

# Heritage Church - Rock Island and Bettendorf Campuses

## APPLICATION FOR USE OF FACILITIES

Revised June 2008

1. Name of organization (person) \_\_\_\_\_

Complete Address \_\_\_\_\_ Phone No. \_\_\_\_\_

2. Date of use \_\_\_\_\_

Beginning time \_\_\_\_\_ ending time \_\_\_\_\_

3. Location requested (e.g. Fellowship Hall) \_\_\_\_\_

4. Specific purpose of building usage \_\_\_\_\_

5. Estimated number of people \_\_\_\_\_

6. Request to bring into building \_\_\_\_\_

7. Special equipment/needs \_\_\_\_\_

P.A. system \_\_\_\_ Café \_\_\_\_ tables \_\_\_\_ chairs \_\_\_\_ piano \_\_\_\_ other \_\_\_\_\_

8. Adult Supervision Names (If required) \_\_\_\_\_

9. Additional Information/Comments \_\_\_\_\_

### CONTRACT CONDITIONS and WAIVER OF RESPONSIBILITY:

The undersigned agrees that he/she will be responsible to the Director of Facilities for the use and care of the church property and assures that the character of entertainment will conform to that stated in this application. Policies governing the use of Heritage Wesleyan Church's buildings outlined in this application will be respected. **At least seven days prior to building usage, the lessee will provide a certification of insurance or a special events policy listing Heritage Wesleyan Church as additional insured and provide evidence of a comprehensive liability policy with minimal limits of \$300,000 per occurrence.**

You agree to indemnify, defend and hold Heritage Wesleyan Church harmless from any liability, claims, legal actions, damages or other relief, including reasonable attorney fees and costs (collectively the "Claims") asserted against Heritage Wesleyan Church because of your use of the Heritage Wesleyan Church facilities. This indemnification and hold harmless agreement applies to any and all Claims of whatever nature, whether the Claims are asserted by you or by persons or companies that you invite to the event, but your obligation to indemnify shall not apply to any Claims to the extent proximately caused by (1) negligent acts or intentional acts of Heritage Wesleyan Church or its representatives, agents, or employees, or (2) arising out of the physical condition of the Heritage Wesleyan Church facilities, but only if such condition is not discoverable from visual inspection of the facilities. You also agree to compensate and indemnify Heritage Wesleyan Church for any and all damage to its facilities caused by you or by persons or companies that you invite to the facility for your event. To the extent that a Claim is based on more than one proximate cause, your agreement to indemnify Heritage Wesleyan Church shall not apply to the prorated portion attributable to the exceptions under (1) and (2) above. You acknowledge that you have had full opportunity to examine and visually inspect the Heritage Wesleyan Church facilities for your intended activity.

Unless otherwise noted in writing, Heritage Wesleyan Church makes no representations that its facilities are fit or appropriate for your particular event, except that Heritage Wesleyan Church represents that the designated portion of the facilities will be available exclusively for your use on the dates and times scheduled by you.

I, the undersigned, am an empowered representative of the below named organization and make this agreement of the organization.

Signature of Applicant \_\_\_\_\_ Title (if business) \_\_\_\_\_

Complete address \_\_\_\_\_ Phone no. \_\_\_\_\_ Date \_\_\_\_\_

# HERITAGE CHURCH - Rock Island and Bettendorf Campuses

## Policies and Procedures

Heritage Church believes that the church facilities and grounds should be made available for community purposes, provided that such use does not infringe on the original and primary purpose of the property, interfere with the ministerial programs of the church or consume the limited resources available for the operation of this property. Heritage Church will permit the use of facilities and grounds only when such permission has been requested in writing within a reasonable time line, and has been approved by the Facilities Department. Church facilities and grounds shall be available for the following listed uses; these priorities are given to ensure fairness and consistency in the implementation of Heritage Church policy. When there are competing interests for the use of facilities, approval will be given based upon the following priorities:

- Uses by organizations that are supported and/or sponsored by Heritage Church
- Uses by organizations that have a substantial relationship to an existing Heritage Church ministry or project.
- Uses by organizations that have allowed or agree to allow Heritage Church to use their facilities.
- Uses by members and regular attendees for private (non profit) gatherings.
- No "for profit" events are allowed (examples: Tupperware, Pampered Chef, etc.).
- All other requests will be considered on individual basis by the Facilities Director under the direction of the administrative department staff.

## General Building Usage and Rental Guidelines

- A. All activities must be scheduled through Facilities Department completing all necessary forms. All ministry events are to be scheduled through a ministry department. Events other than ministry related should be accompanied with \$50.00 deposit.
- B. Room reservation requests are to be made in writing to facilities department on the form provided, at least one week before the date of the event. Anyone scheduling an activity within the same week of the activity may be required to do his or her own set up/take down. Cancellations are to be made 24 hours prior to the beginning of the event. Failure to cancel event 24 hours in advance will result in forfeit of deposit.
- C. Outside groups must furnish Heritage Church with a "waiver of responsibility" for each event that is scheduled. In addition a certificate of insurance that names Heritage Church as an additional insured for the name and date of your event. This should include proof of insurance for general liability and workman's compensation coverage for any employees that you may have working at Heritage Church.
- D. Individuals or groups may be financially responsible for expense of repair or replacement should any damage occur. All damage or breakage should be reported immediately to the facilities department.
- E. No smoking or alcoholic beverages will be allowed in church.
- F. Tacks, nails or tape are not to be used on the furniture or walls. Tables should be protected from hot dishes.
- G. Church equipment is not to be removed from the church except by authorization from the Facilities Manager. If equipment is sound, technical or audio, authorization must be obtained from the Technical Director.
- H. Candles are to be used in the church only with prior approval of the Facilities Director and with strict compliance to fire regulations.
- I. Rice, confetti, birdseed, etc. shall not be thrown inside or outside of building. Bubbles would be appropriate for weddings.

