



Houston Northwest Church Facility Usage Policy

We at Houston Northwest Church (HNW) are pleased to make our facilities available to you for your personal or organizational needs. We are committed to our mission of **“Making Houston more like Heaven by helping Houstonians become more like Jesus.”** Any use of our buildings by outside groups will be consistent with our statement of faith and mission.

These guidelines are in no way intended to be burdensome, but rather the most creative possible approach to the responsibility of all individuals (members or nonmembers) for the maintenance, economy of operation, and the widest possible use of the Church.

AUTHORIZATION FOR FACILITY USE

All organizations or individuals (members or nonmembers) must electronically submit the **Operation Ministry Event Request Form** through our website, to accomplish this click the following link: HNW.org/requests. This will be reviewed and approved internally by our event process. No organizations or activities which are incompatible with the basic mission or ideals of HNW will be authorized in the facilities. Worship and activities of HNW will have priority in scheduling use of facilities.

Once the event has been approved and contracts have been sent out, outside users/organizations will provide a copy of their liability insurance endorsing HNW as loss-payee in the amount of \$1,000,000. (see exhibit A)

All users of the facilities are expected to follow the general welfare statements and the guidelines for cleanup and maintenance of the facilities.

POLICIES FOR USE OF THE FACILITIES

Strict policies concerning the use and care of the facilities will be observed in order to ensure the protection of furnishings, cleanliness of facilities, economy of utilities and welfare and safety of all concerned. Questions concerning the use of furnishings and equipment should be directed to the Minister of Operations.

- It will be the responsibility of the individual in charge of any function, as indicated on the HNW Use of Facility Agreement form, to ensure that the areas used are cleaned and returned to the condition as outlined

WELFARE OF THE CHURCH FACILITIES

- Smoking is not permitted within 25 feet of any door or wheelchair chair ramp per the City of Houston Health Department Smoking Ordinance. Smoking is not allowed in HNW facilities or on the lawn.
- Alcoholic beverages, marijuana, or other controlled substances are not permitted inside any of the Church facilities or on the Church grounds.
- Games of chance (gambling) are not permitted.
- Fireworks are not permitted on the property of HNW.

- **Only HNW-identified trained persons may operate the sound equipment, computers, video or other tech equipment. Do not touch sound equipment, connections or receptacles.** If you require the use of audio equipment (microphone, music, speakers), a trained HNW operator must be secured.
- The temperatures in the rooms are preset.
- Do not leave food supplies or beverages on counters, on floors or inside refrigerators.
- Gather all trash and garbage and take it to the catering kitchen where you can place it in the trash cart.
- Empty drink cups and cans in the sinks before placing in trash cans.
- Turn off all lights in the Worship Center and the Student Building; the Adults Building and Children's Building lights are designated to stay on.
- No animals, except for service animals, are to be brought into any of the Church facilities without prior approval of staff or trustees.
- Furniture (tables and chairs) cannot be moved from one room to another.
- Do not rinse any food particles or other debris down sink drains.
- Do not use tape on the floors or walls.

MAINTENANCE AND CLEANUP GUIDELINES

Requester Responsibilities	HNW Responsibilities
• Carpets – Be careful that liquids, crayons, or foods are not spilled on the carpets. Use protective coverings when doing crafts. If an accident occurs, please clean up immediately. If the cleaning is unsuccessful, please notify us electronically where the stain is, and that extra cleaning is needed to remove it. • Tile and concrete floors – Do not drag tables or chairs across tiled floors, as it results in damage to both the table and floors. • Counter surfaces – Counters in the kitchen should be free of clutter and all food service materials. Plates and cups should be properly stored out of sight. Counters must be wiped off. • Tabletops – Tabletops must be wiped with a damp towel if food or drink has been served. • Play equipment – All toys and athletic equipment will need to be collected and cleaned before being stored in appropriate areas after use. • Bathrooms – Bathrooms should be left in a clean and orderly manner. If there are problems that need to be addressed such as plumbing or lights, please report this through an email so they can be corrected as soon as possible. If it is an emergency, please let the office know immediately.	• Carpets- If stains are left on the carpets appropriate professional cleaning will need to be scheduled as soon as possible to prevent permanent damage. • Tile and concrete floors – Kitchens, bathrooms and other tile surfaces should be swept after use. • Counter and Tabletops– Will be wiped and sanitize after the event. Floors will be swept AFTER tabletops have been cleaned • Bathrooms – Bathrooms will be reset; sanitized and trash removed. • Trash– Trash will be removed from all the rooms that were used and carried to the dumpster located on the west end of the Church. Trashcan liners will be replaced.

