



# **GATEWAY COMMUNITY CHURCH BUILDING USE POLICY**

**Gateway Community Church**  
760 Clear Lake City Blvd  
Webster, TX 77598  
Tel: (281) 286-1515  
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# GATEWAY COMMUNITY CHURCH BUILDING USE POLICY

## INTRODUCTION

The primary purpose of Gateway Community Church (GCC) is to lead the mission and ministry of the church. Our programs and our people are the top priority when it comes to the use of our church facility. However, GCC still wishes to expand its outreach into the community by offering the use of its facilities.

Building use activities fall under the jurisdiction of the Business Administrator who manages the use of building facilities. No commitment for building use is finalized until the Room Use Agreement has been completed and executed by the Business Administrator or Logistics Coordinator.

GCC has had a number of long-standing relationships with several community organizations for ongoing use of the facility. Other local organizations and individuals have also used our facilities for one-time or short-term usage. Availability for ongoing usage is limited, but can be considered. Our first priority is for the program and membership needs of GCC. Lesser use priorities are for non-profit groups that are supported by GCC, then other nonprofit organizations.

Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by GCC. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and the practices of GCC.

Included in this guide are the following:

1. Steps to Facility Use Scheduling
2. Fees for Facility Usage
3. Special Requirements for Events
4. Cancellation Policy
5. Rules and Regulations
6. **Room Use Agreement** Form
7. **Release and Indemnity Agreement** Form



## STEPS TO FACILITY USE SCHEDULING

1. Please contact the Church Office to confirm that the date and time for the requested room use is available. (Availability of the date and time does not reserve that date and time until the Business Administrator/ Logistics Coordinator approve the Room Use Agreement. The Church Office does not determine the applicable fee. The applicable fee will be determined by the Business Administrator/ Logistics Coordinator upon their approval of the Room Use Agreement as outlined below.)
2. Fill out a Room Use Agreement. One is included in this guide or you may obtain one at our website: [www.gateway-community.org/building-rental](http://www.gateway-community.org/building-rental)
3. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group.
4. Return the completed Room Use Agreement to the Church Office at least 3 weeks in advance of the event. The Business Administrator/ Logistics Coordinator will then evaluate your request, and you will be notified if it is approved or not approved. After approval, a twenty-five percent (25%) NON-REFUNDABLE deposit is required to hold the room(s) as we do receive a number of requests. The remaining balance of applicable fees are due at the Church Office at least 2 weeks prior to the event.

## FEES FOR FACILITY USAGE\*

Please note the fee schedule below. Also, be sure to review list of additional out-of-pocket costs that are reflected on Pages 4 & 6, following the basic fee table below.

Gateway Member Services- No facility charge to be incurred for weddings ceremonies and memorial services/funerals

**Type A** Non-profit educational and other activities that are considered an extension of the ministry of Gateway Community Church.

**Type B** Other non-profit civic and service activities, including musical groups, service clubs, fraternal organizations, etc.

ROOM	Capacity	Type A	Type B
Auditorium*	1,692	\$600	\$700
Life Center	396	\$450	\$550
Coffee Shop	198	\$300	\$400
Warehouse	130	\$300	\$400
Path	98	\$250	\$350
B122	50	\$200	\$300

\* Not available after 4pm on Saturdays and no spaces are available on Sundays. Standard rate includes 4 hours of room use. This includes set-up and clean-up time.

## **JANITORIAL/SET UP FEE**

The actual cost for area setup is determined and charged taking into account factors such as: setup requirements, number of participants, use of any special equipment, any extra/additional special cleaning (above the typical requirements) required after the event is complete, etc.

## **SPECIAL REQUIREMENTS FOR “EVENTS”**

“Events” are defined as those room use activities where more than 400 people are in attendance or are anticipated to be in attendance.

At the time of the approval of the room use agreement, a pre-event meeting will be scheduled between the Logistics Coordinator or their representative and the person/s responsible for the event. (It is recommended that the signer of the Room Use Agreement attend this meeting.) The purpose of the meeting is to discuss, coordinate and finalize arrangements for room set up, parking plan, crowd control and overall event safety.

