



## FACILITIES USE POLICY

### I. General Policy

It is the intent of Lakeland Church to be a good steward of the resources that God has entrusted to us; that is, to use our grounds, building, and equipment to glorify God and to assist others in doing the same. Lakeland also seeks to use these resources to reach out to those in our community and to share the good news and hope we have found in Christ. The following policy is intended to guide decisions as to who may use the facilities, when, and under what circumstances.

Use of Lakeland's facilities shall not promote values contrary to our Statement of Faith, Mission Statement, Core Values, and policies. Lakeland reserves the right to deny use of its facilities by any person or organization which Lakeland, in its sole discretion, determines will or may use the facilities in contravention to its principles and beliefs.

It is expected that all activities held at Lakeland shall reflect the highest Christian standards. Unapproved commercial selling shall be prohibited on the church grounds. The sale of any merchandise shall generally be for the benefit of Lakeland, its ministries or its invited guests (e.g., music artists, evangelists, etc.). Lakeland is a tobacco, alcohol, and drug-free church facility, including its grounds.

Lakeland's Worship Center and Multi-Purpose Room ("MPR") were intentionally constructed as rooms that could serve multiple purposes. The MPR can be used as a single large room or divided into two, three, four or five sections. Both the Worship Center and MPR have no fixed seating. While we would love to have dedicated space for every type of activity, we love having an efficient budget and facility—and the extended impact those things allow us—even more. In other words, we gladly give up things we love for things we love even more.

Without hindering the functioning of our ministries, Lakeland wishes to build a greater connection with our community, including the use of our facility as a place where anyone in our community (whether or not they regularly attend Lakeland) can experience a warm welcome.

### II. Who May Use the Facilities

When Lakeland determines who may use the facilities, it will prioritize requests as follows:

1. Lakeland Church Ministries
  - a. Church services; Lakeland Learning Center; His Kids
  - b. Regularly scheduled church activities (e.g., Crossing (Sr. High), Accepted (Jr. High), Lakeland Home Educators, committee meetings, etc.)
2. Lakeland Members and Regular Attenders<sup>1\*</sup> (e.g., weddings, funerals, receptions)
  - a. Weddings and funerals may be held at Lakeland only for Lakeland members or regular attendees
  - b. A Lakeland pastor must officiate at all weddings and funerals held at Lakeland.

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<sup>1</sup> Regular Attender means a person who has attended worship services at Lakeland a majority of Sundays during the six (6) months preceding the request to use the facilities.

3. Partner ministries and other churches
4. Outside groups/organizations approved by \_\_\_\_\_.

### **III. Scheduling Events**

Subject to prioritization discussed in Section II., for Lakeland ministries, events will be scheduled on a first-come, first-served basis. Events related to Lakeland's ministries are to be scheduled in lakelandCONNECT directly by one of that ministry's leaders.

Events not related to a Lakeland ministry must be scheduled through the Senior Administrator or Office Manager. Organized church activities shall take precedence over non-church activities. No activities shall supersede or otherwise interfere with worship services or other congregational gatherings.

No events may be scheduled to take place at the Lakeland's facilities at the following times:

1. Sunday mornings up through 1:00 p.m. This is the time of Gathered Worship and the Lakeland Learning Center.
2. Days of "all church" events (e.g., annual picnic, congregational meetings, etc.)
3. Holidays (e.g., New Year's Day, Maundy Thursday, Good Friday, Easter, Memorial Day, July 4th, Labor Day, etc.).
4. The day before a holiday.
5. The day after a holiday.
6. With the exception of weddings and funerals, Saturday events which utilize all or part of the MPR must conclude use of the MPR at or before 12 noon.
7. With the exception of weddings and funerals, Saturday events which utilize the Worship Center must conclude use of the Worship Center at or before 12 noon.
8. The two days before preparation commences for the Lakeland County Fair; the week of preparation for the Lakeland County Fair; the date of the Lakeland County Fair; the dates on which the Lakeland County Fair tunnel is used and the two days after the tunnel is dismantled.

When scheduling and approving events, Lakeland must consider the work schedule and availability of its Maintenance Team as well as the time needed to set up and ready the facilities and grounds for Sunday morning. Set up for Sunday morning includes time on Tuesdays and Fridays to prepare the His Kids' classrooms.

In addition to the events of Lakeland's ministries, Lakeland will schedule only two (2) non-ministry events per month.

A funeral or memorial service may result in Lakeland cancelling a scheduled event other than a wedding. It is understood that funerals and memorial services are events which are not typically foreseen. While Lakeland will make every effort to facilitate all scheduled events, a funeral or memorial service may result in Lakeland cancelling a previously scheduled event that is not a wedding. If so, Lakeland will make every effort to provide forty-eight (48) hours notice to the event organizer that the event must be cancelled to due a funeral or memorial service.

#### **IV. Support-Raising**

If the purpose of an event is to raise support for a Lakeland ministry (e.g., missions) and funds are being received by Lakeland, then Lakeland's Elders must approve the support raising in advance of any communication about the event. Lakeland will also provide the communication to the church about the event.

If the purpose of an event is for other personal support raising (e.g., personal mission trips), then the person(s) or organization(s) holding the event may communicate with those with whom they have a personal relationship. Church-wide communications will not be used for these events.

#### **V. Equipment**

No equipment, including but not limited to tables and chairs, is allowed to leave the building unless pre-approved by the Senior Administrator.

#### **VI. Multi-Purpose Room**

For safety, children shall not play near the operable wall partitions while they are stored in the alcoves. The MPR operable walls are **not** to be moved by anyone except trained church maintenance staff. Please report to the Senior Administrator any problems with the operable wall doorways.

#### **VII. Attendant Costs of Facility Use**

Lakeland recognizes that the use of its facilities may result in additional costs, which can include utilities, cleaning supplies, restroom supplies, and extra work time by the Maintenance Team. To offset additional costs, Lakeland will determine what, if any, sums shall be paid by the person or organization using its facilities. Current pricing is listed below and on the Facilities Use Contract, which may be modified if needed considering the nature and duration of the event and the resources being used (e.g., audio, video and lighting equipment).

Lakeland requires that its own AV Technicians operate the sound, lighting and video equipment in the Worship Center. All charges for AV Technicians and other personnel shall be remitted to Lakeland upon signing the Facilities Use Contract. Lakeland will, in turn, issue payment to the appropriate personnel.

Lakeland does not charge its own ministries for use of the facilities nor does it charge members or regular attenders for use of its facilities in connection with a wedding or funeral.

#### **Pricing for Use of Facilities – for banquets and 8-hours\* of use are as follows:**

Worship Center	-	\$250.00
Lobby	-	75.00
MPR	-	250.00
MPR 309, 319, 329 409, 519 or 629	-	75.00
Kitchen	-	100.00
Classrooms	-	50.00 each
Conference room	-	50.00

Except for banquets, charges for less than an eight (8) hours\* of use are 50% of fee listed.

\*The 8-hour calculation includes setup and cleanup time.

Members & Regular Attenders - 50% discount

**Personnel Costs are as follows:**

<b>Person</b>	<b>Cost</b>
Events Coordinator (required for events using the Worship Center)	\$25 per hour for time spent on the day of the event and rehearsals
Sound Technician (required if using sound)	\$150.00 per event
Light Technician (required if using lighting)	\$125.00 per event
Video Technician (required if using video)	\$125.00 per event
Event maintenance team member (responsible for unlocking and locking building) (required)	\$17 per hour