

# Chapel Facility Use Policy

## I. General Policy

Big Canoe Chapel encourages the utilization and sharing of our facilities, while maintaining a responsible stewardship of these facilities, consistent with the Big Canoe Chapel Statement of Faith.

The Board of Trustees authorizes the Business Manager, Senior Chaplain, and Property Committee Chair, to determine of the use of Chapel Facilities in accordance with this policy.

It is the policy of Big Canoe Chapel that marriage is defined clearly in the Holy Bible as the sacred union of one man and one woman, joined together in an act ordained by God. Believing and confessing this to be the very truth of God, the administration of all Big Canoe Chapel policies and procedures and use of all Big Canoe Chapel facilities, including the Terraces, will honor and uphold this policy.

## II. Facility Use Guidelines

- a. Priority for scheduling will be in the following order:
  1. Regularly scheduled services and meetings of Big Canoe Chapel
  2. Meetings and activities of Big Canoe Chapel sponsored groups and ministries.
  3. Activities arranged by, and for, members of Big Canoe Chapel, not related to a specific Chapel function or ministry. These activities are meant to celebrate a special occasion in the life of Big Canoe Chapel members, e.g., member weddings and memorial services.
  4. Non-member weddings and memorial services
  5. Big Canoe community non-profit organizations
  6. Big Canoe community hobbyist associations and groups
- b. Big Canoe Chapel committees, ministries, and sponsored groups shall coordinate their use of facilities with the Chapel Office Staff at least two weeks prior to planned meetings or activities. Facilities will be scheduled on the Chapel Master Calendar on a first come-first served basis.
- c. Individual Chapel Members in good standing, Big Canoe community non-profit organizations, hobbyist associations and groups may request the use of the Chapel facilities by submitting a Facilities Use Request Form

(see Appendix 3) to the Chapel Office at least two weeks prior to the planned event.

- d. The Big Canoe HOA and POA organizations will each be permitted to use the Chapel facilities up to three (3) times per calendar year for member meetings. No Basic Facility Use fees will be charged for these meetings. Audio-Visual and Set up fees will be charged if these services are required. These events will be coordinated with the Chapel Office Staff by submitting a Facility Use Request Form (Appendix3) for each event at least two weeks prior to the planned meeting. For events in excess of three meetings per year, and any special event, such as lectures, concerts and other presentations Basic Facility Use fees will apply. (See Appendix 1)
- e. Requests for facility use will be considered in accordance with this policy and availability of space, and are subject to cancellation for higher priority requirements.
- f. All for-profit organizations are prohibited from using the Big Canoe Chapel facilities, in accordance with IRS Publication 1828, Rev11-2009, Catalog Number 21096g.

### III. General Rules

- a. All groups and organizations which are not sponsored by Big Canoe Chapel and are approved to use Chapel facilities, will accept full responsibility for property loss and/or personal injury to persons participating in their events.
- b. **Set-up:** All requirements for room arrangement and equipment use must be specified on the Chapel Facilities Request Form.
  - 1. **Equipment and furnishings** will not be moved or rearranged, except as approved in advance at the time the Facilities Use Request is approved.
  - 2. **Musical Instruments, and Audio-Visual/Sound equipment** must be operated by Big Canoe Chapel personnel.
  - 3. **Musical Instruments, and Audio-Visual/Sound equipment** will not be loaned to individuals, groups, or organizations for use outside the Chapel facility.
- c. **Food and beverages** are allowed only as approved and never in the Sanctuary. Other than making coffee, use of the Cousins Hall or McCormick Hall kitchens for food preparation is not allowed unless prior approval has been granted. All groups must provide their own supplies and equipment such as plates, cups, silver, serving bowls, paper goods, etc.

