

HCC Facility Use Policy

The mission of Hillside Community Church is to ***“Lead people to Christ and Christ-likeness.”*** It is our desire to be good stewards of the facilities the Lord has entrusted to us. We want the facilities to be tools for ministry that will help us carry out this mission, be a blessing to those in our church and community, and will bring glory to our Lord.

PROCESS

1. Complete Facility Request application
2. Submit the application to the church office.
3. If required, please submit proof of insurance and pay the deposit to reserve date.
4. Request will be reviewed by office staff and Deacon of Buildings and Grounds.

PRIORITIES for Building Use Requests

1. HCC ministries
2. HCC member ministries
3. HCC member non-church event
4. Outside ministry or non-profit group
5. Outside non-ministry as approved by the board of elders

Facility Use Guidelines

1. All music (recorded or live) to be used at event must be appropriate for use in a church facility
2. All technical equipment will be operated by a member of the HCC Media team
3. Nothing may be removed from the church premises
4. Events scheduled for Saturdays must conclude with sufficient time to reset church for services
5. Events scheduled on weekdays must conclude with sufficient time to reset church for services or programs
6. In an effort to eliminate such stains, no red, orange, or purple punch may be made or consumed on campus
7. Smoking and the possession/consumption of alcohol are prohibited
8. Items such as decorations, serving equipment and/or utensils, table linens, etc., are not included in rental fees and are not available to rent from HCC
9. No keys are loaned

CLEAN UP EXPECTED BY RENTER

Deposit all trash in trash receptacles

Wipe/clean tables and counters

Stack chairs

Collapse tables and store as requested

Facility Use Request Form
Hillside Community Church

Name of Group requesting:

Contact Person:

Address:

City :

Zip:

Daytime Phone:

Evening phone:

Cell Phone:

Email:

Date(s) desired:

Time: Arrival (w/set up):

Departure (w/clean up):

Event start time:

Event end time:

_____ one time event _____ on-going event

Number of people to attend:

Approximate ages: _____ children _____ youth _____ adults

Event purpose/description:

Is your group (from IRS perspective) a Non-profit organization? Yes No

Is this a "fundraising" event for your organization? Yes No

Will an admissions fee or donations be charged? Yes No
(If yes, please explain:)

FACILITY REQUESTED

North Building

- Gym/Multipurpose Room
- Classrooms in North building (B-1 to B-4)
- B-1
- B-2
- B-3
- B-4

South Building

- Worship Center
- Kitchen
- Classrooms in South Building (A-1 to A-3)
- A-1
- A-2
- A-3

Equipment Requests

Number of rectangular tables _____

Number of round tables _____

Number of chairs _____

(Additional chairs can be rented from various businesses in town. Chairs and tables used in Gym/Multipurpose Room must have padding appropriate with multipurpose floor and be approved by facilities staff)

- TV and DVD player (see "Guideline" #2 on page 1)
- Sound system* (see "Guideline" #2 on page 1)
- other as per request and agreement

*If you are playing music, HCC has an 1/8" plug available. Renter is responsible for other sizes.

Insurance Hold Harmless

Outside organizations requesting use of the facilities must present a Certificate of Liability Insurance (CLI) in the amount of \$1,000,000 that names Hillside Community Church as additional insured. Also an additional endorsement sheet is required as a verification of the certificate holder statement list on the CLI.

Individuals or families requesting use can contact their insurance agent for available policies.

CHILD PROTECTION/MINOR POLICY

The Nursery and Child Care facilities are NOT available for rent or use during events.

If there are children (minors under 18 years) present during an event, Hillside Community Church will require that there must be at least two (2) unrelated supervising adults at all times. To determine the number of supervising adults needed, please contact the church office.

All reservations are subject to cancellation or change of space, date, or time (at any time) due to unforeseen events and circumstances including, but not limited to funerals, memorial services, etc. Should this occur, you will be contacted by phone.

I/We hereby authorize this agreement with HCC for the building use described in the attached "Facility Use Request Form" and agree to pay the corresponding fees. In addition, I/we agree to all terms, conditions and rules of HCC Church policies and procedures for general building use.

Signature _____ Date _____
Requesting Individual, Group Representative, or Contact Person

Hillside Community Church
1091 W. Linda Vista Ave.
Porterville, CA 93257

office@hccporterville.org
559-783-2636 (office)
559-783-2682 (fax)

Office Use only

Please initial and date if approved

Church Secretary - Calendar

Facility Deacon or Pastor

**Hillside Community Church
Building Fees**

User group type:

- A. Church member—ministry
- B. Member use—non-ministry
- C. Charitable/Non-profit Organizations
- D. Outside organizations as approved by elder board

	Group A	Group B	Group C		Group D	
		Flat Fee	Flat Fee 4 Hours	Hourly Rate	Flat Fee 4 Hours	Hourly Rate
Gym/ MPR	No Charge	Utility donation	\$240	\$60	\$1,000	\$250
Kitchen	No Charge	Utility donation				
Classrooms	No Charge	Utility donation	\$55	\$25	\$70	\$25
Sanctuary	No Charge	Utility donation	\$200	\$50	\$300	\$75

Security Deposit Groups C and D only (cash only)

Rental Fees

Deposit: \$250 refundable deposit for cleaning and damage. The deposit will be refunded only after the custodian has done a walk-thru with the person in charge of the event.

Sound Technician \$ 25.00 per hour, per person

Media Technician \$ 25.00 per hour, per person

Event Host or Hostess \$ 20.00 per hour, per person

Security \$ 20.00 per hour, per person