilities Coordinator. No commitment for building use is finalized until the Facility Use Agreement has been completed and executed by the Facilities Coordinator or their direct report. Approval of the Facility Use Agreement does not construe or imply endorsement of any group, their mission, or their positions. Groups approved to use Generation facilities must refrain from advertising the event in such a way as to imply endorsement by the church. No advocacy or activities may take place within Generation facilities and/or grounds that conflict with the beliefs, policies, and practices of the church as set by the Executive Team of Generation Church. The Executive Team reserves the right to limit or refuse the use of Generation facilities at their discretion.

Included in this policy are the following:

1. Steps to schedule facility use
 - a. Generation ministry use
 - b. All other facilities use request
2. Rules and regulations for use of facilities
3. Fees for facility use
4. Room Use Agreement form
5. Release and indemnity agreement form

STEPS TO SCHEDULE FACILITY USE

1. GC Ministry Use

- a. The responsible party adds the event and room location to Planning Center Calendar at least 15 days in advance.
 - i. Team name and meeting purpose
 - ii. Date
 - iii. Time



- iv. Room or rooms requested
- v. Set up required
- vi. Key holder's name
- vii. Technical needs (i.e, Audio, Video, and/or Lighting)
- viii. Special Needs and/or Request

Upon submission of a Calendar Request, the Facilities Coordinator will review each event for compliance with Facility Use Policy Rules and Regulations. Other affected coordinators will review based upon the desired spaces requested. If the request is compliant and there are no facility conflicts, the event may be approved and the responsible party will be automatically notified from Planning Center Calendar. If not compliant or if there are conflicts, the responsible party will be notified as soon as possible. In the event of conflicts the Facilities Coordinator may work to help find an alternative location for the event based upon availability.

2. All other facilities use request

- a. The responsible party fills out a Facility Use Request at least 15 days in advance.
 - i. Name and meeting purpose
 - ii. Date
 - iii. Time
 - iv. Room or rooms requested
 - v. Set up required
 - vi. Key holder's name
 - vii. Technical needs (i.e, Audio, Video, and/or Lighting)
 - viii. Special Needs and/or Request

Upon submission of a Facilities Use Request, the Facilities Coordinator will schedule a consultation for clarity on the event details. After reviewing for compliance with the Facility Use Policy Rules and Regulations and there are no facility conflicts, the event may be approved and the responsible party will be notified. Approved events will be added to the appropriate calendars by the Operations staff once the necessary deposits and/or fees are collected. If not compliant, the responsible party will be notified as soon as possible.

RULES AND REGULATIONS FOR FACILITY USE

AVAILABLE STARTING AND ENDING TIMES:

- Monday, Tuesday, Thursday, and Friday from 9:00AM to 10:00PM



- Saturday: 9:00am to 4:00PM
- Sunday: 3:00pm to 10:00pm

The facility must be completely cleared by the designated ending time to allow the building to be closed and secured promptly. Exceptions to the times shown above must be approved in writing by the Facilities Coordinator and are subject to an additional custodial surcharge.

BREAKAGE: All persons and/or groups using Generation facilities are expected to exercise reasonable care and judgment to prevent damage, defacement, and/or breakage. The person signing the Facility Use Agreement is responsible for paying costs incurred by the church in cleaning, repairing, and/or replacing any part of the building, furnishings, and equipment which, in the sole judgment of Generation Church, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved. Payments for damages exceeding the security deposit will be made to Generation Church within 10 days of written notification.

DECORATIONS: The use of decorations should take into account the religious nature of the church facility. All decorations fixed to walls and/or the ceiling require prior approval from the Facilities Coordinator. Painter's tape and Blue Tac are the only approved adhesives for installing decorations. All decorations must be removed immediately and completely following the event.

DRUG, ALCOHOL, AND TOBACCO POLICY: The serving and consumption of alcoholic beverages, and/or the use of illegal drugs shall not be permitted at any time on Generation property, including outdoor areas and parking lots. The use of tobacco and vaping products are limited to state laws governing public use facilities and child endangerment laws. (Smokers/vapers must be 50 ft beyond any facility entrance and shall not smoke or vape in an automobile with a child in a car seat.)

EMERGENCY SCHEDULING CONFLICTS: Generation reserves the right to pre-empt any facility use for its own uses in cases of emergencies, such as funerals. Notice will be provided as early as possible.

FACILITY AUDIO, LIGHTING, AND VIDEO SYSTEMS: Systems for audio, lighting, and video may be made available upon request. Systems may only be operated by Generation hired technicians (see fee table below). Group-provided audio, recordings, and/or video may not be connected to the existing systems, without prior approval.

FINAL DECISIONS: In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices



not specifically mentioned here, the Facilities Coordinator shall have the authority to make the final decision. All applicants shall abide by this decision or forfeit immediately the right to use the facility. Arrangements for access to the facility will be made upon approval of the Facility Use Agreement.

MUSIC EQUIPMENT: Permission to move musical equipment is strictly prohibited without the approval and oversight of the Facilities Coordinator. Permission to use musical equipment must be granted, in writing, by the Creative Ministries Director. Please indicate any requests in the Special Needs and Requests section.

