

WAYPOINT CHURCH

Facility Use Policy

The Waypoint facilities were provided through God's benevolence and by the sacrificial generosity of church members. Although the facilities are generally not available to outside organizations or the public, Waypoint Church may approve the use of our facilities by partner organizations, groups and individuals for certain religious ceremonies and community events as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. Waypoint Church is required by federal law to charge for the use of its facilities whenever that use would be considered for the benefit of private interests. Therefore, certain requests for use of Waypoint facilities can only be granted upon payment of a use fee.

The church, consistent with its faith, moral teachings, and religious practices, which are based upon the Holy Bible, and represented in, among other places, the church's constitution, bylaws, and policies, desires that its facilities be used to bring God glory and to accomplish His church's mission. The use of our church facilities will not be permitted to groups or individuals holding or advocating beliefs or practices that conflict with the church's faith, moral teachings, and religious practices (2 Corinthians 6:14; 1 Thessalonians 5:22).

This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary; including but not limited to, the Realm, the mission house, the parking lots, children's playground, and landscaped areas. The church sees all of its property as set apart for the worship of God consistent with our faith, moral teachings, and religious practices (Colossians 3:17).

Stipulations

Only the ministerial staff or the Church Council may approve the use of Waypoint facilities. The following stipulations must be met in order to qualify for use of Waypoint facilities:

1. The ministerial staff or the Church Council must affirm that the partner organization, or the group or individual requesting use of Waypoint facilities, do not hold to beliefs, practices, or planned uses of the facilities that are in conflict with the church's faith, moral teachings, and religious practices (2 Corinthians 6:14; 1 Thessalonians 5:22).
2. The partner organization, or group or individual requesting use of Waypoint facilities must submit a completed and signed Facility Reservation Request and Agreement form. This form is available from the church office. If the event includes utilizing our technical staff and/or equipment, the form must be submitted sixty (60) days in advance. If the event requires set-up and/or clean-up, the form must be submitted thirty (30) days in advance. For all other events, the form must be submitted fifteen (15) days in advance.
3. The partner organization, or group or individual requesting use of Waypoint facilities will take responsibility for the facilities and equipment used and must agree to abide by the church's guidelines, requirements and restrictions for facility use as stated below. The facility shall be maintained in the same or better condition when departing as when arriving.
4. Partisan political groups may not use Waypoint facilities. No event shall be held for the purpose of endorsing any political party, candidate or political agenda.

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5. All activities must be non-business related. For-profit activities are not permitted. For-profit organizations that want to use Waypoint facilities for non-business-related activities may do so upon payment of the applicable use fee.
6. Christian nonprofit organizations will normally not be charged for the use of Waypoint facilities. If the facility is needed for an intensive use (such as a very large event or a frequent event), an applicable use fee may be assessed.
7. Individuals may use the facilities upon the payment of a use fee. The facility use fee for church members will be discounted 50% from the regular use fee. Discount does not apply to fees associated with personnel or staffing costs.
8. Government and education entities may use the facilities upon the payment of a use fee. The facility use fee for government and education entities will be discounted 50% from the regular use fee. Discount does not apply to fees associated with personnel or staffing costs.
9. Direct selling of anything, regardless of purpose, is not permitted.
10. Waypoint Church reserves the right to cancel at any time the reservations of an individual or organization that does not adhere to the guidelines set forth in this document.

Prioritization

Facility use by partner organizations, groups or individuals is dependent upon availability. The following is our recognized prioritization for use of Waypoint facilities:

1. Church activities.
2. Church members
3. Partner organizations.
4. Non-member groups or individuals.

If a church ministry request conflicts with a previously contracted event, the contracted organization or individual may be asked to move to a comparable room within the facility. Waypoint Church reserves the right to schedule other activities and events in other parts of Waypoint facilities.

Fees

Use of church facilities is subject to a use and maintenance fee for the upkeep of church facilities and will be assessed during the request and approval process. A refundable security deposit will be determined based on requested usage and held to cover potential damages or extensive cleaning needed for the facilities.

1. A detailed listing of fees is attached. All such fees are subject to change up to 90 days prior to the event.

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2. The security deposit and 50% of the assessed fee is due at the time the room request is made. The balance is due seven (7) days prior to the event. The room is not fully guaranteed until all fees are paid in full.
3. Additional fees may be incurred for changes and some late changes may not be possible.
4. In the event you need to cancel your event, all fees will be returned if notice was given at least two (2) days prior to the event.

Liability & Responsibility

Any group or individual, other than Waypoint Church, assumes personal liability and total financial responsibility for any damage to Waypoint facilities and equipment that are a result of their use, whether intentional or unintentional. Any and all damages that occur to Waypoint facilities as a result of use shall be repaired or replaced upon demand, as decided by Waypoint Church in its sole discretion, at the user's cost. Those using Waypoint facilities agree to release, protect, defend, indemnify and hold harmless Waypoint Church and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any Waypoint facilities. The user must also sign the attached Facility Use Agreement form.

General Guidelines

1. Waypoint facilities are generally available for use Monday through Friday from 9:00 am until 9:00 pm., and Saturday from 10:00 am until 6:00 pm. If the facility is needed at other times, arrangements must be made at the time of reservation.
2. A coordinator may be required for some events and will be provided by Waypoint Church. In certain circumstances, such as weekend events, a fee may be required for use of the coordinator. They will be the Waypoint contact person during the event to answer questions or address needs. They will also unlock the building at the appropriate time, ensure that the only areas being used are those previously contracted, trouble-shoot in case of an emergency and lock the facility after the event. The coordinator will report to the Facilities Manager on the condition of the areas used to determine the appropriate refund of the security deposit.
3. Advocating of beliefs or practices contrary to Waypoint's faith, moral teachings, or religious practices is not permitted at Waypoint facilities.
4. Alcohol may not be served or consumed in or on church facilities, including the parking lots. Except for prescription medication used by the person to whom it has been prescribed, the use of any controlled substances is strictly prohibited in or on church property.
5. Use of tobacco in any form, including electronic cigarettes, is not permitted in any indoor church facilities, or within 100 feet of any building entry.