All weekday activities shall end by 10:00PM, except events where a staff member with a security code will be responsible for closing. These responsibilities would include turning off lights, audio and video equipment, coffee pots, etc, along arming and securing the building.

- K. All youth and children activities are to have a responsible adult approved by the Children or Youth Ministry in attendance as a sponsor. When adults are at church for any reason and children are brought with them, the children must stay in the same room with the adults, or an approved childcare worker must watch them in a room scheduled for their use. For safety and liability, children may not be allowed to roam the church unsupervised.
- L. Sports activities in the gym require an adult supervisor who has been approved by Sports Ministry staff or the Facilities Director.
- M. It shall be the policy of Heritage Church to schedule the facilities in a manner that uses appropriate rooms for appropriate activities. The size of the group, set-up, and heat/air that is on will determine the location of an event. The facilities department may assign rooms to meet these criteria.
- N. Nurseries are not available for use without prior approval of Director of Children's Ministries.
- O. All outside groups using any of the facilities for ministry related events must understand and adhere to our "Faith Statements" listed at the end of this policy

**HERITAGE CHURCH**  
**POLICY FOR USE OF FACILITY AND GROUNDS**

**FACILITY RENTAL FEES**  
**\*\*Excluding Wedding Fees\*\***

	Private usage For members	Private usage non-members
Sanctuary	\$200.00	\$350.00
Student Center	\$200.00	\$700.00
Children's Aud	\$50.00	\$200.00
Room 104	\$50.00	\$200.00
Room 102	\$50.00	\$200.00
Fellowship Hall	\$50.00	\$200.00
All other rooms	\$50.00	\$75.00

If stage lighting and/or sound equipment is used, a Technical Department approved technician must be present. The charge for this is \$25.00 per hour per person with a \$75 minimum. The number of Technicians needed for an event is decided by the Technical Director. Basic equipment usage for either the Student Center or the Sanctuary is \$100.00 per hour. Video cameras for the purpose for image magnification only are an additional \$50.00 per hour for equipment. **We do not offer videotaping or audio recording of any event.** No outside equipment or patching is allowed without prior approval from the Technical Director

Weddings using both the Sanctuary for ceremony, and Student Center for reception, will receive half off Sanctuary fee.

**1. ABOUT GOD**

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.  
 Genesis 1:1,26,27; 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

**2. ABOUT JESUS CHRIST**

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven's glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

Matthew 1:22-23; Isaiah 9:6; John 1:1-5, 14:10-30; Hebrews 4:14-15; 1 Corinthians 15:3-4; Romans 1:3-4; Acts 1:9-11; 1 Timothy 6:14-15; Titus 2:13.

**3. ABOUT THE HOLY SPIRIT**

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world in order to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily.

2 Corinthians 3:17; John 16:7-13, 14:16-17; Acts 1:8; 1 Corinthians 2:12, 3:16; Ephesians 1:13; Galatians 5:25; Ephesians 5:18

**4. ABOUT THE BIBLE**

The Bible is God's Word to us. Human authors under the supernatural guidance of the Holy Spirit wrote it. It is the supreme source of truth for Christian beliefs and living. Because it is inspired by God, it is the truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20-21; 2 Timothy 1:13; Psalm 119:105, 160; 12:6; Proverbs 30:5

**5. ABOUT HUMAN BEINGS**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. Although every person has incredible potential for good, all of us are marred by an attitude of disobedience toward God called "sin". This attitude separates people from God and destroys the life God planned for us.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1-2

**6. ABOUT SALVATION**

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith, we are saved.

Romans 6:23; Ephesians 2:8-9; John 14:6, 1:12; Titus 3:5; Gal. 3:26; Romans 5:1

**7. ABOUT CONTINUING FAITH**

Because God created us with a free will, a believer may choose to rebel against God and forfeit the saving relationship with Christ. This is not an accidental event. It is the result of an ongoing pattern of deliberate rebellion. Even so, God continues to reach out to us and draw us back to Himself.

1 Corinthians 15:1-2; 2 Timothy 2:11-13; Hebrews 10:26-29

**8. ABOUT SANCTIFICATION**

God wants every believer to love and obey Him completely. Sanctification is the process God uses to deal with that part of the human will which resists Him and tends toward deliberate sin. When we surrender completely to God, He cleanses us and fills us with His Holy Spirit. This enables us to desire God's will above our own and to experience greater power over temptation than we have ever known.

Ezekiel 36:26-27; Matthew 5:8, 48; Ephesians 4:23-24; 1 Thessalonians 5:23-24

**9. ABOUT SPIRITUAL GIFTS**

Every person who accepts Jesus Christ as Savior receives the Holy Spirit and is given special abilities to be used in service for the Lord. There are as wide a variety of these gifts as there are needs and personalities. God chooses which gift each individual believer receives. While we do not seek to limit any personal and private expression of faith, we believe that only a language readily understood by the entire group is appropriate to use in any gathering of the church.

Luke 11:13; Acts 2:38; Romans 12:6-8; 1 Corinthians 12:1-14:40; Ephesians 4:11-16; 1 Peter 4:10-11

**10. ABOUT ETERNITY**

People were created to exist forever. We will either exist eternally separated from God by sin or eternally with God through forgiveness and salvation. Heaven and Hell are real places of eternal existence. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life.

John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians 2:7-9