

Prairie View Christian Church Facility and Equipment Use Policy

From time to time members of Prairie View (PVCC) and members of the community have requested to use the building for personal use. We have also had requests for some of the equipment that belongs to the church to be used either in a different location or for a purpose separate from that of the church. It is for that reason that the Administration Team (Admin Team) has instituted the following policy.

Any request for the use of the building or any property belonging to the church must be requested in writing through submission of a *Facility Use Request Form* at least two weeks before the building or property is needed. Requests can be submitted to the Admin Team via e-mail or hard copy. Requests will be either approved or denied within five business days of the date received.

The Admin Team will determine who they will allow to use the building or the property. In general, the use of the building will be limited to those events that further the mission and vision of the church and/or events that we believe provide a way for PVCC to share what God has given us with our neighbors in the community.

For outside groups: If an outside group requests use of the building, a responsible PVCC member with key and alarm access should be in the building during the activity and regularly monitoring the halls and rooms. Once approved, an outside group must sign the *Facility Usage and Hold Harmless Agreement*. In addition, an outside group will need to fill out the *Certificate of Insurance Request Form* and provide proof that they have added PVCC as an additional insured on their policy.

For PVCC individuals: If a PVCC member or regular attender requests use of the building, a responsible PVCC member with key and alarm access should provide access to the building, and if the Admin Team deems it necessary, be in the building during the activity and regularly monitoring the halls and rooms. Once approved, a PVCC individual must sign the *Facility Use Agreement for Individual Users*.

Depending upon the nature of the request, PVCC may require the individual to provide proof of general liability insurance with PVCC named as an additional insured on the liability policy.

The cost will be determined by the Admin Team depending on the purpose of the building or property use, the length of time the building is needed, the need for PVCC persons to be on sight and how many. There will be a \$300 security deposit collected which will be returned provided that there are no damages to the facility or equipment.

No alcohol or drugs are permitted on the grounds or in the building and smoking is allowed outside the building only. The group will be expected to treat the property with care and to assist in restoring the property back to its normal condition, which may include sweeping, taking out trash, wiping down tables, and setting up chairs.