



# THORNAPPLE

COVENANT CHURCH

## Thornapple Covenant Church | Facility Use Policy

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### Overview

Thornapple Covenant Church's facilities were provided through God's goodness and the sacrificial generosity of hundreds of church members. We are called to be good stewards of all that we have. It is our desire to share the gift of our facility to the extent possible with our neighbors and community.

### General Philosophy

Thornapple Covenant Church is a religious organization whose mission is to help people find and follow Jesus Christ. It is therefore important that the church present a consistent message to the community. Toward that end, facility use will only be permitted to persons/groups holding, advancing or advocating beliefs or practices that are not in conflict with the church's teachings. Facility use that benefits the community could include spiritual, educational, recreational, and human-welfare support activities. We hope this information will help you and your group determine if Thornapple might be the right facility for your needs. Thornapple reserves the right to limit/deny the use of the facility at any time to any group or individual.

### Community Use

The following types of groups are generally able to use the facility:

- Celebrations – birthday parties, graduation parties, baby showers, family reunions
- Civic service groups
- Fundraising – for not-for-profit organizations with a registered 501(c)3
- Educational & Cultural Groups – that align with the church's mission/teachings
- Funeral/Memorial Services
- Hobby clubs
- Sports
- Weddings & Receptions (see wedding policy for details)

The following types of groups are not considered for facility use:

- Political – advocating the election of specific public officials
- Commercial – for-profit enterprises
- Groups with purposes in conflict with the church's mission/teachings

### General Usage Guidelines

- Attendance must not exceed capacity for any space in the facility.
- Any facility use for activities involving minors (children/youth) must present a plan for adequate supervision and comply with the church's Child Protection Policy.
- Thornapple is a smoke-free, tobacco-free, alcohol-free, drug-free, firearm-free, gambling-free, profanity-free facility.
- Thornapple reserves the right to schedule activities and events in other parts of the facility simultaneously.

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## Insurance - Liability Coverage

All community use groups must obtain liability insurance coverage in the amount of at least \$1,000,000. Thornapple Covenant Church must be named as an "additional insured" on such a policy. The certificate of insurance must be presented one week before the event. The insurance requirement may be waived at the sole discretion of the Associate Pastor or designee.

## Usage Fees

Use of the facility is subject to a Usage Fee to help cover the costs associated with providing the facility. Such costs are minimal and intended to cover the costs of operating the facility. A security deposit is required in case the facility is damaged or not returned in the condition it was found or better.

<i>Space</i>	<i>Half Day (under 4 hrs)</i>	<i>Full Day</i>	<i>Security Deposit</i>
Community Center. full	\$200	400	200/400
Community Center. half	100	200	50/100
Kitchen	50	100	50/100
Commons	100	200	50/100
Sanctuary	200	400	100/200
Classroom	50	100	50/100
Nursery, single room	50	100	50/100

\*Sports - \$50/hour for community center gym

## Setup, Cleaning and Custodial

Community Use groups are expected to have their room setup needs established in advance, including diagrams of table/chair setups. Cleaning is the responsibility of the group. Failure to adequately clean may result in forfeiture of all or part of the security deposit.

## Audio, Video and Lighting

AVL equipment in the sanctuary must be operated by a trained technician at additional cost. Availability of these systems for use is subject to the availability of a trained technician.

## Specific Usage Guidelines

- Animals are not allowed in the facility. Exceptions may be made for animals necessary for assistance for a person with physical challenges.
- The kitchen is not licensed for commercial use in meal preparation. Caterers may only use the kitchen for warming purposes.
- The following items are prohibited: glitter, candles, red/orange/purple beverages.

## Application Process for Use

1. Fill out the REQUEST, ROOM SETUP and AGREEMENT forms and submit them to the Thornapple office.
2. The Associate Pastor or designee will review and decide on the application, with proper consultation with staff/elders.
3. Submit payment for usage fee, security deposit, and proof of insurance.
4. Pick up the building access card (\$10 deposit) and review the facility with the Office Assistant.