

Chain of Lakes Church
FACILITY POLICIES and PRACTICES for
USE OF THE BUILDING AND GROUNDS

1.0 INTRODUCTION

The building, parking lots and grounds of Chain of Lakes Church (COL) are symbols of our purpose and vision. The use by Groups and the Community are important aspects of our stewardship and mission.

2.0 USE OF FACILITIES

The committees of COL are responsible for encouraging local community groups and other organizations to use our facilities for meetings, workshops, conferences, educational sessions, celebrations of life, fellowship, and other civic purposes.

The BGT Team has primary responsibility for the appearance and security of our building, grounds, and furnishings. This includes compliance with the policies and practices described in this document.

Use by outside groups is encouraged if it is compatible with the priorities, mission, and operating capability of the church, as determined by our Session.

Agreements covering multiple meetings will be renewed on an annual basis and revised as needed.

Proof of Liability Insurance (paragraph 2.2) will be required before an organization is permitted to use our facilities.

2.1 Scheduling

The church administrator will be responsible for scheduling the use of the facilities and maintaining a current calendar of scheduled activities. As a general rule, scheduling of the Worship space, and specific meeting rooms will be on a first-come, first-serve basis with church functions having priority. Scheduled activities, with the exception of planned weddings, may have to be rescheduled or cancelled when space is needed for an emergency situation or by Session decision.

2.2 Proof of Insurance

A Facility Use Agreement must be completed by all outside groups prior to scheduling the use of COL facilities.

Organizations using our facilities will be required to furnish evidence of liability insurance. This will require a certificate of insurance naming Chain of Lakes as additional insured.

Proof of insurance will be required for;

- (a) All groups who are not part of COL regular ministry
- (b) Contractors and service organizations for general liability insurance and worker's compensation insurance.
- (c) Minimum Limits of insurance recommended are: \$300,000 for individuals, \$1,000,000 for businesses

Outside organizations using our facilities shall be responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage.

2.3 Facility Use Agreement

See page 4&5 for Facility Use Agreement form.

2.4 Restrictions

The restrictions to the use of our facilities are listed on the Facility use Agreement Form. *(See Page 4)*

3.0 USE OF PROPERTY

Individuals and groups may use the equipment and furnishing located within their assigned rooms subject to the restrictions.

COL equipment and furnishings shall not be removed from the building.

4.0 SECURITY and SAFTY of the FACILITIES

Building entry doors, staff offices, A/V room and the main office will be locked whenever COL staff members are not present in the building.

Property is not patrolled by COL staff or security personnel; Guests should be reminded that valuables should be properly secured.

4.1 Building Capacity

The (Worship Center) total capacity is 175 occupants.

The (Community Area) capacity is 33 occupants.

Please review the building layout *(See Page 6)* and review emergency exit routes seeing that emergency exit routes are clear and handicap accessible.

5.0 FEES

Listed are standard fees for typical uses of the facility. Special considerations for special events such as weddings or funerals, non-profit organizations or multi day uses will be considered as a special consideration. Contact a representative of Chain of Lakes (COL) Building Grounds Technology Team (BGT) to discuss these.

5.1 Facility Host \$10 an hour

A *Facility Host* is a member of COL and will be present at your event. The BGT Team shall appoint a *Facility Host* to attend and oversee the Chain of Lakes facility. This person will unlock doors prior to your event and lock the building after it is finished. They will also make sure emergency exit routes are clear and handicap accessible. ***Report all Facility issues to this person.***

5.2 Damage Deposit \$100

A refundable Deposit is needed upon application for your event.

5.3 Certificate of Insurance

A Certificate of insurance naming Chain of Lakes as additional insured will be required 2 weeks before event start.

5.4 Custodial Service \$25

5.5 Worship Center \$75 an hour

Our Worship center has a seating capacity of 100 people maximum. With your direction, COL will need 12 hours prior to your event for the take down of worship chairs and setup of tables and chairs or Vic versa.

