

Clear Lake Church of the Nazarene

14310 Hwy. 3, Webster, Tx 77598 / office@clearlakenazarene.org / 281-486-9581

Building Use Statement

Introduction

Clear Lake Church of the Nazarene welcomes those who wish to use our facilities. We want to serve the community and provide a safe, family friendly; environment for your activity needs.

Responsibilities for Building & Facility Use

1. In promotion of this mission, the Church may provide services or goods to, and may allow use of its facilities by, other groups and persons who are not members of the Church of the Nazarene. Clear Lake Church of the Nazarene reserves the right to deny facility usage to any party whose activity is deemed contrary to the practice, doctrine and policy expressed in the Manual of the Church of the Nazarene.

2. Your group shall designate an Event Leader and alternate leader who will be the contact person. This person(s) shall make arrangements for the use of the building. If the Event Leader is not on site during the event, the alternate leader will be responsible for control of the event and attendees. In case of emergency, the person acting as on-site Event leader should be reachable by cell phone at all times during the event

3. The Building Coordinator is responsible to educate the Event Leader, or alternate leader on all posted evacuation plans. In case of an emergency evacuation, the event leader or alternate will confirm that all personnel have left the facility and Emergency Services has been contacted.

4. If the group is meeting during office hours on weekdays, keys and security information can be picked up from the Building Coordinator or the church office in the Main building during regular business hours. Office hours are generally 9:00 am – 4:00 pm, Monday through Thursday, excluding legal holidays. If the group is meeting during non-office hours, the Event Leader will need to arrange the picking up of keys and temporary security code by contacting the Building Coordinator.

5. The Event Leader, or someone designated by the Event Leader should:

- Be the first person to arrive and show the group the activity area.
- After the meeting make sure the area is completely picked up and restored to the same condition found.
- Dispose of all garbage and waste paper in the proper receptacles
- Make sure no group members remain in the building following the conclusion of the activity

- The Event Leader, or alternate Leader will turn off all lights, except designated night-lights, and make arrangements with the Building Coordinator to ensure all doors are locked and secured.
6. If there is a change to the groups meeting date/time, the Event Leader will call the church office at least 24 or 48 hours prior to the event. Changes in dates or times will only be made if they do not conflict with activities at the church. No assurance can be given that a change will be granted
 7. All youth activities must have adult supervision.
 8. All groups are prohibited from wandering the halls, other rooms, or moving into other areas of the building not associated with the use permits.
 9. If Custodial services are needed for setting up of tables/chairs this must be noted on the building use form. Fees associated with this need will be conveyed to the groups Event Leader at the time of the request of service.
 10. If several groups are meeting at the same time, each group must coordinate on kitchen usage, noise level, etc.
 11. It is expected that each group abide by the time allotted for their activity.

Insurance

All outside groups and organization using our facility will be responsible to provide a certification of liability insurance to the church naming Clear Lake Church of the Nazarene as covered. Additionally, all users are required to complete a Liability Release and Waiver Agreement.

General Conditions for Building/Facility Use

1. There will be no alcoholic beverages, tobacco products, and/or illegal drugs of any kind on the church property.
2. The use of abusive language and/or behavior will not be permitted.
3. There will be no signs or advertisements placed on church property without prior consent
4. Observe parking signs posted for handicapped and senior citizens. The loading and unloading of vehicles at curbs are allowed, but vehicles must be moved to a parking space when loading and unloading is completed.
5. Gambling and any other illegal activities are not allowed on church property.

6. It is recommended that any group wishing to make arrangements for on-site security personnel contact the local Police Department directly.

Damage to Facility

It will be the responsibility of the users to assure that no damage to lighting, fixtures, walls, doors, projectors, technical equipment, plumbing, or any other furnishings anywhere on campus. The Damage Deposit collected at time of the approval of the use agreement will be used to repair damages. Any damages that are in excess of the deposit will also be the responsibility of the users.

Description of Fees

1. Use Fees: These fees are determined by the requested space, equipment and personnel per the fee schedule. Long term rentals fees are negotiated.

2. Down Payments: There is a required 10% or \$100 (whichever is higher), down payment to hold a date and space. This down payment is refundable if your request is cancelled 48 hours before the event.

3. Damage Deposit: There will be a 10% or \$100 (whichever is higher) damage deposit required as part of your agreement, more or less. This deposit is refundable if the facility is undamaged during your use of the facility. **Note: Costs that exceeds the damage deposit will be the responsibility of the user.**

4. Key Deposit: There is a \$25 key deposit required for the first key given. This deposit is refundable upon return of the key. If your key is lost and/or needs to be replaced the key deposit is forfeited.

I acknowledge that I have read this Building Use Statement.