SPECIFIC BUILDING USE GUIDELINES

Room/Area	Maximum occupancy chairs only	Maximum tables/people w/ tables
Worship Center	1200	50 tables max 400 people
Atrium	100	11 tables 88 people
W100	80	8 tables 64 people
Commons	350	25 tables 200 people
Student Building South / North	300	20 tables 160 people
- Chairs and tables used in the areas above must be handled carefully to avoid damage to table edges and flooring. - Do not tamper with sound equipment, connections or receptacles. - Only HNW-authorized and trained persons may operate the sound/tech equipment. - Furniture should be restored to its regular configuration after use. (HNW Facilities Team will reset the room) - DO NOT SIT ON TABLES. - Use of the Worship Center includes the Atrium. - Weddings will follow the guidelines provided in the HNW Wedding Guidelines.		
Lawn	800	N/A
- Foods and drinks served on the Lawn should be handled with caution. - No food trucks or food carts allowed on the Lawn turf. - Don't use harsh chemicals that may stain or discolor the grass leaving spots or large area of faded grass. - Do not place bounce houses or inflatables of any kind on the Lawn artificial turf. The heavy weight of an object can damage the base and drainage system, causing the area to sink or creating low spots in the turf. - If you use a gas grill, you should never barbecue directly over the Lawn artificial turf as heat can damage the turf. - Fireworks or open flames are not permitted on the Lawn turf. - Do not install stakes or anything that would puncture the Lawn turf.		
Outdoor Fields/Space - Baseball Fields - Volleyball Court - Soccer Fields	All trash must be picked up after event.	
For Outdoor Events If tables are needed, it is the requester's responsibility to rent from an outside source and have them set up and taken down for the event.		

Fire Regulations

No portion of the sidewalks, ramps, entrances and exits, passageways, vestibules, driveways, or other public areas of the Lawn shall be obstructed or used for any purpose other than ingress and egress.

Childcare

HNW strives to ensure that children are always welcome and made to feel included in our community. Children in the buildings of HNW are never to be left unsupervised and are only to be in designated areas. Any and all areas where children will be must follow safe sanctuary policies and procedures. All users of the facility are expected to follow the guidelines of this policy including the following:

- No fewer than two adults must always be present during any program or event involving children.
- These adults must be 18 or older and must be at least 5 years older than the children with whom they are working.
- At least one of the adults' present must be currently certified in First Aid and CPR.
- The adults involved with the children must receive annual training related to child abuse prevention.
- Any questions regarding this policy should be directed to the Minister of Operations.

Childcare may be requested for additional HNW ministry/group events as outlined in the childcare policy provided that:

- They have completed a facility request form indicating childcare is needed at least three weeks prior to their event.
- They agree to follow all the conditions within the childcare policy.

Please Note: Even when childcare has been requested, it does not guarantee that it will be provided.

Kitchen

- Counter tops should be free of foodstuff and other materials. Counter surfaces should be wiped clean of all crumbs and spills.
- No food can be cooked or prepared on site per the Harris County Health Department.

Parking

All guests of HNW must park in the paved parking lots. No vehicles of any kind are allowed on the grass of HNW without approval from the Minister of Operations.

Fees

A complete list of building fees can be found at the end of this document. Building Use Fees must be paid to HNW three weeks prior to the event. These payments can be made on-line through our website, <https://pushpay.com/g/hnwpayments?src=hpp> under facility usage fees or by check. If reservations are canceled 48 hours prior to the event, the Building Use Fee will be refunded, however the deposit fee will **NOT**.

These fees apply to **non-wedding events** only. Please refer to the HNW Wedding Guidelines for fees associated with weddings.

Fees are based on an 8-hour event.

Church facilities cannot be used after 4:30 p.m. on Saturdays in order to allow time for maintenance to clean and reset the room(s) for Sunday use. Any ministry-related event wishing to use the facilities after 4:30 p.m. will be considered on an individual basis.

