



西雅圖播道會華恩堂

Northern Seattle Grace Church  
22727 Highway 99, Suite 201,  
Edmonds, WA 98026

## **POLICY AND GENERAL GUIDELINES FOR USE OF CHURCH FACILITIES AND PROPERTY**

### **Statement of Intent**

The grounds and buildings of Northern Seattle Grace Church (NSGC) are primarily available for the church members and church organizations engaging in activities approved by the church. These include the worship services of large and small groups, Baptism, Lord's Supper, Christian education for all ages, church sponsored organizations, fellowship, and recreation in keeping with the spirit of our church tradition. Any Christian religious service(s) will always have priority over other use. No activities or meetings are permitted to take place during these Christian religious services. Church members and church organizations must comply with the Policy and General Rules for use of church facilities and property.

### **General Use Policy**

All organizations or individuals (members or nonmembers) must submit a request for use of any part of the facility with the church office, which will be reviewed and approved by the church Deacon Board. Permission to use the facility should be requested thirty (30) days in advance of the date of use and can be done by completing a use application available at the church office and on the church Web site. Church organizations and their related activities will be given priority over activities not sponsored by NSGC. Ministries, as well as activities organized by church members where members of the community also participate, are considered as church organizations. Rentals by active members in good standing will be given priority over all other rentals if reserved thirty (30) days in advance of the event. Non-members may not reserve the facility earlier than thirty (30) days prior to the date of their event.

It is the duty of the church board and the appropriate church committee to provide arrangements that are properly requested in ample time for events scheduled in the manner herein prescribed. This policy serves as a guide for eligibility for use of facilities. Questions of interpretation of the policy or exceptions to the policy will be resolved by church Deacon Board, or their designee.

Northern Seattle Grace Church assumes no responsibility for property brought into its facilities or onto its grounds. NSGC will not be responsible for any property theft, damage or loss, nor any liability or loss from any accident or personal injury occurring to individuals while using the facilities.

Users of the Church facilities are expected to leave the facilities and grounds clean and undamaged. Regardless of whether users find the facilities to be perfectly clean, users are expected to leave the facility perfectly clean including the grounds and parking lots. All litter and debris is to be picked up and disposed of appropriately. Users will be responsible for all damages to buildings, grounds and fields, parking lots, signage, lighting fixtures, furniture and any equipment, appliances or tools due to their use of the facility. No temporary or permanent modifications can be made to the property without prior written consent of the church Deacon Board. Use of Coffee Bar facilities is only allowed by

ministries, church organizations, and caterers who have been approved by the Facility Use Committee. In all cases, users must follow the Coffee Bar Use Guidelines. Fundraising or solicitation activities by individuals or organizations are allowed only by approval of the Deacon Board.

Any decorations, signs, or on site publicity must be cleared in advance with the church office. Nothing may be taped, nailed, stapled, tacked, drilled, hooked, or otherwise affixed to ceilings, painted surfaces, fire sprinkler, columns, fabric, decorative walls, doors, (including wooden entry doors), or podiums without approval from the church office. This includes all surfaces throughout the interior or exterior of the building. Smoking is prohibited in all buildings and entry ways. Smoking is only allowed in designated outdoor smoking areas. All groups using the church and its facilities are asked to cooperate in maintaining the beauty and dignity of the church appointments, and the spirit of reverence which characterizes the Christian tradition.

Users of the Church facilities are requested to respect spiritual activities that may be taking place in the sanctuary or elsewhere on the church property. This includes the need for privacy and particularly noise levels that are appropriate for spiritual ceremonies.

Events must conclude by 10 p.m. and the building must be vacated by 11 p.m.

Users of the Church will not engage in sales or solicitation of sales of goods or services unless approved by the Deacon Board. Illegal use of prescription and non-prescription drugs or illegal substances is not allowed at any time. Nor is the consumption of alcoholic products in any form allowed within the church. However, alcoholic beverages provided in a catered event within the church hall is permissible given the caterer has the appropriate legal license to dispense these products and that no alcoholic products are taken outside of the church hall. Additionally, no tailgating with or without alcoholic products is allowed in the church parking lots or on the church grounds. Individuals are responsible for their behavior and any subsequent actions regarding the effects of consuming alcoholic products while utilizing the church facility or grounds and will not hold the church liable for any consequences from their actions i.e. involved in an accident while operating a motor vehicle while impaired.

All portions of the sidewalks, entries, doors, passages, vestibules, halls, corridors, stairways, and all ways of access to the facilities in use must be kept unobstructed and must not be used for any purpose other than to enter or exit the facility.

At the completion of the event, users are required to remain until the designee locks all doors from the outside and also sets the security system. Instructions for contacting designee will be provided to the users 48 hours prior to the event.