When planning the event please include the following considerations:

- **Maximum occupancy of the Auditorium is 1,692. Maximum occupancy of the Life Center is 396. These maximum numbers may be reduced by GCC depending on the event room set-up arrangement and anything deemed by the Facility Manager & Business Administrator as necessary to be in compliance with Fire Codes.**
- **If more than 800 people are expected, 3 GCC supplied parking lot attendants may be required for a fee that covers GCC’s out of pocket cost is. GCC will do all within its ability to provide traffic control/parking lot attendants but cannot make any guarantee that such individuals would be available on the day of the Event.**

## **CANCELLATION POLICY**

In the case of the cancellation of a scheduled facility usage, the responsible party should notify the church office via email or via written notice delivered to the GCC office as soon as possible. Refund of the Facility Usage Fee amount will depend on the following:

- **With less than (2) weeks, but more than one (1) week notice of cancellation - refund of 75% of the full fee.**
- **With less than one (1) week notice of cancellation - refund of 50% of the full fee.**
- **A cancellation caused by severe weather as noted by the National Weather Center - refund of the full fee, except for any out-of-pocket costs already incurred.**

## RULES AND REGULATIONS

### BREAKAGE

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person(s) signing the Application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment, which in the judgment of Business Administrator, has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

### ROOM SETUPS

Coffee Shop and B122 have a standard room setup and must be approved by the Logistics Coordinator before any changes are made. Any out-of-pocket janitorial costs for modifications will be billed. The Life Center, Path, and Warehouse do give you the ability to select which room setup you would like to use (see *Room Use Agreement*).

### AUDITORIUM/LIFE CENTER STAGE EQUIPMENT

Auditorium or Life Center stage equipment cannot be moved except by permission of the Logistics Coordinator (additional fee will apply, IF APPROVED.)

Auditorium Stage- Cleared / Reset	\$500
Life Center Stage- Cleared/ Reset	\$250

### SOUND AND/OR VIDEO SYSTEM

The sound reinforcement or video recording systems may be made available upon request. The systems may only be operated by GCC Arts Ministry technicians or by technicians pre-approved by GCC Arts Ministry. Group-provided sound, recording, or video equipment may not be attached to church systems (including the electrical system) through cables or connectors without prior approval.

Basic Audio/Lighting	\$100 + \$25/hr over 90 min
Basic Video	\$100 + \$25/hr over 90 min
Special Lighting	\$100 + \$25/hr over 90 min

### SMOKING POLICY

All members of all groups using our facilities shall abide at all times by a “no smoking” rule on church property. Violation of this rule is sufficient grounds for a church staff member to withdraw immediately any group’s use of the facilities and/or to deny use in the future.

### ALCOHOL & DRUG POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or other controlled substances shall not be permitted at any time on church property, including the outdoor areas and parking lots.

### NO GAMES OF CHANCE

Church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

## **FOOD AND DRINK**

All food and drink requires approval in advance, as noted in the Room Use Agreement.

## **DECORATIONS**

All decorations require prior approval of the Logistics Coordinator or their designee. Items may not be nailed or screwed to any walls or ceiling. No decorating is permitted in the hallways. Decorating may be allowed prior to the beginning of your scheduled time based on availability of the space provided it does not interfere with any other GCC operations. The Logistics Coordinator will determine if any decorations may be setup in advance. All such decorations must be removed immediately and completely following the event.

## **STARTING AND ENDING TIMES**

### **STARTING TIME:**

- Monday through Friday from 8:30 AM through 9:30 PM.
- Weekends from 9:00 AM through 6:00 PM.

### **ENDING TIME:**

The building must be completely cleared no later than 10:00 PM on weekdays or 6:30 PM on weekends to allow the building to be closed promptly. Exceptions to these times must be approved in advance by the Business Administrator/ Logistics Coordinator and will be subject to a custodial surcharge.

The Auditorium is not available for rental after 4pm on Saturdays and no room is available on Sundays.

## **STORAGE**

There is no excess storage available for organizations other than church groups and, as such, all organizations using the facility will be responsible for the storing of their materials offsite.

## **BICYCLES AND SKATEBOARDS**

No sport bicycling or skateboarding is allowed on church property. No bicycles or skateboards are allowed inside the church facility.

## **PARKING**

Parking in the church parking lot or designated handicapped parking spaces is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property. Parking is only available in designated "Striped" areas (not in grass) and no vehicles are allowed on any sidewalk for the purpose of loading/unloading.

## **EVENT PARKING**

A special plan for parking during events will be reviewed at the Event Planning Meeting. (see above, "Special Requirements for Events")

## **SECURITY**

Our church works to maintain a safe and secure environment within the facility. However, no systems

are foolproof. We ask that all users pay close attention to personal property and valuables, never leaving them unattended. The church is not responsible for theft or damage to personal property.