Cleaning and Damage Deposit \$250

Tech Operator (must be trained HNW technician)

- Audio/Visual/Tech Support – \$75 per hour, per technician

Misuse, abuse or inappropriate behavior may disqualify a group from future use of the facilities and/or forfeit their deposit.

Insurance and Indemnification

See Exhibit A on the HNW Use of Facility Agreement.

INDEMNIFICATION

To the maximum extent allowed by applicable law, the Licensee covenants and agrees to and hereby does indemnify, protect, defend and hold Houston Northwest Church, and each of their respective partners, directors, officers, shareholders, members, agents, employees, auditors, advisors, consultants, servants, counsel, contractors, subcontractors (of any tier), lessees, sublessees, licensees, lenders, successors, assigns, legal representatives, elected and appointed officials, volunteers and affiliates harmless from and against any and all demands, claims, suits, losses, damages, causes of action, fines, penalties, liabilities, costs, settlements, judgments and expenses (collectively, "Indemnity Claims"), including, but not limited to, those Indemnity Claims arising in favor of or brought by any of the Licensee's guests, invitees, employees, agents, consultants, contractors (of any tier), suppliers, vendors or representatives or any other person directly or indirectly employed by Licensee or any of the foregoing or for whose actions Licensee or any of the foregoing may be liable (collectively, the "Licensee Parties"), or arising in favor of or by any governmental authority or any other third party, whether arising in equity, at common law or by statute (including, but not limited to, the Texas Deceptive Trade Practices Act or similar statutes of other jurisdictions), or under the law of contracts, torts (including, but not limited to, negligence and strict liability without regard to fault) or property, of every kind or character (including, but not limited to, Indemnity Claims for death, personal injury, emotional distress, discriminatory denial of access or real or personal property damage) and which are based upon, in connection with, relating to or arising out of, directly or indirectly the Event or Licensee's use or occupation of the "Lawn" or any portion thereof in connection with same, (ii) Licensee's breach of the License Agreement, (iii) the actions, inactions, negligence, gross negligence or willful misconduct of any Licensee Parties, (iv) the failure of any Licensee Party to comply with all applicable laws in connection with the Event or the use or occupation of the "Lawn" or any portion thereof or (v) any infringement of any intellectual property rights arising out of the Event or the exercise of the Licensee's rights or performance of the Licensee's obligations under the License Agreement, EVEN IF DUE IN WHOLE OR IN PART TO ANY CONSERVANCY INDEMNITEE'S NEGLIGENCE OR OTHER FAULT, VIOLATION OF STATUTE (INCLUDING, BUT NOT LIMITED TO, THE TEXAS DECEPTIVE TRADE PRACTICES ACT) OR STRICT LIABILITY; PROVIDED, HOWEVER, THAT THE LICENSEE'S OBLIGATION OF INDEMNIFICATION HEREUNDER SHALL NOT EXTEND TO THE PERCENTAGE OF ANY INDEMNITY CLAIMS CAUSED BY ANY CONSERVANCY INDEMNITEE'S GROSS NEGLIGENCE OR WILLFUL MISCONDUCT.

This indemnity includes Licensee's agreement to pay all costs and expenses of defense, including, but not limited to, attorney's fees and expenses of litigation and court costs incurred by any Houston Northwest Church Indemnitee. This indemnity shall apply without limitation to any liabilities imposed on any party indemnified hereunder as a result of any statute, rule, regulation or theory of strict liability. The Licensee expressly assumes the entire liability pursuant to this indemnification provision for any and all liabilities arising in favor of any third party, governmental authority and Houston Northwest Church.

Right of Removal

HNW reserves the right to control all individuals in the Lawn, its venues and facilities, including, but not limited to, any employee, agent, contractor, sponsor or invitee of the Licensee. HNW may remove from the Lawn, its venues and facilities any such individual and reserves the right to eject any objectionable individual (as determined in HNW's sole discretion) without prior notice to the Licensee. The Licensee hereby waives any and all claims for damages of any kind against HNW that may result from such action.

Closing/Securing Policy

- HNW will program the unlocking and locking of the doors for the event through the schedule provided from the requester.
- Ensure that ALL outside doors are locked and properly closed. CHECK EACH DOOR THOROUGHLY to make sure the door is secure and locked.

