

# Building Use Policy



**ChaseOaksChurch**

**SLOAN CREEK CAMPUS**



## ◆ Events

---

This document is used for ministries, attendees, partners, and outside groups.

We see our church as an outreach tool that should be readily available to our ministries, attendees, and community. Chase Oaks Church attendees have generously contributed time and resources to build and maintain our facility. Our policies and procedures ensure that our church will remain in excellent condition for many years of service.

### Eligible Events

- Chase Oaks Church Ministries
  - Chase Oaks Church ministry leaders are responsible for scheduling events in ROCK. Reservations are scheduled on a “first come, first serve” basis.
- Chase Oaks Church Attendees
  - Attendees must reserve events through the Outside Events Coordinator (OEC). The nature of the events be evaluated on a case-by-case basis and usage will be approved at the discretion of the Campus Pastor and the OEC.
- Partners
  - Partners are organizations that Chase Oaks Church has developed a joint relationship with to help those in need.
- Outside Groups
  - Outside groups include nonprofit organizations, conferences, and group meetings or events unrelated to Chase Oaks Church. These groups may rent the facilities provided their purpose and activities are consistent with Chase Oaks Church’s values, beliefs, and ministry. All these events will be handled on a case-by-case basis and must be approved by the Campus Pastor and the OEC.
- Weddings
  - Facilities for weddings are limited to attendees of Chase Oaks Church who have attended for at least 3 months and/or for children of Chase Oaks Church attendees. Anyone who serves at the Local Good Center is also eligible. Weddings are scheduled through the Central Ministry Care Team following the wedding policy put in place by Chase Oaks Church.
- Church Funerals/Memorials
- Funerals and Memorials
  - Funerals and Memorials are scheduled through the campus administrator following the funeral guidelines put in place by Chase Oaks Church.



## ◆ Events

---

### Ineligible Events

- Profit-driven activities or events
- Boy Scout/Girl Scout recurring meetings
- Graduation/Birthday Parties
- Wedding/Baby Showers
- Sport Practices
- School Dances/Socials
- Homeschool Groups
- Groups engaging in partisan politics
- Events that conflict with Chase Oaks Church's values, beliefs, and ministry.
- Date Restrictions:
  - No events can take place in auditoriums in the two weeks leading into Christmas and Easter due to time limitation to support these events along with ministry activities. Funerals may be the only exception but still must be approved by all involved in providing support for the event.
  - Events that need Chase Oaks support that take place on holidays observed by Chase Oaks Church is prohibited.



## ◆ Procedures

---

### Capacity

- Users must abide by the capacity codes for the Chase Oaks Church campus and elevators.
- Users will not sell or distribute tickets, passes or registration badges more than the capacity of the facility.

### Decorations

- Decoration is limited to tabletop décor, and stand-alone decorations. No materials may be attached to the walls.
- Fireproof materials must be used whenever possible.
- Depending upon the sermon series at the time of your event, there may be items on the stage and/or walls. Moving of props, instruments, lighting, monitors, and any other stage equipment is prohibited.
- Decorations must be approved by the OEC.

### Equipment and Supply Usage

- Basic room equipment: All church assets and equipment are to remain on the church property. All indoor assets will remain in the building.
- Equipment in any room must remain in that room and may not be moved without the approval of the OEC.
- Any equipment brought on to the church property must to be approved by the OEC.
- Tablecloths for round and rectangle tables are available. A cleaning fee will be charged per tablecloth.

### Technical Equipment

- A Chase Oaks Church technician must be present for the operation of all church-owned audio and visual equipment in main auditoriums. Non-tech staff are prohibited from working tech booths in main auditoriums.
- Use of tech equipment in other spaces is prohibited without approval or training from a Chase Oaks Church technician.
- Recurring outside events that require use of main auditorium tech booths are prohibited.
- Outside operators are not allowed to use or attach equipment to our system.
- Outside computers must use guest Wi-Fi access and may not be directly connected to the church network.

### Outside Media, Music, and Materials Approval

- All music, media, printed materials, and presentations for an event held at Chase Oaks Church must be submitted to the OEC for review and approval at least one month in advance of the event. Any changes made, after approval has been given, must be resubmitted.
  - You may not utilize promotional items or directional signage that can be seen from the road (banners, balloons, signs, flags, etc.) unless you obtain prior approval from the Chase Oaks Church Communications Director.
-





## ◆ Procedures

---

- The use of materials and music found to conflict with the values and beliefs of Chase Oaks Church will not be allowed.

### Childcare

- Anyone who uses the church building and will be requesting childcare must abide by the Chase Oaks KIDS CO. childcare guidelines.
- Familiarity with the location and use of AED devices is required.

