

Building Use Policies and Procedures  
The Orchard Church

Use of the church facility shall always be scheduled with the church office.

This policy will outline who may use the facility, for what purposes it may be used, rules for use of the facility, and fees and deposits for building use. Background information and references beyond those described herein may be requested if deemed necessary.

The following guidelines are set forth for building and facilities usage:

1. Who may use the church (in order of priority):
  - a. The Orchard Church groups, sub-groups, or members as part of the ministry of the church. This would include (but not be limited to) small group sessions, committee meetings, and rehearsals for services. No charge.
  - b. Groups that come as invited guest of the congregation of The Orchard Church such as association meetings and denominational meetings. No charge.
  - c. Service and charitable organizations (Hospice, Blood Banks, Safe Harbor, etc.) will be considered for use without charge for short-term use only.
  - d. Outside social, civic, educational, and non-service groups or individuals that do not fall under section 2 will be considered for use of the facilities and may be charged usage fees or custodial fees. Fees may be reduced or waived at the discretion of the Trustee Team.
  - e. Individual members of The Orchard Church may reserve the facilities for activities not listed in (a.) per the approval of the church office and/or the Trustee Team. Usage fees and/or custodial fees may apply.
  
2. Who may not use the church:
  - a. Partisan political groups.
  - b. Groups operating for commercial gain (unless as a part of an effort organized by The Orchard Church).
  - c. Organizations whose activities, stance, decrees, mission, or general beliefs are in conflict with either the mission and doctrine of The Orchard Church or The Baptist Faith and Message (2000).
  - d. Any person, group or organization not specifically described previously in sections (1 or 2) will be deemed to be included in section (2) unless approved as an exception by the Trustee Team.
  
3. Procedures and Guidelines for Scheduling Use of the Facilities:
  - a. Potential persons or groups wishing to use the church facilities should contact the Church office at 231-263-8267.

- b. Scheduled meetings of The Orchard Church will take precedence over all other requests.
- c. The Church Staff and/or the Trustee Team will approve requests for building use.
- d. Responsible adult supervision must be present with the group at all times when facilities are in use.
- e. All minor children must be supervised by an adult parent or legal guardian. In the case of minor children of more than 1 household they shall be supervised by no fewer than 2 adults. In addition all supervision of minors must be consistent with the policies of The Orchard Church, and the church may require from the group a written plan of supervision, permission slips from parents, medical and/or insurance information for the minors, etc.
- f. Smoking and non-prescription drugs are prohibited in the building.
- g. Alcoholic beverages will not be permitted on church grounds.
- h. As a general rule facilities may not be reserved more than 30 days in advance, except for weddings.
- i. Liability insurance (minimum \$1 million) will be required of non-members
- j. Should the individual/group not have liability insurance, an event insurance policy (minimum \$1 million) must be purchased.
- k. Proof of said insurance should be provided prior to final approval of scheduling use of the facilities.
- l. Each group or organization must designate a representative who will consult with the church staff in advance of the event and be responsible for:
  - (i.) Custody of a key, if needed, and unlocking and relocking of all doors and windows
  - (ii.) Regulating thermostats and hot water heater as instructed
  - (iii.) Accounting for damages to the facilities
  - (iv.) Basic clean-up such as putting trash in bins and otherwise leaving the facilities in the same condition as at the beginning of the event.

4. General Use of the Church Grounds and Facilities:

- a. All groups are expected to leave the church grounds and facilities in as good condition as it was before the event.
- b. Any use of the church's audio-visual equipment requires prior approval and will require a member of the audio-visual team to operate. Scheduling a member of that team and compensation will be the responsibility of the group – however the church office may provide assistance.
- c. No furniture (tables, chairs, bins, music stand, etc.) or equipment belonging to the Church may be loaned or removed from the building without prior notification and approval of the church office and/or the Trustee Team. Official Church functions are exempt from this section.

- d. Non-member groups using the facility may use tables, chairs, and music stands as their set-up requires. They shall be returned to the format they were in prior to the event following completion of the non-member group using the facilities.
  - e. Use of the baptistry will not be allowed unless specifically approved by the Lead Pastor and the Trustee Team.
  - f. Use of the Orchard's Musical Instruments will be limited to members of The Orchard Church and only with the approval of the Praise Team.
5. Fees and Deposits:
- a. A security deposit of \$200 is required for the use of keys and/or the facilities. If the keys are returned and facilities are in same condition as prior to the use, the deposit will be refunded.
  - b. Use fee (per day)
    - (i) Less than 4 hours \$60
    - (ii) More than 4 hours \$140
    - (iii) Weddings that have rehearsal one day and ceremony the following day \$150
    - (iv) Weddings with receptions \$300
    - (v) Waived for funerals.
  - c. Groups are responsible for any damage done to church equipment, facilities, or grounds at the cost of repair or replacement.
  - d. If additional snowplowing is required (outside of the Church's regular scheduled plowing) there will be a fee of \$75.
  - e. The staff or the Trustee Team may waive or reduce the above listed fees at their discretion.
  - f. Fees will be refunded if the facilities are not available or if reservation is canceled 24 hours in advance.
  - g. Audio-Visual technician/Orchard Church Representative fee (paid directly to technician/individual)
    - (i) Less than 4 hours 1 day \$70
    - (ii) More than 4 hours \$20 per hour
  - h. All fees and deposits shall be paid in advance.

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