Skateboarding, roller skating or the use of roller blades, cycling, and loitering are prohibited on church grounds. Parking is allowed only on paved areas. Maintenance, overnight parking or storing of any type of vehicles, campers, trailers, equipment, or storage containers of any size is not allowed in the parking lots or the grounds.

No weapons i.e. firearms, bows, etc. regardless of legal permits are allowed in or on the church grounds at any time. Also prohibited are fireworks and anything containing combustible liquids or gases (i.e. propane tank).

## **RULES FOR THE USE OF THE CHURCH FACILITIES:**

### **Rules for Use of Suite 109**

The Deacon Board reserves the right to deny use, based on the nature of the request. Failure to comply with the rules of facilities will result in denial for future use and may result in events being concluded prior to their planned time.

Northern Seattle Grace Church encourages the use of Suite 109 as a sanctuary by individuals and organizations. The following rules are designed to maximize the utilization of these facilities. Your cooperation will help ensure these objectives are met.

Permission to use the facility must be requested by completing a use application available at the church office and on the church Web site, and approval should be requested at least 30 days in advance of use.

There must be at least one adult (age 21 or older) in attendance for each six (6) persons in attendance under age 21. Children are not to be left unattended in another area during use of the facility.

Permission to use the premises will include the parking lot, entrance hall, restrooms and area(s) designated on the application form. If use of the Suite 110 coffee bar is desired, permission must be requested by completing a use application designed specifically for the coffee bar area.

Under no circumstances will other areas of the building be entered or used without prior approval.

Users are expected to use and occupy the facility in accordance with all applicable municipal, state and federal laws, including but not limited to sanitation, alcoholic beverage control laws and fire codes.

The heating and cooling system is Pre-set. Do not adjust the thermostats.

Northern Seattle Grace Church does not assume any responsibility for any losses during rentals or use of its facilities, grounds or parking lots due to power failure, loss of any utilities as water and gas, failures of any plumbing, heating and air conditioning, coffee bar area equipment including refrigerator, or any other equipment or fixtures being used which do not fulfill the activity expectations of the users.

In the event that Northern Seattle Grace Church or any part of the church, grounds and parking lot is damaged by fire or if for any reason, including earthquake, hurricane, flood, act of nature, or any other cause like or unlike any cause mentioned which is beyond the control of NSGC and which renders the fulfillment of a rental impossible, the rental will be canceled or postponed. All deposits will be refunded and both parties will be released from their obligation.

Renters may be required to purchase their own insurance to protect against loss.

### **Rules for Use of Suite 201**

The rules of use of Suite 201 can be referred to the use of Suite 109 as well as for multipurpose functions.

### **Rules for Use of Suite 110**

The rules of use of Suite 110 can be referred to the use of Suite 109 as well as for multipurpose functions. Use of the coffee bar is limited to use of coffee maker, Tea Kettle, sinks, and refrigerator. Any other user needs must be defined at the time of the initial rental.

The following rules must be adhered to:

A NSGC approved caterer must be used. Approval of use has been implemented to ensure we comply with important safety rules, health department policies, and establish clarity on the expectations of coffee bar use. Approved caterers will be required to provide NSGC with an indemnification agreement and proof of adequate insurance. An appointment must be made with a member of the Deacon Board for instructions on getting approved for use of the coffee bar two weeks prior to the event.

Pots, pans, utensils and other kitchen pantry items are for the use of the church ministries only. Paper products, i.e. cups, napkins, etc., (stored in the kitchen or elsewhere) are not available for your use.

The coffee bar area must be left in good order and clean with everything in its proper place.

The refrigerator may be used during the time of use and must be clean and the doors closed. The freezer may not be used and must remain closed at all times.

Personal items, i.e. dishes, trays, etc., must not be left after the scheduled event. All food must be removed from the premises at the conclusion of the event. Any personal items left will become the property of the church.

At the termination of use:

- a) Clean the area used, returning all furniture and equipment to its original location.
- b) Turn off lights, including restrooms.
- c) Report any non-functioning equipment or broken items to the church office within 48 hours.
- d) Put all trash and recyclable materials in appropriate receptacle located.

## **CHARGES FOR BUILDING USE**

### **Deposit - Reservations**

Security deposit must be received by the church office within seven (7) days after the approval of Request for Use in order to secure the reservation for the date desired.

**Deposit – Cancellations, after Event Inspection**

Cancellations occurring less than seven (7) days prior to the event will result in the loss of the deposit. After an event with a positive inspection, security deposits will be returned to users within one week after the first business day following the event.

**Facility Rental Fees**

- Church Organizations ..... No Fee
- Active Members in Good Standing (2 hours minimum) .....Free Offering
- Other (2 hours minimum) .....\$50 per hour
- Security Deposit \$100.00.....\$100