

Hill Point Church Facility Usage Policy and Procedures

Revised April 7, 2009

I. Philosophy

We believe that God has given us a facility so that we can do the work of sharing the Gospel of Jesus Christ to all. As caretakers of God's resources, we desire to care for this facility so that it may effectively be used to help draw people into a personal relationship with Him.

II. Criteria For the Use of Facilities

We are committed to use the facility in such ways as to glorify our Heavenly Father and to exalt the name of our Lord Jesus Christ in and by all activities sponsored on this campus. Our priority is to Hill Point Church groups and individual church members. Regarding usage for weddings, the Hill Point Church facility is available only for members or those who regularly attend Hill Point services. All other groups (non-members, non-profit organizations and groups and for-profit groups) may apply for facility use, but are subject to Council of Elders approval. Please refer to Section III to reserve the facility.

III. Reserving the Facilities

In order to reserve the facility, please complete and return the Facility Use Request Form, along with a \$200 security deposit, to the church office. To receive a copy of this form, you may contact the church office at (414) 352-7100 or you may download the form at www.HillPoint.org.

Once the form is received it will be reviewed by the pastoral staff. Final approval will be made by our Council of Elders and you will be notified of their decision. Please note that all requests will be reviewed on an individual basis, with Hill Point Church ministries and members receiving first preference. The final decision will be made at the discretion of the Council of Elders and in consultation with our Pastoral Staff

Once approval for use of the facility is authorized, the rental fee is due and must be received by the church office no later than one week prior to the date of the event. Following the event, the church staff will inspect the facility to ensure compliance with the Facility Use Guidelines (see Section IV). If the Guideline requirements are met, the security deposit will be returned to the renter no later than one month following the event. If the Guidelines are not met, the security deposit will be retained and the renter notified in writing.

IV. Facility Use Guidelines

When approval has been given for use of the facility we expect the renter to follow these guidelines.

1. Groups may only use those rooms which they have requested and reserved.
2. Setup, takedown and cleanup are the responsibility of the group sponsoring the event. The renter is expected to leave the facility in the condition in which he/she found it. Therefore, the renter will:
 - vacuum
 - return furniture and equipment to their original locations
 - clean up any spills
 - turn off all lights
 - close all windows
 - Contact church office if additional cleaning or repair is needed.
3. The renters are to treat this facility as their own, therefore using furniture and equipment responsibly.
4. Alcohol is not permitted anywhere on the campus or in the facility. Smoking is not permitted inside the facility.
5. The sound and multi-media systems in the worship center are available for use only when operated by a Hill Point Church multi-media team member. See the Facility Use Agreement for costs.

V. Fee Structure

Fees for use of the facility help cover the costs of maintenance, utilities, and services. Costs are reflected on the Facility Use Agreement. Hill Point Church reserves the right to modify all fees.

VI. Additional Questions

If you have additional questions please contact the Hill Point Church office at (414) 352-7100 or email the office at office@hillpoint.org