### **FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, or in our customary practices that are not specifically mentioned here, any church Pastor or the Business Administrator shall decide the matter and all individuals and groups shall abide by those directions or forfeit immediately the use of any part of the facility.

Arrangements for access into the church facility will be made upon approval of the Room Use Agreement.

### **EMERGENCY SCHEDULING CONFLICTS**

**GCC reserves the right to pre-empt any facility use for its own purposes.. Notice will be provided as early as possible. In this case, a full refund will be made to the renting organization. As a practical matter, GCC will do everything possible to work around scheduled events and will endeavor to provide at least forty-five (45) days advance notice of a need to cancel a scheduled event.**



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**ROOM USE AGREEMENT**

PLEASE COMPLETE ENTIRE FORM

Today's Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Non-Profit? \_\_\_Yes \_\_\_No : Federal ID No. \_\_\_\_\_

Contact Person's Name \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Organization's Purpose/Mission \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

*(Dates may not be scheduled more than twelve months in advance, except with specific permission.)*

Will the event be recurring? :

One time only

Monthly

Weekly

Multiple days

Which day of the week? : (check all that apply)

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday\*  
\*Not Available





Room/Area(s) Requested:

Auditorium (Capacity-1,692)

Life Center (Capacity- 396)

Coffee Shop (Capacity- 198)

Warehouse (Capacity- 130)

Path Room (Capacity- 98)

B122 (Capacity- 50)

Kitchen Use (Capacity – N/A)

Outside Parking Lot (Capacity- 300 for Outside activities such as cook-outs or practices)

Option Charges:

Basic Audio/Lighting

Basic Video

Special Lighting

Clear Auditorium stage/reset

Clear Life Center stage/reset

Set-Up Requests:

As is, No set-up Needed

\_\_\_\_\_ # of Chairs (300 available)

\_\_\_\_\_ # of Rectangular tables (18 available)

\_\_\_\_\_ # of Round tables (18 available)

Anticipated Number of attendees: \_\_\_\_\_

Will an admission fee be charged? Yes No

Will tickets be sold? Yes No

Will food or drink be consumed? Yes No

I/we have read and understand the "GCC Building Use Policy" and the "Rules and Regulations ".  
(please initial here) \_\_\_\_\_

Special Needs or Requests

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Set Up Instructions

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





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Select Room Setup \_\_\_\_\_

**Room Set-ups**

											
Square Dining	Board Room	Square	U-Shaped	Angled Rows	Semi Circle	Circle	Circle Dining	Classroom A	Classroom B	Theater Off-set	Theater
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>



## **Release and Indemnity Agreement**

This **Release and Indemnity Agreement** is between the above-named organization (“Organization”) and Gateway Community Church of Webster, Texas (“GCC”).

### **RECITALS**

The GCC as Trustee to The Texas Annual Conference of the United Methodist Church is the owner of the real property and improvements located at 760 Clear Lake City Blvd Webster, TX (“Property”).

The Organization desires to use the Property described above for meetings and/or other activities.

### **AGREEMENT**

NOW THEREFORE in consideration of GCC permitting the Organization to use the Property and improvements described above, the Organization agrees as follows:

1. The Organization hereby releases, discharges, and covenants not to sue GCC, The Texas Annual Conference of the United Methodist Church or its Trustees, administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of the Organization’s use of the Property. If any member, guest, invitee, or participant of the Organization makes any claim against GCC, The Texas Annual Conference of the United Methodist Church, or its Trustees, administrators, directors, agents, officers, members, volunteers, or employees, in connection with the Organization’s use of the Property, the Organization will indemnify, defend and hold the church and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.
2. The Organization represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Organization will provide GCC with proof of liability insurance, and if requested, will add the church as an additional insured under Organization’s general liability policy.



## ACCEPTANCE OF RESPONSIBILITY

I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I will remove all signs and decorations posted by my group immediately after the meeting/event has ended. I further agree that GCC Property will be used in accordance with the Rules and Regulations, and I hereby consent to the Release and Indemnity Agreement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

*\*All invoicing will be done through PayPal\**

### FOR OFFICE USE ONLY

Request Approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Agreed Upon Fees: \$ \_\_\_\_\_ Rate of Room Reservation

\_\_\_\_\_ Janitorial/Set up Fee

\_\_\_\_\_ Audio/Lighting/Video

\_\_\_\_\_ Clear/ Reset Auditorium or Life Center stage

\_\_\_\_\_ **Total**

