



## FACILITY USE POLICY

Heartland Community Church (“Heartland”) welcomes the Heartland Community and our Local Partners to utilize the building and Outdoor Activity Area (“facility”) for events that align with our beliefs listed on our website and those which are related to our Mission, Vision, and Values.

### ELIGIBILITY

We feel that the space afforded to us by God should be shared with our Heartland Community and our Local Partners as defined below. Our Heartland Community is welcome to request the use of the building for events such as baby showers, bridal showers, birthday parties, family reunions, funerals, family reunions, graduation parties, weddings, etc. Our Local Partners are welcome to request the use of our building for events such as trainings or meetings. A Certificate of Liability Insurance naming Heartland as the certificate holder and an additional insured in the amount of one million dollars (\$1,000,000) is required to be on file at least two weeks’ in advance for any Local Partner group/organization.

Relationship	Definition
Heartland Community	Calls Heartland their church home by attending service at least 2 Sundays a month and/or is a regular contributor to Heartland with personal time, skills, and/or finances
Local Partner	Community Non-Profit / Schools / Governmental Agencies
Other Relationship / No Relationship	Heartland is not structured to accommodate other requests at this time other than for weddings or funerals

Please note: certain events such as those with political promotion are not permitted due to our status under the 501(c)(3) non-profit status with the IRS.

### FEES

Fees are determined based on the facility/facilities reserved and are used to help cover the cost of expenses for maintenance, utilities, ordinary wear and tear, and exterior upkeep including the Outdoor Activity Area. The fee is not charged to make a profit.

Payment of the fee is due in full before the facility will be reserved for your event. We recommend submitting payment along with your signed forms.

## BUILDING

Building rooms are reserved for the entire duration of time listed to accommodate adequate set-up, tear-down, and clean-up time.

In general, building areas are available as follows:

Days of the Week	Timeframe Available
Mondays thru Thursdays	9:00 am - 9:00 pm
Fridays and Saturdays	9:00 am - 10:00 pm
Sundays	1:00 pm - 10:00 pm

Heartland ministry events and activities have first priority of use for all areas and all efforts are made to have availability scheduled ninety days in advance. All other requests will be considered in the order in which they are received.

## OUTDOOR ACTIVITY AREA

In general, the Outdoor Activity Area is first come, first serve with the exception of Heartland sponsored events. You may, however, request to reserve an area for your event. The area consists of a basketball/pickleball court, disc golf course, fire pit area, outdoor playground, sand volleyball court, prayer labyrinth, and spiritual fitness trail.

## FACILITY USE GUIDELINES

The host is responsible for the facility during the duration of the event and personally assumes all risks in connection with the use. Below are the expectations of the host:

### Host Responsibilities

- The host is solely responsible for all payments under this agreement. Heartland does not accept payments from other parties.
- The host of the event must remain on Heartland property during the duration of the event.
- The host must provide 1 chaperone for every 5 children under the age of 18 at the event.
- An assessment for any damages will be done and fees charged for costs to repair or replacement of items.
- Report any damage to the building or facilities to the Facilities Coordinator following your event.

### Kids Community

- No food or drink is permitted in the indoor playground area.



### General Guidelines

- You are responsible for the set-up/tear-down of furniture for your event.
- You are responsible to return the facility back to the standard set-up as shown on the available map
- Linens, decorations, tableware and utensils are not provided by Heartland.
- Decorations such as loose glitter, rice, flower petals, and confetti are not permitted.
- Decorations may not be attached to walls or ceilings. Additionally, paint, finger paint, nails, sticky tack, glue, and tape cannot be used for decorations.
- Balloons are permitted but must be attached to a weight / not stuck directly to tables.
- Live flames are only permitted in flame-resistant containers and placed on the stage or on a table.
- Guest WIFI is available as a courtesy. No refunds will be given if the WIFI connection fails or is unavailable for your event.
- All doors to the outside are required to remain closed for HVAC purposes.
- During the winter months, the driveway will be cleared if there is more than 2" snow. Additional snow removal and salting is your responsibility. A shovel and salt is provided in the entryway during winter months.
- No animals, except certified service animals, are allowed in the building during your event.
- There is no consuming of alcohol on church grounds without prior written approval from the Executive Team.

### Cleaning

- It is your responsibility to clean, vacuum, and check over the rooms utilized and restrooms prior to leaving.
- Trash must be collected and taken to the dumpster.
- All decorations and food must be removed from Heartland property following the event. Food can be stored in the refrigerator for the duration of the event. Due to additional events, food cannot be dropped off before the event date or remain on Heartland's property following the event.

### **CANCELLATION POLICY**

The host's fee will be refunded if Heartland is not able to accommodate the event due to an unforeseen circumstance such as a ministry event or catastrophic event.