### Insurance and Liability

- Chase Oaks Church will not be responsible for items that are lost, stolen or damaged. Users are responsible and assume liability for any personal injuries or damages to the facility and/or equipment.
- Larger events may be required to provide proof of adequate insurance coverage before the rental agreement can be completed.

### Guests

- The conduct of all people attending programs or events at Chase Oaks Church will be respectful of the church facility and other guests. Users and their activities are restricted to their designated rental areas.

### Kitchen Use and Food Policies

- The kitchen at Chase Oaks Church will be available to our Users.
- All equipment used is to be properly washed, dried, and put away immediately after use. Please review the kitchen guidelines.
- The kitchen is equipped with a microwave, refrigerator, coffee brewer, and a sink.
- Outside caterers may be used to cater events, but because our kitchen is small, it is not available for their food preparation or clean-up.
- The serving of food and beverage is allowed in all rental areas of the facility, with exception to the areas on and around the stage, sound boards and other technical equipment, etc.
- Food and/or beverage with the tendency to stain, such as red or purple liquids, are not allowed.
- The use of coffee cup lids is strongly encouraged to help prevent spillage on our furniture and flooring.

### Reservations and Rental Fees

- All outside events and corresponding room rentals must be scheduled through the OEC.
  - Reservations may be made no more than six months in advance. Weddings will be the only exception to this policy.
  - Outside groups may meet no more than 12 times per calendar year.
  - All details including date, time, equipment, room(s), set-up, and special needs or accommodations must be specified before the agreement is signed.
-



## ◆ Procedures

---

- Buildings and rooms will remain locked until the resource time agreed upon at the time the reservation was made.
- For events that happen outside of normal Chase Oaks business hours, the doors will automatically lock 30 minutes after the scheduled event start time.
- Propping doors open is prohibited.
- Deposit of 50% of the event fees is required, along with the signed agreement, at the time of the reservation. The remaining 50%, excluding the technical fees, must be paid one week before the event.
- Technical fees are billed by the Chase Oaks Tech Team after the event.
- Payment for an Event Host is required for all outside events.
- If an event goes longer than the agreed upon time, there will be a 50% increase per extra hour for the cost of all hired support.
- If the reservation is cancelled by the User less than 30 days before the event, 50% of the rental fee will be refunded to the User.
- Pre-event building tours and walkthroughs are limited to two (one hour max) visits. There will be additional costs for additional time.

### Returned Payments

- There will be a service fee of \$25 for returned payment. In the event of a declined payment, all previous agreements and reservations may be considered canceled.

### Responsible Party

- Every rental event must have one appointed person as the responsible party. This person must be present at the event and will act as a contact and will be responsible for enforcing the contract guidelines by providing supervision at the event.
- The User will assume liability for personal injuries, damage to personal property, damage to the facilities or equipment and additional maintenance or cleaning costs. The User will restore the facilities or equipment to pre-rental condition.

### Restrictions

- In general, fundraising activities or events are not permitted in the case where goods are sold (i.e., garage sales, bake sales etc.). Other types of fundraising will be reviewed on a case-by-case basis.
  - Smoking and illegal substances are prohibited on the grounds or in the building.
  - Events that plan to serve beer and wine will be vetted thoroughly. TABC certified servers and at least one or more police officer is required at the User's expense depending on the size of the event.
-



## ◆ Procedures

---

- Users must be present to receive any items that are to be delivered for their event. Our staff will not be responsible for or allowed to sign for any event-related items.
- For safety and security, resource rooms and children's ministry areas are reserved for childcare and KIDS CO. related events only and considered restricted areas. Users must remain in their designated rental areas.
- Fire pits and grills are prohibited within 50 feet of any Chase Oaks buildings. This is a fire marshal expectation.
- Using any kind of tape on the concrete floors is prohibited.
- Animals are not allowed in the building or on the grounds, apart from service dogs.
- Church-sponsored ministries using animals at an event must have prior approval. Animals must be under constant supervision. The owner is financially liable for damages to the facility as a result of the animal(s).
- No events can take place in auditoriums in the two weeks leading into Christmas and Easter due to time limitation to support these events along with ministry activities. Funerals may be the only exception but still must be approved by all involved in providing support for the event.
- Events that need Chase Oaks support that take place on holidays observed by Chase Oaks Church is prohibited.

### Set-up, Cleaning and Maintenance of the Facility

- All Users are expected to leave the building clean and remove all items associated with their programs immediately following the event.
- Report damages to the OEC.
- Rearranging furniture or other items must be pre-approved.
- The Facilities Team or porters are not responsible to set up, move, or tear down 8-foot serving tables. If they are being used for an event, then the responsible party of that event must make other arrangements to set-up and put away.
- All room set-up requests must be finalized one week before the event. Additional fees will be charged for changes made after that time if the facilities manager can work the change into his team's schedule.

