

Facility Use Policy 1.0

Final | 24 Oct 2022

Version Control: This document supersedes all prior documents related to facility use.

Introduction: The building and grounds of South Sub Church (SSC), located at 7275 S Broadway, Littleton, CO 80122, are provided and maintained in support of the mission of South Sub Church.

"The Mission of South Sub Church is to bring people to Jesus Christ, and together become passionate followers of Him."

As both labor and finance resources are limited, this policy is intended to find a balance between engagement and support of members, congregants, and neighbors, while prioritizing activities that directly contribute to the mission.

Room Rates: All events at SSC require funding for utilities, cleaning, repair, and maintenance; therefore, we charge fees for the use of our space when it is utilized for purposes not connected to the official ministry of South Sub Church. Rates are based on the size and quality of the space. The following room rates will apply:

- Worship Center (\$1,200)
- Student Center (\$600)
- Fellowship Hall (\$300)
- Early Childhood/Nursery Area (\$300)
- Kingdom Room (\$200)
- Fellowship Hall Kitchen (\$100)
- Individual Classroom (\$100)
- Individual spaces may be combined up to the maximum charge per day set at \$2,400

Labor Costs: In addition to the above, costs may be charged for the labor associated with the event including 1) room setup and breakdown by SSC staff; 2) training and/or operation of the Worship Center sound, lighting, and cameras; and 3) childcare. Any such arrangements shall be stipulated in the *Facility Use Agreement*. Use of Worship Center technology requires SSC technician or prior approval.

Discounts: The Business Administrator has the discretion to adjust these rates based on 1) the alignment of the event with the mission of SSC; and 2) the status of the event sponsor as a community member, congregant, church member, active church member, church leader, or church staff member. As a standard rule, church members will be offered a 50% discount for rentals for personal events (these events must not involve a monetary gain to any individual or group).

Process for Event Requests: All building usage requests will be received using the *Facility Rental Form* (external) or *Ministry Event Form* (internal), available from the front office. Event approval or disapproval will be determined based on the internal event calendar, staff and volunteer availability, and the nature of the requested event. All staff directly impacted by the event will participate in the evaluation of the request. For large or repeating events, a signed *Facility Use Agreement* and *Certificate of Insurance* may also be required.

Additional Requirements:

Service Animals: Pets are generally not permitted within the building because of the risk of additional cleaning that may be required, as well as the high value placed on creating a safe and non-threatening environment for worship and fellowship. Service animals are an exception to this prohibition.

Alcoholic Beverages: Beverages containing alcohol are not permitted in the facility or on church grounds.

Helium Balloons: Due to access limitations and smoke detector devices, helium balloons are not permitted within the Fellowship Hall, Student Center, or Worship Center.

Special Notice for Profitable Use: Because SSC is a nonprofit entity and the facilities are paid for with nonprofit donations, it is our policy to not allow any portion of the facility to be utilized for any event or program that provides monetary gain to the primary party of the rental or that involves a for-profit enterprise.

End of Policy Document