5.6 Worship Center video, lights and sound system \$50

The video and sound system located in the Worship Center shall not be used for meetings or other occasions without the presence or permission of trained technical COL staff. Lighting cannot be changed from the present installed positions.

5.7 Commons Area \$50 an hour

This room has a capacity for 33 persons and can be setup for smaller meeting groups.

5.8 Youth Space \$10 an hour

This room is carpeted and can be divided into two areas.

5.9 Use of the Kitchen \$50

Food must be prepackaged or prepared by a professional catering service(s). There are limited provisions for food preparation at COL. Limited refrigeration space is available upon request.

NOTE: Pictures of the respective areas showing typical set up will be added

6.0 FACILITIES USE AGREEMENT FORM

This agreement is between Chain of Lakes Church (**COL**) and the Name of User (Individual or Organization)

Name of Contact Person

Address of Contact Person

Phone Number of Contact Person

Email Address of Contact Person

Requested Dates

The User is responsible for providing proof of liability insurance. *(See Section 2.2 on Page 2)*

Insurance Holder and Policy Number

Intended Use and expected attendance _____

The User is responsible for monitoring entry to the building. Access to the building will be with an authorized COL person.

Facility set-up and take-down shall be coordinated with the **COL Facility Host** person.

In consideration for the use of **COL** facilities, the User agrees to indemnify and hold **COL** and its clergy, officers, employees, and volunteers harmless from any and all liability, claims, demands, actions and causes of action including attorney's fees, which may arise out of the use of the **COL** facilities.

This agreement includes, but is not limited to, claims that may arise out of any loss, injury, damage, or death that may be incurred, including the theft of vehicles and the theft of property from vehicles.

This agreement includes, but is not limited to, claims that may arise should the User's activities involve placing minors under the care of persons other than their own parents or guardians.

Organizations and individuals using our facilities for private functions are responsible for the care and safety of their members and guests and for the security and protection of their own equipment and property against loss or damage.

Note The property and the interior of the building are not patrolled by cameras or persons.

(Continued on following page.)

6.0 FACILITIES USE AGREEMENT FORM (continued)

Organizations and individuals using our facilities for private functions are reminded that the following rules are expected to be fully complied with:

- a. Return building as directed.
- b. Adhere to rules and instructions posted in the kitchen.
- c. Equipment failure, spills (*Please blot up immediately.*), facility damage or any other problems should be reported to the *Facility Host*.
- d. The phones are for church use, other than necessary short calls.
- e. Abusive, offensive, and discriminatory behavior and language is not allowed.
- f. Use of tobacco products are not allowed on the premises.
- g. Consumption of alcohol is not allowed on the premises.
- h. Animals, except for service animals, are not allowed in the building.

Wi-Fi is available on request.

I have read the Facility Use Agreement and understand and agree to its terms.

Name: _____ . Organization Title: _____

Signature:

Title:

Date:

Once form is completed, Drop off, Mail to: **Chain of Lakes Church** 2650 125th Ave NE, Blaine, MN 55449
or Email to: info@colpres.org
Attention: Administrator

The _____ agrees to indemnify and hold harmless **COL**, its agents and employees, from any actions, causes of actions, expense or liability from any cause whatsoever resulting from the _____ installation, maintenance or usage of the lease agreement, or arising out of, or in any way connected with the exercise of the rights granted by this lease agreement and caused by _____, its agents, employees, or invitees, and further agrees to defend any action at its own cost and expense that may be brought against the **COL**, its agents, and employees as a result thereof, and to pay any judgment arising therefrom and to pay any settlements.

Upon breach or threatened breach of these covenants, the **COL** may elect to either terminate the agreement by serving written notice of termination upon _____, or by seeking an injunction against _____, its successors or assigns, from a court of law.

COL Facility Host _____, **Contact phone** _____, **Email** _____

Building floor plan

Showing safety exits, extinguishers,
bathrooms