

Mabana Chapel
3871 S. Camano Drive
Camano Island, WA 98282
360-387-6431

Facility Use Policy

INTRODUCTION

Mabana Chapel makes its facilities and property available to its members and to outside groups whose aims and practices are compatible with the *Statement of Faith* of Mabana Chapel. Any use of the facilities and property must be in keeping with this policy and we ask that you treat the building and property with proper respect as visitors and guests in this House of the Lord.

PRIORITIES OF USE

Church-sponsored events take precedence over outside groups. Active Mabana Chapel members' personal events (such as weddings, parties, anniversaries, etc.) have second priority. Community use will be third. All are asked to pay costs to help defray the custodial expenses, depreciation and utility fees.

Should a conflict arise after a schedule for an event has been set, the secretary may reschedule a lower priority event only in the case of an emergency. Solutions acceptable to all parties will be sought in all cases.

APPLICATION AND SCHEDULING

Before the facility may be used, a thorough understanding of responsibilities of all parties involved shall be determined and acknowledged by signatures on the *Facility Usage Application* form. Outside groups wishing to use the facility will furnish a certificate of insurance for liability and property damage naming and protecting the interests of the church.¹

All applications shall be received by the Church office and will be approved as soon as it can be reviewed by the board of elders. Applications may also be reviewed by the board of elders as needed. The decisions of the board of elders regarding all facility use shall be final.

All fees are to be paid to Mabana Chapel. The security deposit is due when the application is submitted. Once an event is approved, a copy of the *Facility Usage Application* form (see below) will be sent to the requestor. If an application is denied, the deposit will be returned within 2 weeks. The balance of the fees will be due two weeks prior to the event. In the event of a cancellation, please let the secretary know as soon as possible. To receive a refund, notice of your cancellation should be received 48 hours in advance.

A facility key will be issued to members of the church upon request.

¹ http://www.investopedia.com/terms/c/certificate_of_insurance.asp

Facility Use Policy

RULES

FAILURE TO FOLLOW THE RULES WILL CAUSE YOU TO FORFEIT YOUR DEPOSIT OR LOSE RENTAL PRIVILEGES

1. Permission to use the facilities and property does not constitute endorsement of a group's policies or beliefs by Mabana Chapel.
2. Mabana Chapel has a no smoking, no alcohol, no gambling, no weapons and no pets (other than service dogs) policy.
3. There must be a supervising adult 21 years or older from the user group present at all times.
4. Use of the kitchen facility requires a complete clean-up. All food items must be removed and the trash removed from the church.
5. No furnishings may be moved from other parts of the facility. If you need additional items, put them on your application and it will be discussed with the secretary.
6. Due to wear and tear from transportation and use, tables, chairs and other equipment may not be borrowed by members or friends for use outside of the facility, except by special permission.
7. No nails, tacks or tape are to be used on any wall or furnishing.
8. The group may activate needed heating at the thermostat for the area being used by pressing the up or down buttons on the thermostat. The thermostat will adjust the heating system and bring the area to the programmed temperature. (The thermostat will automatically revert to its pre-programmed temperature cycle at the next scheduled time change.)
9. The facility must be left in an orderly condition this includes cleaning up the restrooms and removing the trash. On Saturday evening, the janitor will not be returning before Sunday; therefore, you must have the facility ready for Sunday. Cleaning supplies, brooms, mops and the vacuum are kept in the janitor's closet near the main entrance and in the kitchen.
10. Upon leaving, all tables and chairs must be returned to their proper location, all lights must be turned off, and the doors secured.
11. All groups must vacate the building by 10:30 p.m. unless prior approval has been applied for and granted.
12. All incidents of damage must be reported to the church. The group using the facility is responsible and will be charged for damage to any property or furnishings. Payment is expected within 30 days.
13. If using the piano, or keyboard, you must have prior approval.
14. In NO CASE shall the sound and lighting system be operated by anyone other than AUTHORIZED PERSONNEL.
15. No profit making businesses or enterprises are allowed.
16. The number of people within the building must not exceed the maximum occupancy of 100 individuals.

**Mabana Chapel
Facility Usage Application**

Today's Date: _____

Name of Organization: _____

Requester's Name: _____

Address: _____

Phone: _____ Email: _____

Mabana Chapel Member? YES NO

Mabana Chapel Member/Sponsor: _____

Purpose of Meeting/Event: _____

Is this organization non-profit? YES NO

Will a fee be charged to attend? YES NO

Date requested: _____ Start Time: _____ Finish Time: _____

Number of attendees expected: Adult: _____ Child: _____

Facilities/Rooms requested: _____

Is use of Kitchen requested? YES NO

Will food and/or beverages be served? YES NO

Is Audio/Visual Equipment requested? YES NO

A/V Equipment requested: _____

By signing this request, I hereby agree to the terms and conditions as stated in the attached Mabana Chapel Facility Usage Policy.

Requestor: _____

Sponsor (if requestor is not a member): _____

Approved: YES NO

Mabana Chapel Representative: _____

Amt. Received: _____

Comments: _____