

BUILDING USE POLICY 2021

Chapel by the Lake

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus.” (Colossians 3:17) Our stewardship of our church facility reflects our desire to glorify God with our facility.

Everyone who has interest in using our facility shall meet with our facility host to review usage information. We expect everyone who uses our facility to embrace our Christian values and commitment.

The Elders have oversight of all building use. Church staff manages all day-to-day facility usage.

Building use guidelines:

- Dates for events may be booked up to 6 months in advance.
- The building may have other events taking place simultaneously. It is crucial 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 are welcome to request facility use.

General rules:

- In order to be good stewards, conserve energy by ensuring lights are out in spaces you are not occupying and exterior doors are not left open.
- Please remove all your event’s accouterments.
- Please put all trash in our dumpster.
- 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.
- Please 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.
- Responsible adult leadership must be identified to provide direction and boundaries associated with child and student activities.
- No smoking or alcohol on the campus.

We are unable to:

- Offer use of A/V equipment (except in Smith Hall), copy machines, or support services.
- 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.
- 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

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>Half Day (2-4 Hours)</u>	<u>Full Day (4-8 Hours)</u>
Sanctuary	\$75	\$150
Log Chapel	\$50	\$100
Smith Hall	\$75	\$150
View Room (#201)	\$25	\$50
Other Meeting Rooms (each)	\$20	\$40
Kitchen Facilities	\$25	\$50
Overnight Facility Host Fee (required for overnight guests)		\$100
Total (not including the \$500 security/damage deposit):		

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

User Representative Date _____

Church Representative Date _____