



NEW VISION

Facility Usage Policy

INTRODUCTION

This policy prescribes the specific regulations under which New Vision may make its facilities and equipment available for use by church members and non-church members. Any questions concerning the interpretation of this policy should be referred to the Facilities Scheduler.

NEW VISION MISSION

Our mission is Guiding People to Lives of Gospel Transformation. Our desire is to help people grow in personal intimacy with Jesus Christ and in relationship with each other.

We love what God is doing through New Vision here and around the world, and are thrilled to be a part of it! We want to be always sensitive to His calling on us, and to be the kind of church so involved in bringing Jesus into our community and around the world that a void would be felt if we ceased to exist.

PRIMARY USE

Church facilities are provided first and foremost for the use of regularly scheduled programming. When not in use for regularly scheduled programming, New Vision, at its sole discretion, may make certain facilities available for rental.

RENTALS UNRELATED TO FUNCTIONS

The facilities of New Vision will be made available for rental to groups that meet the following qualifications:

1. Groups whose general objectives are in harmony with the principles, objectives, and mission of New Vision and do not seek to exploit the New Vision name or constituency.
2. Groups that the church sponsors. Any group not known shall be asked to present a written statement of purpose, the reason for meeting, and name of its officers or leaders.

The Facilities Scheduler shall decide whether any group qualifies for facility use under this policy and New Vision reserves the right to cancel any use agreement at any time without prior notice.

STANDARDS OF CONDUCT

1. Smoking, use of smokeless tobacco, alcohol, violent behavior, abusive language, and other forms of detrimental conduct are prohibited.
2. All groups using New Vision facilities must adhere to all New Vision policies, rules and standards of behavior.
3. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, New Vision will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of New Vision shall only have official roles in weddings and solemnizing marriages between one man and one woman. Finally, the facilities and property of New Vision shall only host weddings between one man and one woman.
4. Any member of the group who participates in activities that are not permitted will be asked to leave the facility.
5. God is honored by all activities that take place on New Vision Property.

REQUESTS & RESERVATIONS

1. Reservations are on a first-come, first-serve basis.
2. All requests must be submitting on a building request form. The Facilities Scheduler will consider each request and after consulting the church calendar will reply by email with an approval/denial. The approval process will take 1-2 weeks, depending on the individual request and facilities needs. New Vision ministry events will take precedence over any other requests.
3. Upon receiving both building request form and deposit (if required), your date will be reserved. The event schedule must accompany rental agreement.
4. Non-sponsored groups will be asked to provide the church with a certificate of liability and property damage insurance (minimum \$1 million limit).

SET-UP

1. The facility staff of New Vision is responsible for setting up rooms for events. However, it is very important for you to communicate your desires concerning set-up when the room is reserved.
2. Unless specific authorization is obtained, church furniture, equipment, and wall hangings should not be moved by anyone but the New Vision facilities team under the direction of the Facilities Manager.

CATERERS

Caterers must provide their own tablecloths, food containers, food wraps, dining utensils, dishcloths and cleaning supplies. There is a kitchen checklist posted in the kitchen for specific instructions regarding usage and cleaning.

AV NEEDS

All AV equipment (audio visual, sound and lighting) must be operated by a trained technician assigned by New Vision Baptist Church. AV needs must be communicated at time of reservation.

RESPONSIBILITY FOR DAMAGE

Damage to the facility, or church property is the responsibility of the group using the facility.

LOSS OF PERSONAL PROPERTY

New Vision assumes no responsibility for items of value brought to the facility.

USE OF NEW VISION NAME

1. Use of the church facility does not imply endorsement or sponsorship of the event in any way by New Vision.
2. Use of the New Vision name or logo in any form of publicity is prohibited.

RENTAL FEES & REGULATIONS

It is not the intention of the church to generate revenue. The fees only serve to help defray incurred costs such as utilities use, wear and tear, labor, and other incidental costs. Fees are broken up into four categories: Room Cost, Wear and Tear Costs, Production Costs, and Utilities Costs.

Room cost will not be added for the following (other fees apply):

- New Vision Ministry Events
- Member Funerals
- New Vision Members

CLEAN-UP

The rental group is required to leave the facility in the condition it was found. Failure to do so may result in additional fees and the cancellation of future use privileges.

DECORATIONS

1. Decorations for any event must be approved prior to use of the facility.
2. All furniture, equipment, and decorations brought into the facility must be removed immediately following the event. We are very short on storage space and items left for more than a week will be donated to Greenhouse Ministries.

DEPOSIT & CANCELLATION

1. A 15% deposit of the estimated fees is required to make a facility reservation. Reservations and deposits are required at least 30 days prior to the event.
2. If the reservation is canceled less than 30 days of the event, the deposit is non-refundable.

SUSPENSION OF USE PRIVILEGES

1. Violation of any part of this policy may result in immediate suspension of use privileges and the loss of fees paid.
2. New Vision may suspend privileges of any group in the event that future use conflicts with the interests of New Vision.

RISK INVOLVED

There are risks connected with activities. New Vision is not responsible for injury from someone participating in non-church related activities. This includes suits and demands whatsoever in law or in equity. Groups must provide a certificate of insurance acceptable to New Vision. All participants must agree to indemnify New Vision and hold it harmless from any and all losses, claims, suits and damages of any kind, including but not limited to costs, fees and expenses related to defense of any claim or suit asserted or brought against New Vision by any person or entity arising from or related to the organization/group's use of New Vision's facilities.