

Office Use  
Only  
Day/time

Room #  
\_\_\_\_\_

Timber Lake Christian Church  
**Facility Use Application and Hold Harmless/Indemnification Contract**  
**(Outside Organization)**

1624 Gratz Brown St. Moberly, MO 65270  
660.263.4168 FAX – 660.269.9453

March 15, 2007

We, \_\_\_\_\_,  
(Name of Group)

agree to the following guidelines as set down by Timber Lake Christian Church in the use of the facility:

1. The organization using the facility of T.L.C.C. agrees to schedule in advance the set up and event duration times on the Facility Use Calendar in the office. Chairs, tables, and furnishings should be returned to the place they were found unless otherwise specified at the time your Facility Use Application was accepted.
2. All other parts of the facility are “off-limits” (excluding restrooms).
3. Any damage done to the facility itself or to the property therein is the responsibility of the group using it with the signing representative being held accountable for settling any costs incurred. Also, any items borrowed without permission of T.L.C.C. or stolen will be the responsibility of said group. Restitution, in full, will be required.
4. There is a strict policy of **NO SMOKING AND NO ALCOHOLIC BEVERAGES** in our facility, no exceptions.
5. T.L.C.C. special events pre-empt the use of the building by any organization. Best efforts will be made to work with you in scheduling another night, if necessary.
6. T.L.C.C. reserves the right to end the use of this facility by any group without prior warning or reason.
7. Upon leaving the building, make sure all lights are out (except for hall security lights, which are always on).
8. Lock all doors. Please check all doors so that we can be sure the building is properly secured.
9. The room(s) should be cleaned up of any litter, and trash discarded either in the trash barrel in the kitchen, in the waste basket in the room, or in the dumpster outside.
10. Any exterior door key that the group may be given should not be given indiscriminately to others. This key should be turned back in to the office if the group should terminate use of the building.

Date of Application: \_\_\_\_\_

Date of Requested Use \_\_\_\_\_

Name of Event \_\_\_\_\_

Rooms of the facility being used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Kitchen Facility/Supply Usage:

\_\_\_\_\_ Number of people expected to be served.

- Refrigerator
- Stove(s)
- Paper products (plates, bowls, \_\_\_ oz. cups, napkins, eating utensils)
- Roaster(s)
- Punch bowl & cups
- Other \_\_\_\_\_

Equipment Needed In Auditorium:

\_\_\_\_\_ Number of people to be seated or using auditorium

- Sound System (auditorium only)      Time Needed \_\_\_\_\_:\_\_\_\_\_
- Video (for power point or other presentation)      Time Needed \_\_\_\_\_:\_\_\_\_\_
- Cleared auditorium floor for games, etc.
- Chairs set up
- Tables #\_\_\_\_\_ (We have 6 ft. & 8 ft. tables)

Times & Dates: (Check to make sure another group is not using the same part of the facility between your setup and use times.)

**Set-up Times**

ROOM	BEGINNING TIME /DATE	END TIME/DATE
1. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____
2. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____
3. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____
4. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____

**Use Times**

ROOM	BEGINNING TIME /DATE	END TIME/DATE
1. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____
2. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____
3. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____
4. _____	From _____:_____/_____/____/_____	to _____:_____/_____/____/_____

Required Minimum Number of Childcare Providers:

Children's Age	Number of Children in the Group															Over <u>28</u>	
	1	2	3	4	5	6	8	10	12	14	16	18	20	22	24		28
Infants (Birth - 12 mos.)	2	2	2	2	2	2	2	3	3	3	4	4	5	5	6	6	1:4
Toddlers (12 - 24 mos.)	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	5	1:5
2 - 3 Year Olds	2	2	2	2	2	2	2	2	2	2	3	3	3	3	4	4	1:7
4 - 5 year olds	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	1:10
6 - 8 year olds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	1:12
9 - 12 year olds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	1:14
Junior High School	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1:15
Senior High School	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1:16

Minimum Number of Sponsors

Contact Information of responsible person:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

Signature of Group Representative \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Phone # (if different from above) \_\_\_\_\_

I, the undersigned, have the authority to contractually represent the GROUP named above and hereby enter into this hold harmless and indemnification contract with Timber Lake Christian Church. Our GROUP and its individual members agree to the terms set forth here and in the attached Facility Use Policy and agree to hold harmless and to not sue Timber Lake Christian Church for any accidents, theft, injuries or any other loss or damage whatsoever as a result of our use of the T.L.C.C. facility. Continuous and adequate adult supervision (see chart on the previous page) will be provided by the GROUP for all GROUP events that include minors. Our GROUP will be responsible for and reimburse T.L.C. for any damages that occur as a result of our GROUP's use of the facility. Proof of liability insurance may be required as part of the acceptance of this application. Our GROUP agrees that, (except for restrooms), all rooms except those listed above, are off-limits. Our GROUP agrees to honor T.L.C.C. employee requests without question. Our GROUP understands that our use of T.L.C.'s facilities may be revoked at any time, for any reason. I have read, understood and voluntarily agree to all the terms of the Facility Use Policy and this contract.

