



The Federated Church

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Fergus Falls MN 56537
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BUILDING USE POLICY

Federated Church exists to serve its members as well as the community of Fergus Falls. In the spirit of advancing community ministry, some of our church facilities may be shared according to the guidelines established by our Deacons and Elders.

Who can request to use the building?

- A. Any member of Federated Church can request the use of the building for special family or community events such as open houses of various kinds, wedding/baby showers, anniversaries, etc.
- B. Any "not for profit" organization that has as its objective to serve and help the community and its members may request use of the facility as long as their membership includes a "sponsor" that is a member of Federated Church. (Serving and helping may include spiritual, physical, emotional, educational and/or mental parameters.)
- C. Independent groups with a purpose or mission similar to Federated Church community ministry may make a request in writing to Federated Church Board of Managers for permission to use church facilities. The Board of Managers will make a case-by-case decision. The Federated Church insurance policy does not protect activities or operations of independent groups meeting in the church building. An independent group may be required to show proof of liability insurance before a request to use space at Federated Church would be considered.
- D. Any request may be denied if the goals or methods of the event or organization requesting the building contradict Federated Church objectives and methods. The request may also be denied if it is determined that the event/use will be inappropriate for our building or grounds.
- E. General intent is not to make the building available for regularly scheduled (weekly, monthly) meetings of non-church related groups.

What is the process for requesting use of the building?

- A. Contact the church office and obtain a copy of the Building Request Form.
- B. The form should be completed and returned to the office at least a month before the desired date of use.
- C. "Proof of insurance", if required, must be returned with the Building Request Form.

How is the request approved?

- A. The church staff will evaluate each request for approval.
- B. The Board of Managers will be consulted if the church staff has a question or is un-able to make a decision.

Cost Associated with Building Use

- A. There will be no charge for members of Federated Church who receive approval to use the facility for one time special family or community celebrations or events. (Anniversaries, wedding/baby showers, open house type events.)
- B. Fee for non-profit organizations meetings or events: \$10 per meeting/event. (Refer to B under "Who can request to use the building?")
- C. Fee for independent groups not affiliated with Federated Church: \$25 per meeting/event. (Reminder: Certificate of insurance must accompany application before approval for use of facility is granted.)
- D. Fees weddings: See Wedding policy.
- E. Groups using the kitchen in food preparation/cooking and dishwashing services will be asked to pay: \$25 for the first hour and \$10 for each additional hour for the time of an "approved kitchen supervisor."
- F. Any excessive cleaning that is required on the part of Federated Church, or damage incurred to furnishings or the building during the requested use will be billed to the group or individual approved to use space.

Building Rules:

- A. No smoking
- B. Drug free
- C. As a Christian organization, respectful conduct is expected. Fighting, abuse and profanity are prohibited.
- D. Respect of the building and property; equipment, furnishings, pictures and materials is expected.
- E. Use of special equipment (sound system, VCR, TV, etc) must be requested and arranged prior to the event
- F. Common courtesy is expected at all times. When two or more groups are meeting, noise and disruption is expected to be kept to a minimum.
- G. Users of the building will be responsible for damaged equipment or furniture.