- d. **Smoking or alcoholic beverages** are not permitted on Big Canoe Chapel property.
- e. **Decorations** - No tacks, nails, tape, glitter, or other material that could deface Chapel property shall be used. In addition, no existing Chapel literature, signage, or materials shall be removed. Only drip-less candles may be used. Decorations such as streamers shall not be attached to walls, pews, chancel rails, or ceiling in a manner that will leave permanent marks.
- f. **Clean-up:** All Groups using the Chapel facilities are expected to clean up after themselves and leave the space as they found it. Areas, including parking areas, must be restored to original condition. If scheduled events/activities conclude after normal Chapel operating hours, all lights must be turned off and all doors and windows must be closed and locked.
- g. **Storage** – No on site storage is available for non-Chapel groups using the Chapel facilities.
- h. **Building Capacities** - It is each event sponsor's responsibility to specify the intended participation and manage the maximum person capacity of the building, or room, to be used. The maximum capacity for each building or room is as follows:
  - 1. Cousins Hall – Standing 400, Sitting w/Tables 190-200, Sitting w/Chairs Only 225
  - 2. McCormick Hall – 100
  - 3. Chapel Sanctuary– 375 (includes balcony and choir loft)
- i. **Keys:** For approved facility use scheduled outside Chapel operating hours, a key may be requested using the Key Request Form at Appendix 2. If approved, keys may be picked up from the Chapel Office one business day prior to the scheduled event and must be returned to the Chapel Office on the first business day following the event.
- j. **Breakdowns, failures and/or malfunctions:** The Chapel, like any other well-used facility, is subject to breakdowns, failures and/or malfunctions of its facilities, equipment, utilities and/or systems. All groups or individuals using Chapel facilities agree to indemnify the Chapel from any liability arising out of such breakdowns, failure and/or malfunctions.
- k. **Big Canoe Chapel reserves the right to refuse application, or restrict the use of Chapel facilities of any person or organization, and to preempt the scheduled use of the facilities in the event of a higher priority requirement.**

**IV. Fees** - The following fees are intended to encourage good stewardship of Big Canoe Chapel resources and to ensure our facilities and equipment are used and maintained properly. See Appendix 1 for details.

- a. **Basic Facility Use Fees** - Unless specifically waived, all non-Chapel sponsored groups will incur a Basic fee for use of Chapel facilities. If an approved event is cancelled, the Chapel Office must be notified or the Basic fee will be forfeited.
- b. **Audio-Visual Systems.** All Chapel Audio-Visual Systems may only be operated by authorized Chapel Audio-Visual Team persons. A standard fee is required for this service for any non-Chapel sponsored event.
- c. **Set-up.** For non-Chapel sponsored events requiring specific arrangement of furnishings or equipment, a Set-up fee will be applied.
- d. **Lost key** – A fee will be charged for any key not returned, lost, or damaged.
- e. **Damage and/or cleaning** – If post-event inspection identifies any damage to Chapel facilities or property, a fee equal to the cost of repair or replacement will be assessed. Similarly, any exceptional cleaning costs will be assessed.
- f. **Printing and copying** – Printing and copying support must be coordinated with the Chapel Office Staff when the Facility Use Request is submitted. Fees for this service will be assessed.

## **V. Responsibilities:**

### **a. The Chapel Business Manager will:**

1. Implement and enforce this facility use policy.
2. Coordinate the use of the Big Canoe Chapel facilities.
3. Notify requesting organizations of the approval to use the facilities.
4. Post approved events/activities on the Chapel calendar, subsequent to receipt of fees.
5. Arrange for inspection of the Chapel facilities as soon as possible after its use.
6. Consult with the Chapel Board of Trustees in those situations that appear to be beyond the scope of this policy and/or these rules.

### **b. Individuals and groups approved to use the Big Canoe Chapel facilities will:**

1. Conduct planned meetings and activities with respect to the Big

Canoe Chapel Mission Statement

2. Accept responsibility for the loss of anyone's property in the event of fire, theft or other loss.
3. Immediately report any damage of Chapel property to the Chapel Office.

## **Appendix**

**Appendix 1**

Facilities Use Fee Table

**Appendix 2**

Key Checkout Form

**Appendix 3**

Chapel Facilities Request Form