A refundable deposit is necessary to book your event in the facility. (See the Timber Lake Christian Church Facility Use Policy for the schedule of deposit amounts). The deposit will be

refunded to you based upon the condition of the facility and equipment after your organization has used it.

\_\_\_\_\_  
(authorized GROUP representative)      (date)

\_\_\_\_\_  
(authorized T.L.C.C. representative)      (date)

# Timber Lake Christian Church

## **Facility Use Policy**

### **I. General Policy**

Providing for the worship, education and related needs of the congregation of Timber Lake Christian Church is the primary use for the church facilities. Timber Lake also recognizes that using the church for other meetings and activities serves an important outreach service to the community. This policy defines the guidelines under which members as well as non-members may use various areas of the church.

### **II. Priorities**

Church functions always have first priority in scheduling the facilities. The needs of church members and church-related groups will be met first, if someone not affiliated with the church also wishes to use a room. If more than one church related group needs a room at the same time, the factors to be weighed include: the feasibility of rescheduling or reserving another room, the likely number of participants and the relationship of the group's function to the overall mission of the church. Groups using the facilities must have at least one Timber Lake member in their group or one Timber Lake member recommending the approval of the group's use of the facilities.

### **III. Access**

Groups using the church beyond normal business hours may be given a key that will permit entry into only the necessary rooms for that meeting or event. See the Executive Secretary (Irene Pelfrey) for details.

### **IV. Costs**

Donations from groups using the building are welcomed but not necessary. A refundable deposit will be required and then returned after inspection of the facility following your event. Fees for weddings are outlined in the Wedding Policy in our Directory and Handbook.

### **V. Deposits/Damage**

Deposits are required for non-church events wanting to use the Kitchen. Although a deposit normally is not required to reserve other

rooms, any damages that occur will be billed to the group reserving the room.

## VI. **Types of Use**

### A. **Church Services**

The Auditorium will be used for church services by Timber Lake Church exclusively, except in the case of a disaster or similar emergency at a neighboring Christian church. Requests to use the Auditorium during unscheduled times under those circumstances must receive Leadership approval.

### B. **Weddings**

See the Wedding Policy in our Directory and Handbook.

### C. **Memorials/Funerals**

As part of its community commitment, Timber Lake Church is available for Christian funerals and memorial services for non-members on the same basis as for members. Arrangements are made through the Office.

### D. **Church-related events**

The facility is available for any church-related event. Those events, however, must be scheduled through the church Office with as much notice as possible because events already scheduled cannot be preempted.

### E. **Wedding Receptions**

Church members will have priority in scheduling if a request from a non-member is made at the same time. Once a reception is scheduled by a non-member, however, the event cannot be preempted by a member. Fees apply for non/inactive members. Receptions have the following restrictions:

1. The event must begin and end at the time set on the reservation sheet.
2. No tobacco or alcoholic beverages are permitted.

### F. **Musical Events**

Musical events may be held in any area of the church but must have the approval of the staff/leadership as to the acceptability of the event.

If scheduled for the Auditorium, the janitor, or one of the ministers, elders, or deacons will be in attendance if any furniture must be moved. A fee may apply to non-church related events.

**G. Use by Groups Not Affiliated with Timber Lake**

The congregation recognizes that its facilities are a valuable asset to the community and wishes to make those facilities available when possible. This may include use by organizations such as civic groups, social groups, recreation groups, neighborhood associations, and non-profit organizations. Groups must have at least one Timber Lake member in their group or one Timber Lake member recommending the approval of that group's use of the facilities.

Use would not be permitted by groups:

1. Whose purposes oppose Christianity;
2. Who plan or advocate the violation of federal, state or local laws;
3. Who intend to hold non-Christian religious services;
4. Whose by-laws, articles of incorporation or practice prohibit membership on the basis of race, sex, age, national origin; or
5. Whose purpose is inconsistent with the mission of the Church.

A group advocating non-violent petition as a means of social change may request from the Elders for permission to use the facilities.

