

SPECIAL BUILDING USE POLICY

Happy Valley Community Church
10601 SE 129th Avenue, Happy Valley, Oregon
(503) 761-2430

INTRODUCTION

Happy Valley Community Church (HVCC) welcomes the use of its facilities by the HVCC family and other individuals or groups. The use of our building becomes an extension of our mission to share the gospel of Jesus Christ through worship, education, service and fellowship.

Individual(s) or group(s) wishing to reserve the church should contact the Church Office for forms and to verify availability of the date requested. All individuals or groups are required to submit a completed building use request form and a \$50 cleaning/damage deposit along with any applicable building use fees. If the Church Office has any questions for single use events, it will be brought to the attention of the Trustees. In all cases, the Church Office and Trustees reserve the right to refuse the use of church facilities. The Trustees reserve the right to cancel all use agreements at any time without prior notice

BUILDING USE POLICY AND FEE SCHEDULE

Category 1: HVCC Family¹ Events

HVCC family use of church facilities may be available for private functions such as receptions, anniversaries, weddings, baby showers, etc. Forms and fees to be received no less than 14 days before the event.

Category 2: Conference and Denominational Events, Nonprofit Ministry and Public Service Events, Outside Organizations and non-HVCC Family

Form and fees to be received no less than 30 days before the event to be reviewed and approved by the Trustees.

Category 3: Special Events (i.e. Weddings, etc)

Form and fees to be received no less than 30 days before the event to be reviewed and approved by the Trustees.

BUILDING USE FEES

The following fees have been adopted by the Trustees for the use of the HVCC facilities. These fees are in addition to the \$50 cleaning/damage deposit.

- Sanctuary – \$75 (additional fees apply for use of sound equipment)
- Outer Fellowship Hall – \$50
- Inner Fellowship Hall with Kitchen - \$50
- OAC meeting room – \$40

BUILDING USE CONDITIONS

The acceptance of an application issued for use of the HVCC facilities constitutes an acknowledgment by the individual, organization, or group of the following conditions:

- 1) The individual or group representative making the application must be present from the time of entry into the facility until the time of departure and is responsible for making sure all the lights are off, windows are closed, and all doors are locked (unless arrangements have been made with the Church Office for locking up). The building will not be left unoccupied and unlocked.
- 2) The use of HVCC's building is limited to the area(s) requested including the nearest restrooms
- 3) The applicant will provide adequate and competent adult supervision during the entire contracted time of use.

¹ HVEC family is defined as those who are church members and/or regular attenders.

- 4) All groups and individuals are required to clean up after using the facilities (unless custodial clean-up was pre-arranged within the request form). This includes picking up all waste, and vacuuming if necessary, emptying trash cans if used. The room and facilities are required to be returned to the order of arrangement they were in before the scheduled use.
- 5) The persons or groups using the facility or grounds agree to restore to the original condition any property destroyed or suffering from excessive wear and tear because of their use of the facility. Any equipment or supplies destroyed or missing will be replaced by HVCC with equipment or supplies of equal quality and the cost will be charged to the applicant. Removal of church furnishings from the church premises is prohibited.
- 6) Use and/or distribution of alcoholic beverages and/or illegal drugs is prohibited on HVCC property.
- 7) Smoking and any illegal activity is prohibited on HVCC property.
- 8) No group or organization may sublet their use of the facilities to any other group.
- 9) The organization or individual making the application must assume the responsibility and liability for injury to persons or damage to property and shall indemnify Happy Valley Community Church (HVCC) from any and all liability for harm to any person(s) or property caused or claimed to be caused for any reason while the organization or individual making the application uses HVCC's premises.
- 10) The building may be closed to all groups on short or no notice due to circumstances only in God's control (inclement weather, etc.). Every attempt will be made to have the facility available for scheduled uses.

GENERAL GUIDELINES

- 1) Table tops should be cleaned with a wet cloth and dried.
- 2) No tape, staples, thumbtacks, nails or any kind of adhesives are to be applied on any papered or plaster boarded walls or on the ceiling. No thumbtacks or nails are to be used on any wood work or doors.
- 3) Sound system equipment is available for use in the sanctuary with advance arrangements for a fee.
- 4) Kitchen supplies (ie – paper plates, napkins, cups, etc.) should not be used unless pre-arranged.
- 5) If the kitchen will be used for actual cooking (more than just serving) this must be stated on the application and the applicant will meet with a member of the Trustees prior to the event to be instructed in the use of the kitchen and kitchen equipment. Food shall never be left at the church after use. Dishes should be washed and dishwasher unloaded, used linens washed and returned to church.
- 6) All used dishtowels and dishcloths shall be put in a neat pile on the counter.

WEDDINGS

- \$300 building use fee plus a \$150 cleaning deposit (refundable after event if church facilities are returned to their original condition). This fee applies to one rehearsal and one event use time. Additional opening or use may be arranged and may incur additional charges.
- \$100 per day fee if a sound operator is required to operate the sound system
- Church facilitator responsibilities shall include: giving instruction as to the location of cleaning supplies and materials, classroom changes, locking and unlocking of doors, turning heat on and off, determining and notifying janitor if cleaning is required after event.