

# **BUILDING USAGE POLICY 2020**

## **Chapel by the Lake**

At Chapel by the Lake our mission is “To know Jesus and make him known.” We work to integrate this mission statement into all that we do. Col. 3:17 “And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus.” Therefore, our stewardship of our church facility reflects these principles.

***Your interest in using our facility requires that you meet with the CBTL facility host to review usage information. CBTL expects all user groups, including members, friends and people from the community to use appropriate behaviors that respect and honor the church facility and those who use it.***

Spaces within the church are made available for use at the direction of the Trustees. It is important that you understand that we are an active congregation.

- Dates for events may be booked up to 6 months in advance.
- The building may have other events taking place simultaneously. It is critical that all are respectful.
- There is a remote possibility that your group will be asked to change your original date due to our congregation’s need. This does not happen often and we will try to notify you as soon as possible.
- The Sanctuary and Log Chapel are our places of worship. You may not change how the space is set up (pulpit, communion tables, pews, instruments, etc.) without prior approval.
- Christian activities and secular activities for the public good, which are not in conflict with our mission statement, or ECO Essential Tenants and Polity are welcome to request facility use.

### **General rules:**

- No smoking or alcohol on the campus.
- The facility is not a gymnasium. Running, and throwing or kicking balls or objects, are not allowed.
- Conserve electricity: Lights out in spaces you are not occupying.
- Conserve energy: Do not leave exterior doors open.
- Remove all of your event’s accouterments and trash from our facility.
- The dumpster is available for an extra amount, but only for refuse generated during your event at CBTL.
- The use of the kitchen facility is available as a separate room request. The facility host will familiarize you with the operation of the kitchen.
- Use of the Corner Coffee Bar area is included in the Smith Hall space request. This space is ONLY for serving, not for food preparation.
- Leave all used spaces as they originally were set up.
- Common entries and parking lots used to access event will be responsibly cleared.
- Please pick up all litter/debris and clean up messes.
- Appropriate adult leadership must be identified to provide direction and boundaries associated with activity.

### **We do not:**

- Offer use of A/V equipment (except in Smith Hall), copy machines, or support services.
- Offer long distance phone service.
- Offer consumables such as kitchen paper products, condiments, coffee, or tea.

### **When preparing for events DO NOT:**

- Remove any furnishings from rooms or materials on walls.
- Cover materials on the walls without specific permission from facility host.
- Use staples to affix decorations to walls or wood beams.
- Use any tape (exception BLUE PAINTERS’ TAPE) on walls or wood beams.
- Plan water, bubbles, or paint events without specific permission from the facility host.

### **When using refreshments with your event:**

- No alcoholic beverages are allowed on the property.
- Food and beverages are to be served in a manner that protects the space from damage.
- Food and beverages should remain within the designated spaces.
- Food and beverages are not to be consumed in the Sanctuary or the Log Chapel.

***Other limitations or guidelines may apply to your use. The facility host will advise accordingly.***

# CBTL FACILITY USE AGREEMENT

CHAPEL BY THE LAKE \* 11024 Auke Lake Way, Juneau AK 99801

Phone: (907) 789-7592 \* Email: [admin@chapelbythelake.org](mailto:admin@chapelbythelake.org)

Office Use Only
TOTAL DONATION _____
DATE RECEIVED _____

Name of User: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Date(s) Facility Requested: \_\_\_\_\_

\_\_\_\_\_

Time Requested: \_\_\_\_\_

Telephone Contact: \_\_\_\_\_

Facility Host Assigned by CBTL: \_\_\_\_\_

Email Contact: \_\_\_\_\_

Facility Host Telephone: \_\_\_\_\_

Reference: \_\_\_\_\_

Reference Telephone: \_\_\_\_\_

## DETAILS OF THE EVENT

Approx. Number of Participants: \_\_\_\_\_

Brief description: \_\_\_\_\_

## FACILITY USE RECOMMENDED DONATION and SECURITY & DAMAGE DEPOSIT:

- All monies (Donation & S&D Deposit) must be paid at time of facility request and processed prior to event.
- If event is canceled, all monies will be reimbursed.
- Ignoring or violating any part of the CBTL Building Usage Policy 2020 may cause forfeiture of some or all of the Security & Damage deposit.
- Security & Damage Deposit is a flat fee that applies to any and all uses.
- If user exceeds time requested on FUA Form, additional hour rate may be deducted from S&D Deposit.

## FACILITY USE SUGGESTED DONATION SCHEDULE: (Please circle both the item and suggested appropriate donation)

Security & Damage Deposit: **\$500.00** (sent as a separate check from donation check, to be returned upon completion of event if building is clean and no damage found)

<u>Room/Space</u>	<u>Full Day (4-8 Hours)</u>	<u>Each Extra Hour</u>
Sanctuary	\$0 - 125.00	\$0 - 9.00
Log Chapel	\$0 - 87.50	\$0 - 6.25
Smith Hall	\$0 - 125.00	\$0 - 9.00
View Room (#201)	\$0 - 50.00	\$0 - 5.00
Other Meeting Rooms (each)	\$0 - 37.50	\$0 - 5.00
Nursery (#105)	\$0 - 25.00	\$0 - 5.00
Kitchen Facilities	\$0 - 37.50	\$0 - 6.25
Dumpster Use	\$0 - 10.00	
Overnight Facility Host Fee (required for overnight guests)	\$0 - 100.00	
<b>Total (not including the \$500 security/damage deposit):</b>		

*I have read the Building Usage Policy and understand and agree to all terms and conditions specified.*

\_\_\_\_\_  
User Representative                      Date \_\_\_\_\_

\_\_\_\_\_  
Church Representative                      Date \_\_\_\_\_