**VII. General Limitations**

**A. Prohibited Activities**

In addition to any activities prohibited by law or ordinance, Timber Lake does not permit the following practices on the premises:

1. The use of tobacco products;
2. The consumption of alcoholic beverages; or
3. Wagering or other forms of gambling.

**B. Supervision of Minors**

Children's Age	Number of Children in the Group															Over 28	
	1	2	3	4	5	6	8	10	12	14	16	18	20	22	24		28
Infants (Birth - 12 mos.)	2	2	2	2	2	2	2	3	3	3	4	4	5	5	6	6	1:4
Toddlers (12 - 24 mos.)	2	2	2	2	2	2	2	2	2	3	3	3	4	4	4	5	1:5
2 - 3 Year Olds	2	2	2	2	2	2	2	2	2	2	3	3	3	3	4	4	1:7
4 - 5 year olds	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	1:10
6 - 8 year olds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	1:12

9 - 12 year olds	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	1:14
Junior High School	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1:15
Senior High School	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	1:16

Minimum Number of Sponsors

## VIII. Available Areas

### A. Auditorium as a Worship Center

The Auditorium is the primary place of worship as well as fellowship activity for Timber Lake Church. Activities should be planned to respect the area with particular diligence in the area of cleaning up any messes, or accidents with food and drinks. The following guidelines also apply:

1. Each use must have prior approval of the Staff and the dates of each use and set up times must be cleared with the Executive Secretary.
2. Use of the piano or organ must have prior approval from the Music Director. The prior approval of the Sound Booth Ministry leader (Mark Dunham) is required for use of the sound system.
3. The user is responsible for contacting the church if a custodian is needed for rehearsals, setting up for an event, etc. Any movement of furniture on the stage requires the approval of the Decorations Ministry leaders Jim Meyer or Carlie Wilson. The user is responsible for returning the furnishings to their original arrangement.
5. Approval of the Executive Secretary is required to place any advertising in or around the church.
6. Please use carts or two-wheelers to move all furnishings. No furnishings should be drug across the carpet.

Reimbursable Deposit Required, \$100

### B. The Auditorium as a Gymnasium

Multiple purposes are served by the gymnasium. It is often used as a fellowship hall when services are held. The large floor area makes it possible to hold various events there. Use of the gym for athletic events, such as basketball or volleyball, also is common. Other Christian groups may reserve the gym following the guidelines of this policy and the Application for Facility Use. Please use carts or two-wheelers to move all furnishings. No furnishings should be drug across the carpet.

Reimbursable Deposit Required, \$100

### C. **Kitchen**

Any use of the kitchen must have the prior approval of the Kitchen Ministry leaders who coordinate the events with the church calendar and the Executive Secretary. The kitchen may only be used under the supervision of the Kitchen Ministry Leader or one of the church staff. Because of safety factors and the many church uses of the kitchen, availability for other purposes may be limited. A refundable deposit of \$100 is required.

Reimbursable Deposit Required, \$50

### D. **Classrooms**

Christian Education activities normally have priority in using classrooms. The room set-up for Church School programs should be returned to that arrangement at the conclusion of any other use. Reservations can be made by contacting the Office.

Reimbursable Deposit Required, \$25

### E. **Parking Lot**

The Parking Lot is primarily intended to provide vehicle spots for those using Timber Lake Church. Requests for other uses, should be made to the Executive Secretary. Those involving fund-raising will be forwarded to the Church Leadership for review.

### F. **Lake Pavilion/Grounds**

The Pavilion, wooded and pond area is a new area of ministry for our church. It may be used for family reunions, class parties, properly supervised youth outings, weddings, and fellowship activities. Keeping the grounds clean must be a priority.

Reimbursable Deposit Required, \$50

### G. **Other areas**

The Executive Secretary should be consulted concerning any areas not specified in this policy.

## IX. **Room Scheduling Procedure**

A. NEW USERS - Groups who have never used Timber Lake facilities and who wish to schedule an event should contact the Executive Secretary. The Executive Secretary will obtain the proper approvals and make the appropriate first arrangements. The petitioning group will be sent a copy of this "Facilities Use Policy", and an "Facility Use Application and Hold

Harmless/Indemnification Contract” The signed agreement is to be returned to the church Business Office before the event will be posted on the church calendar.

B. PREVIOUS USERS - Groups who have previously used Timber Lake facilities should re-schedule through the Executive Secretary, who is responsible for coordinating all church events and maintaining the church Master Calendar.

X. **Questions**

Questions in application of these guidelines that cannot be resolved by the Executive Secretary may be referred to the Sr. Minister or Chairman of the Deacons.