Signature: _____

Date: _____

Rental Fees

All fees are per hours unless noted

Name	Members	Christian Partners	Others
Sanctuary	\$0	\$20	\$40
Sanctuary Class Room	\$0	\$10	\$20
Education Building			
Class Rooms	\$0	\$10	\$20
Community Room	\$0	\$10	\$20
Activity Center			
Gym	\$0	\$40	\$50
Kitchen	\$0	\$30	\$30
Services			
Custodial / Set Up Help		\$20per hour 3hour Minimum	
Building Coordinator		\$25 per hour – 3hr Minimum	
Sound / Video Technician		\$25 per hour – 3hr Minimum	
Pianist / Organist		\$50 first hour - \$15 per hour after	
Child Care		\$12 hour (2hr Minimum) – 4 Hr Minimum	
Minister		Honorarium to be determined by Minister	
Wedding Fees		Wedding Cost are part of the Wedding Policy	
Other Fees			
Deposit To Rent		\$100 or 10% of fee total (more or less)	
Damage Fee		\$100 or 10% of fee total (more or less)	
Cancellation Fee		\$100 or 10% of fee total (more or less)	
Agreement Revisions		\$30 per change after agreement approval \$0 if notified 48hrs. prior to event	

Classification of Users

1. Formal members and regular attenders are considered Members in regards to the fee schedule.
2. Christian Partners are defined as other churches or Christian associations or ministries.
3. Others are those parties not defined above.

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Building Use Request

Event Leader: _____

Leader Phone Number (s) _____

Leader Email: _____

Alternate Leader: _____

Alternate Phone Number (s): _____

Alternate Email: _____

Activity Description and Purpose: _____

Rental Period

One time Event

Date Requested: _____

Hours Requested: _____

Long Term Event

Day(s) Requested: _____

Date to Begin: _____ Date to End: _____

Facility Area Requested: (Check all that apply to your event)

Sanctuary Building

Sanctuary

Classrooms – Number Needed _____

Sound Equipment (Will require a Sound Tech)

Video / Projection (Will require a Video Tech)

Education Building

Adult Classroom – Number Needed _____

Children’s Classroom – Number Needed _____

___ Activity Center / Gym

___ Kitchen

Equipment Requested (Check all that apply to you event)

___ Tables

___ Number of 60"round tables

___ Number of 8' rectangular tables

___ Number of 6" rectangular tables

___ Chairs – Number Needed

___ Portable Stage (8' X 16")_

___ Microphones w/stands – Number needed

___ Piano

___ Organ

Personnel Requested: (Check all that apply to your event)

___ Pianist (\$50 for first 1 ½ hours; \$15 per hour after)

___ Organist (\$50 for first 1 ½ hours; \$15 per hour after)

___ Sound Tech (\$50 for first 1 ½ hours; \$15 per hour after)

___ Video Tech (\$50 for first 1 ½ hours; \$15 per hour after)

___ Minister (Honorarium to be discussed with the Minister)

___ Set-up / Take Down

___ Gym

Special Facility / Equipment / Personnel Needs and Notes"

Liability Insurance:

Policy Number: _____

Applicant Signature: _____

Date: _____

Administrative Response

Liability Insurance on File ___ Yes ___ No

Request Approved: ___ Yes ___ No Date: _____

Approved By: _____ Title: _____

\$ _____ Rental Fee

\$ _____ Down Payment to Hold Reservation / Date Paid: _____

\$ _____ Key Deposit (\$25 per key to be reimbursed upon return)

\$ _____ Damage Deposit (\$100 or 10% of Rental fee: to be

returned if facility is undamaged)

\$ _____ Total: (Due at least 48 hours before event)

\$ _____ Balance

Date Paid: _____

Key(s) Given To: _____

By: _____ Date: _____

Returned to: _____ Date: _____

Access Code Given To: _____ Date: _____

I the user acknowledge that I have read this Building Use Statement.

Signature: _____ Date: _____

Liability Release and Waiver Agreement

_____ (“User”) has been authorized to use certain facilities as detailed on the _____ at Clear Lake Church of the Nazarene (“CLCN”) and its associated equipment, furniture, fixtures, and amenities including. User understands and agrees that CLCN, its Pastors, administrators, board members employees or agents is not responsible or liable for any injury or damage caused to User, its guests, invitees, or their respective property (collectively, “Indemnitees”).

User understands and agrees that in consideration of being authorized to use CLCN facilities, User hereby personally assumes any and all risks involved in connection with any activities undertaken at CLCN. User releases forever the aforementioned parties from any harm, injury, or damage that may occur to Indemnitees, including any and all risks connected therewith, whether foreseen or unforeseen, including any risks created an/or harm caused by any negligent act (excluding gross negligence or reckless behavior) or acts of any or all of the above mentioned parties. Furthermore, User holds harmless the above-mentioned parties from any claim by User, its representatives, or their assigns, arising out of User’s use of CLCN facilities.

User further agrees to pay for or reimburse CLCN for any and all damages or repairs to the facilities and/or equipment arising out of User’s use of CLCN facilities.

User further understands and agrees that the representations contained herein are made for the purposes of inducing CLCN to provide User access to CLCN facilities. The terms herein are contractual, and that they are not a mere recital or simply for informational purposes. User has read, understood and fully been informed of the contents of this agreement.

By: _____ Date: _____

Printed Name: _____