

## Hillside Church General Building Use Covenant

Hillside welcomes the opportunity to share this property with its members and the surrounding community to foster goodwill, education, fellowship, celebrations of life, and growth of Christian faith. The building and grounds of Hillside Church are a valuable asset and are to be used to accomplish our mission to make passionately devoted followers of Jesus Christ. We believe that our church facilities are a physical extension of our church body integral for carrying out the work and mission for which we are called.

### Part A: Permission for Building Use

1. All usage requests must be made in writing using the *Building Use Request* form and submitted to the church office. All activities must be coordinated through the church office for scheduling and are subject to approval by the Deacons. Any deviations from current policy must be approved by the Deacons.
2. Church facilities are *not* available for use by “For Profit” groups or individual enterprises. Facility usage will only be considered for church sponsored events, church member sponsored events, and for non-profit and service groups. Outside groups wishing to use church space are required to pay a security deposit. Exceptions to this are subject to approval by the Deacons. For additional fee information, see *Part C – Fee Schedule*.
3. The ongoing programs and ministries of the church receive first priority for scheduling, church member sponsored events receive second priority, and community requests, third. Requests will be approved and scheduled accordingly. Should a conflict arise after an event has been scheduled and approved, the Deacons may reschedule a lower priority event in the case of an emergency.
4. Ongoing or regularly scheduled use of the facility by outside groups will require a specific use covenant be drawn up with the outside party. This covenant will be reviewed on a yearly basis.
5. Each request will be approved on a case by case basis. The policies described here are subject to change without notice.

### Part B: Guidelines for Building Use

1. No alcoholic beverages, gambling or firearms are allowed on the premises.
2. The building is a smoke-free facility. Smoking is not allowed inside the facilities.
3. Acceptable facility use is based on the condition that the premises are left in clean and working condition as they were found (including hallways and restrooms) prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or not securing the premises will be grounds for losing facility use privileges and/or deposits and incurring additional fees.
4. Any group requesting use of the church facilities is responsible for providing its own volunteers to set up and clean up afterwards unless the group has arranged to use the church custodial staff (see *Part C – Fee Schedule*)
5. When using the church facilities, music and activities should be appropriate to a church setting and consistent with Hillside core values.
6. No church furnishings or equipment may be moved or removed from the church premises without approval.
7. Due to fire code regulations, the additional chairs stored along the sides of the Worship Center shall not be moved out into other areas of the church.

8. The music equipment on the stage area of the Worship Center shall not be removed. The equipment may be moved to the back of the stage and concealed behind protective panels by authorized Hillside representatives for a fee (see *Fee Schedule*). The grand piano cannot be moved off the stage or stored behind the protective panels.
9. Use of music equipment on the stage area of the Worship Center requires pre-approval. A *Worship Center Set-Up Request* form must be completed and consultation with a member of the Worship Team or the Sound Tech team may be necessary.
10. Use of audio-visual equipment requires pre-approval and operation by one of our own trained technicians or other approved personnel. Sound equipment shall not be moved except by an authorized Hillside representative. An additional *Worship Center Set-Up Request* form must be completed, and consultation with a member of the Worship Team or the Sound Tech team may be necessary.
11. Fees will be assessed depending on what equipment is needed (see *Fee Schedule*).
12. If using a church supplied Sound Technician, fees will be paid directly to that person (see *Fee Schedule*).

### Part C: Fee Schedule

1. All outside groups (non-church members) are required to pay a **\$250** refundable security and key deposit for each day's use upon submission of the signed *Building Use Request* form.
2. The event is not calendared until the completed *Building Use Request* form is received and processed by the church office. The security deposit, if required, must also be received by the church office before the event is calendared.
3. Deposits are fully refundable if cancelled within 24 hours of the scheduled event.
4. Deposits are fully refundable only if the building is left in the same condition as it was originally found, as determined by a Hillside representative. Less than the full amount of the deposit will be refunded if the guidelines in Part B are not followed. The party using the space will be held financially responsible for any damages incurred.
5. Fees will be determined at the time the *Building Use Request* form is signed and accepted by the church office.
6. Fees must be paid no less than two weeks prior to the event.
7. The following is a breakdown of fees to be assessed as needed:

Use Options	4 hrs or less per day		> 4 hours per day		Custodian Fee
	non-members	members	non-members	members	
Classroom (each)	\$50	\$35	\$75	\$50	\$10 per room
Lower Level	\$75	\$50	\$150	\$75	\$35
Kitchen	\$125	\$75	\$225	\$125	\$50
Worship Center	\$225	\$85	\$425	\$150	\$75
Table/chair rearrangement <150 people	n/a	n/a	n/a	n/a	\$75
Table/chair rearrangement >150 people	n/a	n/a	n/a	n/a	\$125
Sound Technician	\$25/hr/tech	\$10/hr/tech	\$25/hr/tech	\$10/hr/tech	n/a

<b>Equipment</b>	<b>Fee</b>
Podium Microphone*	\$10
Microphones w/floor stands*	\$10 each
Wireless Microphone*	\$100 each
CD Player*	\$10
Video Projection System*	\$50
Electronic Keyboard*	\$100 each
Drum Kit*	\$100
Conceal Stage Equipment	\$100

\* requires approved Sound Technician be present to operate

#### **Part D: Use of Facilities**

The following Hold Harmless Agreement shall be agreed to by signature on the *Building Use Request* form prior to use of facilities:

*In connection with the granted use of your facilities and premises at Hillside Church, a Baptist Fellowship, I, hereinafter referred to as the Permittee, do agree to defend, indemnify and hold harmless Hillside Church, a Baptist Fellowship, hereinafter referred to as the Church, its members and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees arising from personal or bodily injuries, including death, or property damage or otherwise, however caused, sustained by any person(s), firm(s), corporation(s), including the Church, brought or recovered against any of the undersigned's use/occupancy of church's facilities, furniture or equipment or other use as requested by the Permittee, or from any occurrence in or on the demised premises, and will further indemnify and hold the Church harmless against and from any and all claims arising from any breach or default on the part of the Permittee in the performance of any covenant or agreement on the part of the Permittee to be performed pursuant to the terms of this use, or arising from any act or negligence of the Permittee, or any of its agents, contractors, servants, employees, licensees, customers, or invitees. In the case any action or proceeding is brought against the Church by reason of such claim, the Permittee, upon notice from the Church, covenants to resist or defend at Permittee expense such action or proceeding by counsel reasonably satisfactory to the Church. The Permittee further agrees to retain responsibility for any loss, theft or damage to Permittee's equipment, supplies or materials or equipment, supplies or materials of others brought onto or stored on Church's premises in connection with Permittee's use of Church's facilities and premises.*

*The Permittee further agrees to surrender the premises and facilities to the Church at termination of the use period hereinbefore specified in the same condition as at the commencement of the period. The Permittee shall not remove any church property. All equipment, supplies and materials of any kind, supplied and used by the Permittee, shall be removed from the premises at termination of the use period. The Permittee shall be responsible for any damage to Church property, arising from Permittee's use, and shall promptly reimburse the Church for repair or replacement as billed.*