I have read and agree to the assigned usage fees and the closing/securing policy as stated above. I also understand that the closing checkout list will be completed by the facility team in order for the Church to consider the return of the cleaning/damage deposit.

(Organization)

By: _____
(Authorized Signature)

(Date)



HNW Fees for Facility Usage

Please check all that apply. All fees are due three weeks prior to event unless otherwise stated. All fees are payable to Houston Northwest Church (HNW) or online at <https://pushpay.com/g/hnwpayments?src=hpp>

Building	Building Fee	Maintenance Fee	Utility Fees	Tech/AVL	Total
Worship Center and Atrium	\$500	\$200	\$100	\$75 p/h, p/tech person, p/day	
Atrium only	\$300	\$125	\$75	\$75 p/h, p/tech person, p/day	
W100	\$200	\$75	\$75	\$75 p/h, p/tech person, p/day	
Adult Building	\$200	\$75 p/room	\$50	\$75 p/h, p/tech person, p/day	
Student Bldg. South	\$300	\$150	\$75	\$75 p/h, p/tech person, p/day	
Student Bldg. North	\$300	\$150	\$75	\$75 p/h, p/tech person, p/day	
Lawn	\$300	\$125		\$75 p/h, p/tech person, p/day	
Kid's Bldg.	\$300	\$75 p/room	\$50	\$75 p/h, p/tech person, p/day	
Commons	\$300	\$150	\$100	\$75 p/h, p/tech person, p/day	
Outdoor Fields (Field 1, 2, 3)	\$15 p/h, p/field			not available	
Volleyball Court	\$15 p/h			not available	
Total					

The building, maintenance, utility and tech fees will be combined to determine the total. If reservations are canceled 48 hours prior to the event, the fee(s) will be refunded.

EXHIBIT A

Houston Northwest Church INSURANCE REQUIREMENTS

In compliance with the insurance requirements of Houston Northwest Church ("HNW"), please provide Certificates of Insurance, in advance, as noted below:

Workers' Compensation & Employers Liability:

1. Policy to be amended to state THIRTY (30) days prior written notice of cancellation to be given to HNW.
2. Employers Liability limit of at least \$1,000,000 each Accident, each Disease each Employee and Policy Limit.

Comprehensive General and Automobile Liability Insurance:

1. With Bodily Injury and Property Damage Liability limits of not less than \$1,000,000 each occurrence/\$2,000,000 General Aggregate, your policy must include coverage for, but not be limited to Premises/Operations, Products/Completed Operations, Personal & Advertising Liability Injury and Contractual Liability coverage. If minor children will be in attendance, you must provide proof of abuse & molestation coverage for at least \$1,000,000 limit per occurrence or reference that there is no exclusion on your policy for abuse allegations or incidents.
2. Houston Northwest Church, its employees, directors, officers, volunteers, representatives and agents shall be named as Additional Insureds by written endorsement, to include #3 and #4 below.
3. Your policy also must be endorsed as follows: This policy shall be primary and not contributing with any other insurance in effect for the Additional Insured shown in #2 above.
4. Your policy also must be endorsed to state THIRTY (30) days' prior written notice of cancellation to be given to HNW.

All Certificates and notices are to be addressed and sent to HNW at:

Houston Northwest Church
Attention: Minister of Operations
19911 State Highway 249
Houston, Texas 77070



HOUSNOR-01

LMCCLEMENT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/17/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Guidestone Agency Services 5005 LBJ Freeway, Suite 2200 Dallas, TX 75244	CONTACT NAME: Misty Manac PHONE (A/C, No, Ext): (214) 720-2387 FAX (A/C, No): (866) 692-6327 E-MAIL: misty.manac@guidestone.org ADDRESS:
	INSURER(S) AFFORDING COVERAGE INSURER A : Brotherhood Mutual INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
INSURED Houston Northwest Baptist Church 19911 State Highway 249 Houston, TX 77070	NAIC # 13528

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:	X	X	42M443357	3/1/2019	3/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 50,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY	X	X	42A469357	9/25/2018	9/25/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A	42W443350	3/1/2019	3/1/2020	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SAMPLE COI REQUIREMENTS

CERTIFICATE HOLDER

CANCELLATION

Houston Northwest Baptist Church 19911 State Highway 249 Houston, TX 77070	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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