



# NCC FACILITY USE POLICY

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## FACILITY USE POLICY

The Executive Pastor must approve all uses of NCC facilities. Priority will be given to NCC ministries or programming before other requests. All other requests will be reviewed on an individual basis inasmuch they meet the following qualifications:

1. The Facility Use Policy provides the applicant solely with a mere license to use the property. NCC is not providing any supervision or control over the property while being used by the applicant. NCC does not guarantee or represent that the property is safe or useable for the purposes being requested. The applicant will hold harmless, The Chapel in North Canton, the church officers, agents and employees from any and all liabilities or claims arising in connection to the requested use of the facilities.
2. The applicant must be a member or regular attender with The North Canton Chapel and is required to be present for the duration of the event so as to monitor/supervise the whereabouts and conduct of their guests.
3. An *Online Facility Use Form* must be completed before the event will be considered. The event will be reserved and placed on the church calendar after it has been approved. Filling out the request form is not a reservation or a guarantee that the church will host the event.
4. Building use fees are paid in advance and should be submitted with the request form. They will not be processed until the event is approved.
5. NCC reserves the right to refuse use of the facility to anyone based upon conflict with our religious purpose, doctrine, distinctions, core values or commitments. We also reserve the right to refuse use of the facility to anyone based upon conflict with allowable business use per federal tax laws, or conflict with activities already scheduled. It is currently the policy of NCC to not rent NCC facilities to any for-profit group.
6. The individual or group requesting the use of the facility assumes full responsibility for all damage or loss to the property or equipment caused by the event or an attendee of the event.
7. If the event is cancelled by us, for whatever reason, all pre-paid fees will be fully refunded less any expenses already incurred. The church will bear no liability if the event is cancelled due to conditions beyond our direct control.
8. The possession or use of alcoholic beverages is prohibited anywhere on the church property.
9. Smoking is not permitted anywhere inside of the facility or adjacent to an access doorway.
10. Conduct Policy: Any person exhibiting abusive or foul language or violent behavior will be required to leave the premises.
11. No Pets/Animals are allowed inside NCC facilities during an event unless it is a designated service dog for the handicapped.
12. NCC is not providing any support for minors participating in the event. The applicant guarantees that they will use a high degree of care in supervising all activities involving minors during the use of the property.

13. This building use agreement is not assignable to any other party.
14. In the event of a medical or security emergency, the NCC member is to call 911 and remain on the premises the entire time of the emergency.
15. Groups are restricted to only those areas of the facility that the group has reserved.
16. Food and beverages are restricted to classroom areas, the Family Life Center and Student Center. Bottled water or beverages in cups with lids are permitted in the Sanctuary and Atrium areas.
17. NCC equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
18. Clean-up Policy: The user is expected to leave the building reasonably clean and remove all items associated with their event immediately following the event. Leftover food and/or beverages must be removed before departure and kitchen equipment cleaned and returned to their designated areas the custodial/ clean up fee is included in the room fee. This includes basic room set-up/tear down and clean up after the event. Additional services will be charged to the user on a cost recovery basis.

#### NCC NON MINISTRY FACILITY USE FEES:

(Cost includes room set up, utilities, & custodial services. Cost does not include any A/V or production needs)

ROOM	COST
Family Life Center	\$250
Student Center	\$250
Classroom 1-4 (60ppl capacity)	\$150

#### AFFIRMATION:

Unforeseen Events Affecting Facility Use:

*"I fully understand that The Chapel in North Canton functions first and foremost as a church and in the event an unforeseen situation occurs, I may be required to move my event to a comparable room in the facility or adjust the time of my event. The nature of this unforeseen event may include the death of a congregant, emergency response to a natural disaster, or an unexpected ministry event of significance."*

\_\_\_\_\_ (Please initial that you have read the preceding paragraph)

**\*\* My signature below acknowledges that I have read the NCC Facility Use Policy and understand and agree to adhere to the above guidelines.**

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Name (print): \_\_\_\_\_