

Building Use Policy

(Revised 07-2017)

Information & Contract Packet

Valley Fellowship

507 Palmer LaGrande, Oregon 97850

541-963-0340

Email – vfchurch2@gmail.com

Website - www.valleyfellowship.church

Valley Fellowship Building Use Policy

Purpose Statement

Valley Fellowship's facilities were provided through God's benevolence and by the sacrificial generosity of church members. Valley Fellowship desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although our facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

But facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with Valley Fellowship's faith or moral teachings. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastor, or an official designee, is the final decision-maker concerning use of church facilities.

This restricted facility use policy is necessary for two important reasons.

First, Valley Fellowship may not in good conscience materially cooperate in activities or beliefs that are contrary to its statement of faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice.

(2 Corinthians 6:14; 1 Thessalonians 5:22.)

Second, it is very important that Valley Fellowship present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to Valley Fellowship's statement of faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to Valley Fellowship members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the Valley Fellowship's statement of faith use any church facility. Nor may church facilities be used in any way that contradicts the Valley Fellowship's statement of faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Colossians 3:17.)

Approved Users and Priority of Use

The pastor or official designee must approve all uses of church facilities. Generally, priority shall be given to church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church. Church facilities and equipment will be made available to non-members or outside groups meeting the following qualifications:

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

2. The group or person seeking facility use must submit a signed “Church Facility Reservation Request and Agreement” form.
3. The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the church’s rules of conduct for facility use, as stated below and as described in any additional instructions by church staff.

Use of the church facility will be limited to those compatible with Christian practices & values.

All scheduling will be done through the building usage coordinator. A refundable cleaning and damage deposit is due upon the receipt of this packet. Within 14 days from day of scheduling the group or individual the entire rental fee is due in order to confirm reservation. Valley Fellowship may refuse use of the building without cause and may cancel an event without notice in case of an emergency.

Church Coordinator – Nancy Blanton 541 240 9159 or Pastor Steve Kirkeby 541 786-1642

General Rules

Groups and individuals using the church are responsible for the following:

Setting up and taking down of tables and chairs (see attached map for location)

Becoming informed of proper use of kitchen equipment

Using safe food handling practices as taught by the State of Oregon Food Handlers Certification Class

Leaving kitchen and meeting rooms in prime condition as described on cleaning checklist

Following Valley Fellowship building use policies

Sponsoring group will be liable for all breakage, and/or missing equipment

Any cleanup expense will be charged to the sponsoring group and deducted from the cleaning and damage deposit.

Event Parking is allowed around the Church building and in the park areas except the pool area parking

Tables, chairs, tableware, and other equipment are not to be removed from the premises.

Use of alcoholic beverages and tobacco is prohibited on all church premises.

You may cancel up to 14 days prior to the scheduled day of your event and receive a full refund.

Building Use Fees

1. Sanctuary only (Maximum group size 300 people)

\$200.00 donation for use, plus \$50.00 refundable cleaning deposit. (Excludes use of kitchen facilities). Table linens and tableware will not be available for use. If sound system is used a minimum \$75.00 fee will be assessed for purpose of staffing of a Valley Fellowship sound technician for 3 hours. After 3 hours a fee of \$20.00 per hour will be charged

2. Sanctuary & limited use of kitchen

\$250.00 donation for use, plus \$50.00 refundable cleaning deposit. Kitchen use is limited to beverage preparation and serving of previously prepared foods. (Excludes use of range and food prep equipment. If sound system is needed a \$75.00 fee will be assessed for purpose of staffing of a Valley Fellowship sound technician for 3 hours. After 3 hours a fee of \$20.00 per hour will be charged. Table ware is available for use.(excluding linens).

3. Sanctuary & Full Use of kitchen

\$275.00 donation for use, plus \$50.00 refundable cleaning deposit. Use of kitchen appliances is allowed. Food handlers should be certified by State of Oregon. Table ware will be available to be used (excluding linens). If sound system is needed a \$75.00 fee will be assessed for purpose of staffing of a Valley Fellowship sound technician for 3 hours. After 3 hours a fee of \$20.00 per hour will be charged.

4. Individual Room (Maximum room capacity of 25 people)

\$50.00 donation for use, plus a \$50.00 refundable cleaning deposit. No kitchen facilities or sound system is available.

Individual Room & limited use of kitchen

\$100.00 donation for use, plus a \$50.00 refundable cleaning deposit.

Valley Fellowship Sponsored and Affiliated Events:

The use fee and the refundable deposit will be waived. If kitchen and table linens are used the event chairperson is responsible for immediately cleaning the facility, and laundering, spot cleaning and ironing table linens.

Individual members of Valley Fellowship

The facility and kitchen can be used for personal use. The use fee will be waived, but the refundable deposit will still apply. If kitchen and table linens are used the church member is responsible for immediately cleaning the facility, and laundering, ironing table linens, and hanging on hangers.