### Temperature Control

- Room heating and air-conditioning are controlled by thermostats that may be manually adjusted two degrees above or below the set temperature of 72 degrees.

### Outside Officiating Pastors for Weddings or Funerals

- We welcome ordained pastors from other churches and denominations of the Christian faith to officiate at weddings and funerals of Chase Oaks Church members. For approval of outside officiating pastors, please complete the Outside Officiating Pastor Request Form.
-



## ◆ Procedures

---

### Weddings

- Artificial flower petals may be used during the wedding ceremony. However, during the exit of the bride and groom from the facility, only bubbles may be used. Confetti or pop bottles with confetti type materials, flower petals (real or artificial), birdseed, rice and any other materials are prohibited.
- For approval of outside officiating pastors, please complete the Outside Officiating Pastor Request Form and return it along with the wedding application and deposit to the OEC. It is at that time that the wedding will be reserved in ROCK.

### Unexpected or Uncontrollable Events

- In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Chase Oaks Church that might cause a substantial delay, rescheduling or cancellation of a scheduled event, the church will be released from the rental agreement. The User hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of the rental fee.

### Chase Oaks Church Emergency Closings Guidelines

- At times, emergencies such as severe weather, fires, power failures or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of our offices and church facility.
  - Chase Oaks Church will act in conjunction with the Plano Independent School District. If Plano schools are closed, the church facility will be closed. If Plano schools delay their opening until 10 AM, our church campus will open at 10 AM, etc.
  - Users should call Chase Oaks' main number 972.783.8800 as the church status will be recorded on the voicemail message by 8 AM. Users may also visit our website for updates on closings at [chaseoaks.org](http://chaseoaks.org).
-





## ◆ Safety and Security

---

A church representative (a host or security officer) is required for all outside events or events after hours. In the event of an emergency, the first contact should always be the church representative on site. Dial 911 immediately in case of an accident, smoke, fire, serious illness or injury, or crime in progress. Report all issues, such as missing or stolen equipment, suspicious persons, unusual activities, or safety hazards to the church representative on site. The OEC will request an incident report to be completed.

### Security

- For larger events and conferences, the church reserves the right to require security and traffic control that will be provided at the User's expense.
- Users will enter and exit through main entrances only.
- Under no circumstances may doors be left propped open.

### Fire Prevention

- Candles, smoke generators, Sterno heating material, pyrotechnical devices or any other fire hazard materials must be listed in the agreement and approved for use through the OEC and the Facility Manager. Bonfires or any open fires are prohibited on the campus. No flammable substances are to be stored in the facility. Please report all potential fire hazards to the OEC or the Facility Manager immediately.
  - Only stationary, drip-less candles may be used and must be placed in appropriate holders with continual supervision to adhere to fire codes.
-



## ◆ Kitchen Usage

---

### Room Condition Requirements

- Sinks and counter tops must be thoroughly cleaned using the spray cleaner located above the sink.
- Empty, rinse and wipe dry coffee pots. Be sure to run water through the spigots after rinsing them out and empty completely. DO NOT USE SOAP.
- Throw away used coffee/filters and rinse filter container.
- There is no disposal, so PLEASE DO NOT PUT FOOD DOWN THE SINK DRAIN.

### Dishes, Linens, and Paper Products

- Clean all dishes and water pitchers and return to their designated cabinets.
- Remember to take your personal dishes with you after the event.
- All towels that have been used are to be left under the sink.
- Return all unused paper products, utensils, etc. to their designated cabinets and drawers.

### Appliances

- The kitchen is equipped with a microwave, ice machine, refrigerator, and coffee brewer. We do not have a freezer.
- Directions for using the coffee brewer are posted on the wall near the brewers.

### Food

- The serving of food or beverages with the propensity to stain, such as red or purple liquids, is not allowed.
- All food and beverages MUST be labeled with name and date. Unlabeled items will be discarded. Labels are on top of the refrigerator.
- PLEASE DO NOT USE FOOD DESIGNATED FOR OTHER EVENTS.
- Remove all leftover food and beverages from the kitchen and the refrigerator after your event.

Please direct questions to the OEC at 972.783-8800

---



## ◆ Agreements

---

Consequences for Non-Compliance with Policies and Procedures:

The guidelines above define the criteria for anyone requesting the use of the facility at Chase Oaks Church. The policies and procedures are to be followed by all individuals or groups using the buildings and/or grounds. If any of these are not followed, the church reserves the right to cancel or stop activities and request individuals to leave the premises. Violations may also result in the denial of future use of Chase Oaks Church.

I have read and agree to abide by the Chase Oaks Church Building Use Policy as outlined above.

Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_