PARKING: All parking is first-come, first-serve and excludes spots marked as reserved. Any damage to vehicles is at the owner's expense. Generation is not responsible for theft or damage to personal property. Overnight parking is strictly prohibited unless prior approval is granted from the Facilities Coordinator. Unauthorized parking and/or abandoned vehicles may be towed at the owner's expense.

SECURITY: Generation works to maintain a safe and secure environment within all facilities. Our systems are not foolproof. We ask that all users pay close attention to personal property and valuables as we are not responsible for theft or damage to personal property.

ROOM SETUPS: All rooms have been designated with a standard room setup. Any setup changes requested in advance by the responsible party are subject to approval by the Facilities Coordinator and are considered in the calculation of total facility fees. Any unapproved alterations to the room setup may result in additional charges based upon the space returned to the original room configuration.

FEES FOR FACILITY USE

The facilities of Generation Church were constructed for the holding of religious experiences and events that further the mission of the church. Those events are funded through the generosity of church attenders. All other events are subject to a usage fee to help cover the cost of operating the facility. While some fees vary due to the nature of the use, security deposits and fees for services rendered are non negotiable.

The fee structure for various use is as follows:

Type A: Active partners of Generation church having personal, non-ministry events, partnering non-profits, educational, and/or other activities that are considered an extension of our ministry as evidenced by our on-going financial support.



Type B: Including but not limited to civic and service activities, including musical groups, service clubs, and fraternal organizations.

Type C: Including but not limited to businesses, industrial, for-profit organizations, weddings, receptions, and other one-time special events




FACILITIES USAGE FEES			
Spaces	Type A	Type B	Type C
Auditorium	Limited availability on a case by case basis.	\$500	\$1000
Large Meeting Rooms	\$0	\$100	\$250
Small Meeting Rooms	\$0	\$50	\$100
Foyer and Facility Access	\$0	\$25	\$50
Security Deposit	\$100	\$150	\$200
* Outside spaces may be available on a case by case basis.			

FEES FOR SERVICES RENDERED		Non-negotiable
Set up / Re-set up		\$20 Per Hour
Key Holder		\$15 Per Hour
Custodial Services		\$25 Per Hour
Audio, Lighting, and Video Technician		\$30 Per Hour
<p>* Facility use determines the need for services rendered. Fees for services rendered will be assessed at a two hour minimum.</p> <p>Hourly fees are per person and additional cost may be incurred based upon exact needs laid out in the consultation stage.</p>		



AVAILABLE ROOMS



-  Auditorium
-  Large Meeting Rooms
-  Small Meeting Rooms





Facility Use Agreement

Contact

Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Email: _____

Type of User

- ☐ Individual Use - Generation Church Partner
- ☐ Individual Use
- ☐ Ministry Partner, Non-Profit, or Educational
- ☐ Civic or Service Group
- ☐ For-Profit Business

Event Details

Description of Event: _____

Requested Date: _____ Estimated attendance: _____

Arrival Time: _____ Event Start/End Time: _____ Departure Time: _____

Estimated attendance: _____

Room Type Requested

- ☐ Auditorium
- ☐ Large Meeting Room
- ☐ Small Meeting Room
- ☐ Outside Areas/Bathroom Access



Will food and drink be consumed: _____ Yes _____ No

Special needs or requests:

Set up instructions:

Release and Indemnity

Organization name: _____

This Release and Indemnity Agreement is between the above-named organization (Organization) and Generation Church (GC).

RECITALS

GC is the owner or lessee of the real property and improvements located at 960 Highway 52 W., Portland, TN 37148 (Property). In the event GC acquires or leases additional real properties and improvements, they are automatically included in this recital. The Organization desires to use one of the properties described above, as specified on the Facility Use Agreement.

AGREEMENT NOW THEREFORE, in consideration of GC permitting Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue GC, its Executive Team and/or designee, administrators, directors, agents, officers, partners, volunteers, and/or employees, from any and all liability claims, demands, losses, or damages arising from the Organization's use of the Property. If any member, guest, invitee, or participant of the



Organization makes any claim against GC or its Executive Team and/or designee, administrators, directors, agents, officers, partners, volunteers, and/or employees, in connection with the Organization's use of the Property, the Organization will indemnify, defend, and hold GC, its Executive Team and/or designee, administrators, directors, agents, officers, partners, volunteers, and/or employees, harmless from any and all litigation, expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, the Organization will provide GC with proof of this coverage, and, if requested, will add GC as an additional insured under Organization's general liability policy.

Acceptance and Responsibility

The undersigned agrees to be responsible for the conduct of those attending or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will ensure all signs and decorations posted by my group are immediately removed after the meeting/event has ended. I further agree that GC Property will be used in accordance with the Rules and Regulations and I hereby consent to the Release and Indemnity Agreement.

Signature: _____

Printed Name: _____

Title: _____

Note: In the event fees required by this request are not paid as agreed, my signature below authorizes GC to bill said fees to the credit card listed below.

Credit Card Information

Card Number: _____

Card Type: _____ Mastercard _____ Visa _____ American Express

Expiration Date: _____ CCV: _____ Date: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

Signature: _____