Valley Fellowship Directory and Grande Ronde Academy (GRA) in numerical order

1	Youth Room
2	Pastor's Office
3	VF Storage/Mops/Centershot Supplies
4	Grande Ronde Academy Supplies
5	Conference Room
6	Handicap Restroom
7	Church Office
8	Kitchen
9	Children's Church
10	Joy Basket
11	Pre School Church
12	Nursery
13	Girls Restroom
14	Infant Nursery
15	VF Storage
16	Furnace Room
17	Church Library
18	GRA Media Room
19	GRA Classroom
20	VF Children's Education Supplies
21	GRA Classroom
22	Boys Restroom

23	GRA Library
24	GRA Staff Lounge
25	GRA Administrative Office
26	Void not a room (number omitted)
27	GRA School Office
28	Neighbor to Neighbor
29	Neighbor to Neighbor
30	Neighbor to Neighbor
31	Embers Room
32	Back Storage
33	Back Stage Storage
34	Baptismal Tub
35	Back Stage Storage
36	GRA Classroom
37	Outside Storage
38	GRA Classroom
39	GRA Classroom
40	GRA Classroom
41	Void not a room (number omitted)
42	GRA Storage
43	Sanctuary

This list is updated and current as of 04/25/2013

Valley Fellowship Users Cleaning Checklist

- _____ All tables & chairs must be clean and put back in place where they were found
(cleaning supplies are on cart in boiler room, see map for location)
- _____ Carpet must be vacuumed (Blue Vacuum is in boiler room, see map for location)
- _____ Any dishes, glasses, and flatware that have been used must be washed and put back in storage
- _____ Food Prep equipment must be cleaned in hot soapy water, rinsed in clean hot water, and dipped in a sanitizing solution (1 tsp bleach per gallon of water). If grill is used top should be cleaned and grease trap cleaned.
- _____ Counter tops, appliances, coffee maker, microwave, gas stove, must be clean.
- _____ Floor should be picked up, swept and mopped (kitchen only).
- _____ Trash must be dumped into garbage dumpster outside at back of building
- _____ All sinks should be washed out and left debris free, any dirty rags and towels should be left in the dirty towel crate under the sink to be washed.
- _____ All items and food brought by your group should be removed. Valley Fellowship will not be responsible for any damage or loss to these items if left in the building.
- _____ All bathrooms should be clean & trash dumped.
- _____ Hallways should be clean of debris and vacuumed.
- _____ Turn out all lights, lock all doors (all doors must be rechecked from outside building)
- _____ Key should be left with this form when leaving building. This form and key can be deposited in the mail slot at the front of the building
- _____ All thermostats should be reset to 55 degrees (they are programmed to go down at night)

Group using building _____

Please identify any breakage or malfunctioning equipment _____

Suggestions or comments _____

Signed: _____ Date: _____

(For Renter)

Valley Fellowship Emergency Call List

General Repair:

Steve Kirkeby 541-786-1642, Wayne Long 541- 663-6200, Chuck Sarrett 541-805-8498

Plumbing:

Steve Kirkeby 541-786-1642, Wayne Long 541- 663-6200, Chuck Sarrett 541-805-8498
Action Plumbing 541-963-9534

Electrical:

Steve Kirkeby 541-786-1642, Wayne Long 541- 663-6200, Chuck Sarrett 541-805-8498
Johnson Electric 541-963-0324

Roof Issues:

Steve Kirkeby 541-786-1642, Wayne Long 541- 663-6200, Chuck Sarrett 541-805-8498
Eagle Cap Construction 541-910-6238

Building Usage: Steve Kirkeby – 963-8857 or 786-1642, Verla Kirkeby 910-1088

Natural Gas Leak 911

Security - 911 or Steve Kirkeby –786-1642

AED



Machine Located by EAST SIDE DOOR IN SANCTUARY



Safe Zone (room) is located EMBERS room NORTH EAST END of BUILDING

**See attached Emergency exit plan

Wi-Fi Code 789VF987

(For Renter)

Hold Harmless/Waiver of Damages

In consideration of the church granting permission requested herein, Permittee agrees to indemnify and hold the church and its officers, agents, and employees harmless from any and all claims, demands, lawsuits, actions of any kind, damages, judgments, amount paid settlement costs, and expenses (including attorney's fees) which may be incurred or arise out of Permittee's exercise of the permission granted or from any of the Permittee's activities related hereto.

Permittee acknowledges that they will use the Church facilities at its own risk and expressly waives any right to make or prosecute claims or demands against the Church for any loss, injury or damage which the Permittee may sustain by virtue of the exercise of the permission granted or by reason of any defect, deficiency, or impairment which may occur from time to time from any cause of the water supply system, drainage system, heating system, gas main, electrical apparatus or cable furnished to the event or for any loss resulting from fire, water, tornado, civil commotion, riot, landslides, windstorm, earthquake or other acts of God.

I certify that all statements on this application are complete and correct.

Signature of Applicant/Permittee

Date

Name of group using the building

The Sale, Serving, and Consumption of Alcoholic Beverages is not permitted

(Return to Valley Fellowship)

Valley Fellowship Reservation Form

Date _____

Organization Name _____

Address _____

City _____ State ____ Zip ____ Organization Phone _____

Contact Person _____ Phone _____

Email of organization or contact person _____ (required)

Member of Valley Fellowship (Yes) or (No)

Type of Event to be held: _____

Facilities Required (see Building Use Fees page) _____

Reservation Dates & Times _____

Approximately how many people will attend your event? _____

I have read the Building Use Policy and agree to abide by it.

Signature

Date

Office Use Only

Date reservation form received _____ Rental Fee \$ _____

Is the event approved _____ Deposit \$ _____

Are Dates & Time Approved _____ Total Fees \$ _____

Approved By _____ Amt Refunded \$ _____

(Return to Valley Fellowship)