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6. Approved users of Waypoint facilities are restricted to only the specific area(s) of the facility that the group or individual has reserved, as indicated in their completed and signed Facility Use Agreement form. For purposes of this policy, any reference to facilities includes any property of Waypoint Church, including furniture and equipment.
7. All minors (age 17 and under) must always be supervised by an adult.
8. Food and beverages are permitted in classrooms and other areas only upon advance approval by Waypoint's staff. No red liquid beverages may be served.
9. Abusive or foul language and violent behavior is strictly prohibited on church premises.
10. Possession of firearms on Waypoint facilities is strictly prohibited without prior approval of the Lead Pastor.
11. Incorporated organizations will need to provide a Certificate of Insurance showing Waypoint Church as the additional insured with property damage and bodily injury limits of \$1,000,000 each. This certificate must be submitted with the Facility Use Agreement form.
12. Users of Waypoint facilities agree to use utmost care in the use of our facilities and agree to leave facilities in good, clean condition. Trash must be gathered up by users and placed in the trash receptacles.
13. This list of guidelines is not intended to be comprehensive. Any communication, whether given verbally or in writing, from the ministerial staff or the Church Council will be considered additional facility use guidelines that must be adhered to by all approved users of the Waypoint facilities.
14. Use of the Waypoint facilities for funerals or weddings must adhere to additional requirements and pay fees as found in the Guidelines for Weddings policy.
15. Animals will not be permitted on Waypoint Church premises, apart from service animals, in compliance with the ADA.

Auditorium Use

Waypoint auditoriums include the Worship Center, Chapel, Realm Auditorium, Large Multipurpose (G-101), and Small Multipurpose (G-102).

1. All auditoriums have a maximum capacity, and some auditoriums have a minimum capacity that an event must expect before it can be reserved.
 - Worship Center: Max capacity – 1,100; Min capacity - 250
 - Chapel: Max capacity – 250 (200 w/tables); Min capacity – 50
 - Realm Auditorium: Max capacity – 300 (200 w/tables); Min capacity - 50
 - Large Multipurpose: Max capacity – 100 (45 w/tables); No min capacity
 - Small Multipurpose: Max capacity – 75 (45 w/tables); No min capacity

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2. Before using any A/V equipment in any auditorium, a pre-event meeting must be held at least sixty (60) days prior to the event with the Waypoint's A/V Systems Manager in order to provide a full and detailed outline of the event and of all required equipment and the placement of the equipment.
3. Waypoint's audio/visual equipment must be operated by church approved and trained technicians. Charges for technicians are listed on the Facility Use Agreement form.
4. All technical support is based on availability of crew.
5. Technical changes made within two weeks of the event must be coordinated and approved with the A/V Systems Manager and may incur additional fees.
6. All events in the auditorium areas will be held with the understanding that any existing stage setup cannot be moved or cleared.
7. Open beverage containers are not permitted in the Worship Center.

Additional Requirements and Restrictions

1. For children and youth events, the applicable individual or organization must provide proof of adequate adult supervision for all usage. Adequate adult supervision means two adults (18 years of age or older) in each room with children.
2. Waypoint nursery rooms are not available.
3. The transfer or passing on by any individual or organization of permission to use Waypoint facilities to any other persons or organizations is strictly prohibited.
4. Usage must not exceed the space/capacity and equipment provided for in the user's Facility Use Agreement form. Those using Waypoint facilities may not take tables and/or chairs or other items from other rooms or areas of the Waypoint campus. No furniture or equipment may be moved without knowledge and permission in advance from Waypoint's staff.
5. All TVs/DVD players, projectors, screens and/or sound equipment are subject to availability and approval and must be provided for in the Facility Use Agreement form.
6. Property belonging to Waypoint Church, including but not limited to tables, chairs, podiums, coolers and drink dispensers, are for use during onsite events only. Under no circumstance should Waypoint property be taken offsite by an individual or organization.
7. Any articles of property left on Waypoint premises by those using Waypoint facilities shall, after a period of thirty (30) days, be deemed abandoned and shall become the property of Waypoint Church. In no event shall Waypoint Church be responsible or liable for any loss or theft of, or any damage to, any articles of property of any individual or organization.
8. At no time should tape, plastic adhesive, push pins, tacks, nails or staples be used to affix materials to walls or woodwork or to furnishings or equipment.

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9. Flammable liquids, fire-producing chemicals, and/or open flames in any form may not be used without the written approval of Waypoint's staff.
10. No signs, posters, banners, flags, streamers or other items are to be attached or hung within or outside Waypoint facilities without prior approval of Waypoint's staff. All scenery or props must be freestanding. No nails, screws or stage hooks may be used. All materials used must be non-combustible or have been treated so as to be made fire-retardant.
11. Waypoint Church does not furnish any security services, or any other services except as expressly provided for in this policy and the Facility Use Agreement form.
12. Waypoint Church's name shall not be used by any individual or organization in any manner in advertising or other publicity or any other oral or written statements that indicates or implies that Waypoint Church endorses or sanctions such individual or organization or its meeting, event, mission, or principles, except for any reference to Waypoint Church solely as the location of event or as may otherwise be expressly approved in writing by Waypoint Church.
13. In the event of an unscheduled closing (inclement weather, etc.), the office staff will contact the scheduled user to notify them of the closing and any fees paid will be refunded.

Questions may be directed to: Sara Hoagey
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